DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO P1326.6D Ch 2
MMEA-85
OCT 15 2012

MARINE CORPS ORDER P1326.6D Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

Encl: (1) New page inserts to MCO P1326.6D

1. Situation. To transmit a new page inserts to the basic order.

2. Mission. To update information contained within the order.

3. Execution. Remove the cover page and pages 4-4, 5-5, C-2, D-3, and D-4, and replace with corresponding pages in the enclosure.

4. Summary of Change. This is an administrative change to update references.

5. Filing Instructions. File this Change immediately behind the promulgation page.

A. SALINAS
By direction

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Headquarters, U.S.
Marine Corps

MCO P1326.6D
PCN 10201100400

SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

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Ref: (a) MCO P1020.34G
(b) MCO P10120.28G
(c) MCO 1040.31
(d) MCO 7220.12P
(e) MCO P1300.8R
(f) Manual of the Medical Department
(g) BUMEDINST 1300.2A
(h) MCO 5000.12E
(i) SECNAV M-5510.30
(j) BUMEDINST 6230.15A
(k) SECNAVINST 5510.35B
(l) MCO P1070.12K

Encl: (1) Locator Sheet

1. Purpose. To establish criteria and instructions relative to selecting, screening and preparing enlisted Marines for assignment to Special Duties (Drill Instructor, Recruiting, Marine Security Guard, Marine Corps Security Forces) and Independent Duties.

2. Cancellation. MCO 1326.6C, MCO 1306.2N, and MCO 1300.20H

3. Background. Every career Marine should expect to be screened or volunteer for a special duty such as Drill Instructor, Recruiting, Marine security Guard, or Marine Corps Security Forces. In addition, every Marine can be screened for an Independent Duty as well due to the continuing need for qualified Marines to serve in these types of duty. The experience gained from successful completion of these assignments can significantly enhance career development.

4. Summary of Revision. This manual is a consolidation of three Marine Corps Orders with significant changes. The major changes are:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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HEADQUARTERS UNITED STATES MARINE CORPS
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MMEA-85
12 SEP 1999

MARINE CORPS ORDER P1326.6D W/CH 1

From: Commandant of the Marine Corps
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Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

Ref: (a) MCO P1020.34F
(b) MCO P10120.28F
(c) MCO P1040.31G
(d) MCO 7220.12M
(e) MCO 1300.8R
(f) MCO 5512.4N
(g) Manual of the Medical Department
(h) NAVMEDCOMINST 1300.1C
(i) MCO 5000.12D
(j) OPNAVINST 5510.1H
(k) MCO P3000.1E (NOTAL)
(l) BUMEDINST 6230.1H
(m) MCO 5521.3G
(n) SECNAVINST 5510.35
(o) MCO P1070.12J

Encl: (1) LOCATOR SHEET

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4. Summary of Revision. This manual is a consolidation of three Marine Corps orders with significant changes. The major changes are:

Distribution: A: Approved for public release; distribution is unlimited.

a. MCO 1326.6C has been modified to include Marine Security Guard and Marine Corps Security Force Special Duty Assignments.

b. The Drill Instructor duty chapter now includes specifics on Assistant Marine Officer Instructor (AMOI) duty, responsibilities, and prerequisites for application to the program.

c. The Commanding Officer's Screening/Interview Guide for Drill Instructors is revised with an additional Commanding Officer's Medical Screening Guide.

d. The Commanding Officer's Screening/Interview Guide for Recruiting Duty is revised.

e. The Commanding Officer's Screening/Interview Guide for Marine Security Guard is revised.

f. The Commanding Officer's Screening/Interview Guide for Marine Corps Security Force duty with Personnel Reliability Program (PRP) Screening guidance is revised.

g. The Commanding Officer's Screening/Interview Guide for Independent duty is revised.

h. Financial Worksheet is revised.

i. Height/weight standards have been revised.

5. Action

a. Commanding Officer

(1) The commanding officer (CO) plays the most important role in the screening process. The CO is responsible for the initial screening (personal interview) of his/her Marines. The CO has access to the Marine's records, financial information, and other current information not available to HQMC. The CO must be at least a Battalion or Squadron level commander with Courts Martial Authority, or an Officer in Charge with message releasing authority. Appendixes A through J are provided for the CO to report specific information, allowing HQMC to make the best assignment. This cannot be delegated.

(2) One copy of the completed Commanding Officer's Screening/Interview Guide(duty specific), Medical Screening Guide (Drill Instructor Duty), and Financial Worksheet(Appendix F), will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer. The commanding officer will re-certify that the Marine is still qualified for special or independent duty assignment 30 days prior to the Marine's transfer. For independent duty assignments forward one copy of the Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and

Financial Worksheet, along with certified copies of the Marine's page 11, 12 and 13 to the CMC (MMEA-82, MMEA-83, MMEA-84). For Marines assigned to special assignments, copies of the same information will be forwarded to the CMC (MMEA-85). Commanders will contact the CMC (MMEA-8_) via naval message when there is a change in the Marine's status. CMC (MMEA-8) has the authority to waive certain checklist criteria based upon the needs of the Marine Corps.

(3) Commanding Officers will ensure that a comprehensive program exists to publicize these assignments and encourage qualified Marines to apply. In this regard, commanding officers should view each Marine as potentially eligible for a special duty or independent duty assignments. Individual shortcomings or deficiencies should be noted early in a Marine's career, and counseling should be provided to correct specific problem areas.

b. Directors of Recruiters School, Drill Instructor School, Marine Security Guard School and Marine Corps Security Forces School.

Directors will complete and submit a drop report (Appendix J) whenever a student is not accepted for training or is disenrolled. Submission of this report by electronic means is acceptable. Paragraph 4 of Appendix J will specifically state whether or not the Marine's status has changed since being screened by the parent command. Reasons for initial drop or disenrollment from a formal Marine Corps school will be listed in sufficient detail for future reference. If noncompliance is apparent, the specific reasons will be stated and explained.

6. Application

a. Submit applications for special duty or independent duty assignments to the CMC (Code MMEA) via the chain of command. Applications may be submitted by administrative action form NAVMC 10274 (Rev. 3-93)) or naval message.

b. Marines serving overseas or in an assignment with a fixed tour length should apply for a special duty or an independent duty assignment 6 to 8 months prior to current tour completion. Specific application requirements for Marine Security Guard volunteers are addressed in Chapter 4.

7. Record Disposition

a. Retention period for record copies of the Commanding Officer's Screening/Interview Guide:

(1) "A" Billet holders. Destroy after arrival at independent duty station.

(2) "B" Billet holders. Destroy after completion of Drill Instructor, Recruiter School, Marine Security Guard School, and Marine Corps Security Forces School.

(3) When a determination is made by CMC that the Marine will not be assigned to duty. Retention period: 5 years.

b. For record copies of those Marines not accepted/dropped from training. Retention period: 5 years.

8. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

9. Certification. Reviewed and approved this date.

T. P. MURRAY
By direction

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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MCO P1326.6D Ch 1
MMEA
13 Mar 01

MARINE CORPS ORDER P1326.6D Ch 1

From: Commandant of the Marine Corps
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Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

Encl: (1) New page insert to MCO P1326.6D

1. Purpose. To transmit a new page inserts to the basic Manual.

2. Action

a. Remove pages 1-5 and 1-6 of the basic Manual and replace it with the corresponding pages contained in the enclosure.

b. Effect the following changes to paragraph 4003:

(1) Delete the period after the word ELIGIBILITY and re-number the paragraph as 1.

(2) Add new paragraph:

2. Gunnery Sergeants with more than one and a half years time in grade and pursuing a "First Sergeant" career path may apply for MSG Duty. However, due to the time and effort required to screen and train Detachment Commanders, the feasibility of those Marines to complete the required 36 month tour will be closely scrutinized and will be a major consideration in an assignment to the program. A Marine initially found unqualified due to his/her inability to complete a tour as Detachment Commander may voluntarily change their career path in order to comply with time-on-station requirements.

(3) Pen change the existing paragraphs as follows: 4003.1 to 4003.3; 4003.2 to 4003.4; 4003.3 to 4003.5.

c. Effect the following changes to Appendix C:

(1) **PREREQUISITES** Paragraph 9a (8) delete the words: with results

(2) **APPLICABLE TO SNCOs** add new paragraph:

8. Gunnery Sergeants must be able to meet the 36 months tour of duty requirement as a Detachment Commander.

yes/no

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Manual.

T. P. MURRAY
By direction

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LOCATOR SHEET

Subj:_____

Location:_____
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

CONTENTS

CHAPTER

1	GENERAL INFORMATION
2	DRILL INSTRUCTOR DUTY
3	RECRUITING DUTY
4	MARINE SECURITY GUARD DUTY
5	MARINE CORPS SECURITY FORCES DUTY
6	INDEPENDENT DUTY

APPENDIX

A	SCREENING/INTERVIEW GUIDE - DRILL INSTRUCTOR DUTY WITH CO MEDICAL SCREENING
B	SCREENING/INTERVIEW GUIDE - RECRUITER DUTY
C	SCREENING/INTERVIEW GUIDE - MARINE SECURITY GUARD DUTY
D	SCREENING/INTERVIEW GUIDE - MARINE CORPS SECURITY FORCES DUTY/ PRP SCREENING GUIDE
E	SCREENING/INTERVIEW GUIDE - INDEPENDENT DUTY
F	COMMANDING OFFICER'S FINANCIAL WORKSHEET
G	MSG POST LOCATIONS
H	MSG APPLICANT INTERVIEW GUIDE
I	MSG INFORMATIONAL HANDOUT
J	SCHOOL DROP REPORT EXAMPLE

CHAPTER 1

GENERAL INFORMATION

	PARAGRAPH	PAGE
GENERAL INFORMATION	1000	1-3

GENERAL INFORMATION

1000. GENERAL INFORMATION

1. Definition. Special duty assignments involve demanding duties or duties demanding an unusual degree of responsibility. In this context, duties normally are considered demanding if they require an extraordinary effort for satisfactory performance. A special duty assignment is considered to have an unusual degree of responsibility when a heavy personal burden is placed on the member to ensure the successful accomplishment of assigned duties. Currently, special duty assignments include: Marine Security Guard (8151), Marine Corps Security Force Guard (8152), Marine Corps Security Force Cadre Trainer (8153), Marine Corps Security Force Close Quarters Battle Team Member (8154), Recruiter (8411), and Drill Instructor (8511). In order to attract high quality Marines to these assignments, there are several incentives which may be used. Each special duty assignment is unique and has differing degrees of responsibility, therefore, the incentives offered may differ. The following incentives may apply.

a. Promotion Prospects. A noncommissioned officer who has successfully served a tour as a drill instructor, recruiter, Marine Security Guard detachment commander or in a Marine Corps Security Force leadership billet is regarded as highly qualified for promotion. The following statement is included in the briefing instructions to the Staff Noncommissioned Officer Selection Boards convened at Headquarters Marine Corps.

> Marines who have passed the rigid screening process for assignment, undergone the rigorous training requirements for the duty, and successfully completed a demanding assignment as a drill instructor or recruiter have indicated that they possess, to a high degree, the qualifications considered necessary for promotion. Unless there is evidence to the contrary as a result of other assignments, a Marine who has successfully completed an assignment as a drill instructor or recruiter will be considered as highly qualified for promotion to the next higher grade. Successful performance while assigned to the same highly demanding Marine Security Guard or Marine Corps Security Force duty will be given the same consideration.

Corporals (and Lance Corporals assigned to MSG school) will have 100 points added to their composite score upon completion of drill instructor, recruiter, and Marine Security Guard school.

b. Meritorious Promotions. Opportunities for meritorious promotion are authorized for recruiters, drill instructors, and Marine Security Guards. Meritorious promotions will represent 24 percent and 23.3 percent of the yearly projected meritorious promotions to staff sergeant and gunnery sergeant for Marines serving on

drill instructor duty, 58 percent and 60 percent for Marines serving on recruiter duty, and 18 percent and 16.7 percent for Marines serving on Marine Security Guard duty, respectively. These percentages remain subject to change according to the needs of the Marine Corps. A program has been established to provide for meritorious promotions to Sergeant for Corporals on Drill Instructor and Recruiting Duty. The Commanding Generals, Marine Corps Recruit Depot, Parris Island/Eastern Recruiting Region and San Diego/Western Recruiting Region are delegated authority to meritoriously promote a percentage of Corporals based on the needs of the Marine Corps.

c. Proficiency Pay

(1) Marines assigned as drill instructors (billet MOS 8511), recruiters (billet MOS 8411/8412), and Marine Security Guards (billet MOS 8151) are authorized Special Duty Assignment (SDA) pay per reference (d).

BMOS	Initial
8411/8412	$375.00
8511	$275.00
8151 (MSG only)	$110.00

(2) Proficiency pay is scaled to the unique requirements Marines must deal with in order to perform their job. It is not intended to signify that one duty is more important than another. (i.e. Recruiters are required to maintain a high standard of professional appearance as our representatives before the general public, but they also serve in billets which are usually isolated from all the traditional support activities we rely on aboard our Bases, such as housing, commissaries and exchanges.)

d. Selective Reenlistment Bonus (SRB). Certain billets throughout the Marine Corps allow Marines to retain their SRB eligibility even though they are serving outside of their primary military occupational specialty. The following special duty assignments allow Marines to retain their SRB:

MOS	TITLE
8151	Guard
8152	Marine Corps Security Force Guard
8153	Marine Corps Security Force Cadre Trainer
8154	Marine Corps Security Force Close Quarters Battle Team Member
8411	Recruiter
8511	Drill Instructor

e. Ribbons. Marines who have successfully completed a tour as a Drill Instructor (30 months minimum), Recruiter (30 months minimum), or Marine Security Guard (24 months minimum) are entitled

to wear a ribbon representing their respective special duty assignment.

f. Choice of Duty Station Upon Successful Completion of Tour of Duty

(1) Marines who successfully complete a tour of duty as a recruiter (BMOS 8411) or as a drill instructor (BMOS 8511) will be given a CONUS assignment, unless an overseas assignment is specifically requested. These Marines are authorized a duty station option to a specific geographic area. Every effort is made to satisfy the desires of the Marine, so long as a valid billet in their PMOS exists in the geographic area. Specific guidance is provided below:

(a) Marines must request geographic area preference at a minimum of six months from anticipated rotation date.

(b) Specific unit Monitored Command Codes (MCC) will be accepted with the understanding that the geographic area that contains the specific MCC can be considered in order to fulfill the duty station option. Geographic Area preference of duty codes are provided in MCO P1080.20M (Marine Corps Total Force Systems Codes Manual) para. 1111, pg 1-10.

(c) Marines will not be assigned to FMF units that are scheduled to deploy for six months or more, within the first six months of their tour, unless the Marine specifically volunteers.

(d) If a valid billet is not available in the geographic area requested, the Marine may defer the duty station option for one tour of duty. This deferment will be tracked by MMEA through assignment of DCC AJ and the respective preference of duty code in MCTFS. This deferment must be used at the conclusion of the successive tour of duty following drill instructor and recruiting, if the duty station option was not satisfied.

2. Additional Clothing Items Allowance

a. All drill instructors are authorized a supplemental issue of organizational clothing as specified in reference (a), paragraph 7021.

b. All members of the recruiting service, with the exception of those assigned as recruiter aides, are authorized the blue uniform allowance prescribed in reference (b). The Marine's commanding officer is responsible for issuing the blue uniform allowance when the Marine is ordered directly to a Marine Corps District for duty. Marines ordered to Recruiters School will be issued the blue uniform allowance at Marine Corps Recruit Depot, San Diego, CA upon successful completion of the school.

c. All Marines assigned to Marine Security Guard duty will receive the blue uniform allowance upon successful completion of the school.

d. Marines assigned to Marine Security Forces and independent duty are authorized the medium blue uniform allowance as specified in reference (b) paragraph 2320. Marines must obtain the medium blue uniform allowance prior to transfer, and all alterations must be completed prior to reporting to their new assignment for duty.

b. All members of the recruiting service, with the exception of those assigned as recruiter aides, are authorized the blue uniform allowance prescribed in reference (b). The Marine's commanding officer is responsible for issuing the blue uniform allowance when the Marine is ordered directly to a Marine Corps District for duty. Marines ordered to Recruiters School will be issued the blue uniform allowance at Marine Corps Recruit Depot, San Diego, CA upon successful completion of the school.

c. All Marines assigned to Marine Security Guard duty will receive the blue uniform allowance upon successful completion of the school.

d. Marines assigned to Marine Corps Security Forces and independent duty are authorized the medium blue uniform allowance as specified in reference (b) paragraph 2320. Marines must obtain the medium blue uniform allowance prior to transfer, and all alterations must be completed prior to reporting to their new assignment for duty.

CHAPTER 2

DRILL INSTRUCTOR DUTY

	PARAGRAPH	PAGE
TOUR LENGTH	2000	2-3
ASSIGNMENTS	2001	2-3
ELIGIBILITY	2002	2-3
APPLICATION	2003	2-3
SCREENING	2004	2-3
DRILL INSTRUCTOR SCHOOL	2005	2-3
AMOI	2006	2-4

CHAPTER 2

DRILL INSTRUCTOR DUTY

2000. TOUR LENGTH. The minimum tour length for a drill instructor at a recruit depot is 36 months. Requests for voluntary tour extensions are considered on an individual basis.

2001. ASSIGNMENTS

1. Volunteers. Reference (e) specifies CONUS Marines volunteering for assignment to drill instructor may be transferred to such duty after completing a minimum of 36 months time on station. Waivers may be granted on a case-by-case basis.

2. Non-volunteers. Marines may be ordered to Drill Instructor School, if necessary, after their record has been screened by their primary MOS monitor and the special assignments monitor.

2002. ELIGIBILITY. Marines requesting drill instructor duty must be a career Marine and have a minimum of 24 months obligated service to be considered for this assignment. Career Marines may not be eligible for drill instructor duty if they have previously been screened for recruiting duty and found disqualified. Requests will be evaluated on a case-by-case basis.

2003. APPLICATIONS. All volunteers must be screened in accordance with Appendices A and F.

2004. SCREENING. The drill instructor is absolutely vital to the process of making Marines. The drill instructor is the first Marine a recruit meets when reporting for active duty and the last Marine the recruit should ever forget. The drill instructor's actions will be emulated by the recruit. Therefore, the potential drill instructor must possess a high degree of maturity, leadership, judgment and professionalism. Furthermore, he or she must thoroughly embrace our core values.

2005. DRILL INSTRUCTOR SCHOOL

1. Marines selected for Drill Instructor Duty are issued orders to either Marine Corps Recruit Depot, Parris Island, SC or San Diego, CA for duty under instruction at Drill Instructor School for a period of about 11 weeks. Upon completing the course, the Marine is then assigned to the depot as a drill instructor (AMOS 8511).

2. Drill Instructor School Syllabus. The following general areas of instruction are included in the school syllabus:

a. Clothing Regulations

b. Marine Corps History

c. First Aid and Cardiopulmonary Resuscitation

d. Interior Guard

e. Customs and Courtesies

f. Sanitation and Hygiene

g. Technique of Military Instruction

h. Standing Operating Procedures for Recruit Training

i. Recruit Evaluation and Supervision

j. Leadership

k. Weapons and Marksmanship Training

l. Close Order Drill

m. Physical Training

n. Basic Warrior Training

2006. AMOI

1. Assignment to Naval Reserve Officer Training Corps (NROTC), Assistant Marine Officer Instructor (AMOI) billets will be solicited on an annual or as needed basis. There are 65 billets throughout the Marine Corps that require the assignment of a prior successful AMOS 8511 drill instructor.

2. AMOI Responsibilities. The AMOI acts as the primary assistant to the Marine Officer Instructor (MOI) in the professional development of future Marine Officers. This duty entails numerous weekends and off duty hour commitments. Further, he/she is the acting SNCOIC for all Marine Enlisted Commissioning Education Program (MECEP) students. Below are the average responsibilities performed by the AMOI (NROTC unit specific).

a. Rifle and Pistol Instructor. Serves as the main instructor for both the rifle and pistol team. Coordinates and supervises weekend matches with various other NROTC units. Ensures the overall personnel safety, equipment security, and proper upkeep of all weapons.

b. Drill Team Instructor. Serves as the main instructor for weekly Conduct of Drill periods. Coordinates and supervises weekend drill competitions with other NROTC units several times a year. Ensures that appropriate arrangements are made for parades, ceremonies, and the presentations of the colors.

c. Assistant Command Physical Readiness Coordinator. Helps to organize and train Midshipmen for the semiannual Physical Readiness Test (PRT).

d. Driving Safety Coordinator. Ensures that all drivers are active military with a valid drivers license and that each driver understands all standard operating procedures while driving for any event.

e. Physical Security Manager. Responsible for the maintenance, upkeep, and cleanliness of all work spaces and the overall physical security of the unit.

f. Freshman Orientation. Serves as an assistant in coordinating and administering the required preparatory training for all incoming freshman.

g. Bulldog Training (OCS). Serves as an instructor for Officer Candidates School at Quantico each summer as required.

h. Marine Corps Familiarization. Assists in the training of all Midshipmen in essential subjects during weekend training exercises.

i. Collateral Duties. Coordinates the units Savings Bond drive, Substance Abuse/Tobacco Use Prevention, and is the assistant Operations Officer.

3. Prerequisites. The following prerequisites are established as basic assignment criteria:

a. Any Primary Military Occupational Specialty (PMOS) can be assigned.

b. Prior successful tour of duty as a drill instructor with an Additional Military Occupational Specialty of 8511 is required (Not waiverable).

c. GT equal to 100 (can be waived).

d. Must meet height and weight standards or be within body fat standards.

e. Must have a first class Physical Fitness Test (PFT).

f. Minimum of three years PMOS experience following drill field tour.

g. Any adverse fitness reports must be waived by MMEA.

h. Must be able to adapt to an independent duty environment with minimal supervision.

i. Must be screened in accordance with the independent duty screening checklist (Appendix E).

j. In addition to meeting the above prerequisites, Marines applying for the AMOI program must have returned to their PMOS for a minimum of three years prior to assignment (can be waived on a case-by-case basis by MMEA).

4. Applications. A MARADMIN will announce specific requirements for application procedures for billet vacancies on an annual or as needed basis. The following general instructions apply.

a. An original application package plus one copy will be submitted via administrative action form to CMC (MMEA-85) through the Marine's chain of command. An original application will include an official photo and a completed independent duty checklist (appendix E).

b. Marines must list in order of preference the billets they are applying for. The number of billets available will be announced in the MARADMIN.

c. End of active service (EAS) and date of rank (DOR), should be provided. The minimum tour length for a Marine on AMOI duty is 36 months. Packages will not normally receive favorable consideration for selection to AMOI duty if insufficient obligated service or promotion to the next higher grade would result in early rotation.

d. Date current tour began (DCTB) should allow for a minimum of three years time on station (TOS) at the estimated date of departure (EDD), unless they possess two years TOS and are requesting a billet in the same geographic area. Marines serving at an overseas location will normally be required to complete their overseas assignment (accompanied tours included) prior to assignment to an AMOI billet.

e. Applications should include the following statement: I am not currently in receipt of a selective reenlistment bonus (SRB).

CHAPTER 3

RECRUITING DUTY

	PARAGRAPH	PAGE
GENERAL	3000	3-3
TOUR LENGTH	3001	3-3
ASSIGNMENTS	3002	3-3
ELIGIBILITY	3003	3-3
APPLICATIONS	3004	3-3
SCREENING	3005	3-4
RECRUITER SCHOOL	3006	3-4
CAREER RECRUITERS	3007	3-5

CHAPTER 3

RECRUITING DUTY

3000. GENERAL

1. HRST. Eligible Marines will be screened semiannually for assignment to Recruiter School. The Headquarters Recruiter Screening Team (HRST) will visit most major commands in CONUS and overseas to screen potential recruiters with a minimum of 24 months TOS for CONUS commands and within 6 months of RTD for overseas assignments.

3001. TOUR LENGTH. The minimum tour length for a recruiter at a Marine Corps District is 36 months. Request for voluntary tour extensions are considered on an individual basis. The tour length for a recruiter may be involuntarily extended periodically to ensure the requirements of the recruiting service are met.

3002. ASSIGNMENTS. Reference (e) specifies CONUS Marines volunteering for assignment to Recruiting Duty may be transferred to such duty after completing a minimum of 36 months time on station. Waivers may be granted on a case-by-case basis.

3003. ELIGIBILITY. All corporals through master sergeants (first sergeants are not considered) are eligible to be assigned or volunteer for Recruiting Duty. All Marines must meet requirements in accordance with Appendices B and F to be assigned. Waivers for selective qualification criteria as indicated on the Commanding Officer's screening/interview guide can be granted on a case-by- case basis to be determined by CMC (MMEA).

3004. APPLICATIONS

1. Eligible Marines that have been identified for screening by the HRST must complete the commanding officer's screening/interview guide for Recruiting Duty along with the commanding officer's financial worksheet (Appendices B and F). Screening by the commanding officer is critical to the future assignment process and combined with the checklist is a guideline within which MMEA can make the best possible assignment. A finding of not qualified by the commanding officer can be waived in certain cases to meet the needs of the Marine Corps. If determination is made by the HRST to waive the commanding officer's recommendation, copies of the adjusted screening/interview guide will be provided.

2. All volunteers must be screened in accordance with Appendices B and F prior to application for assignment. Although disclosure of information on the financial worksheet is voluntary, possible adverse affects of nondisclosure could result in a decision being made to assign the Marine to a special or independent duty without

consideration of information which, if known, might have had a bearing on that decision.

3005. SCREENING. There is no single assignment which can prepare a Marine for Recruiting duty. The potential recruiter, like any effective salesperson, must project a positive attitude and believe in the product before he/she is able to make a sale. The Marine recruiter is a highly visible individual in the civilian community. His/her responsibilities are demanding, very time-consuming, and considerably different from those encountered in the operating forces. The recruiter must be able to cope with a certain degree of rejection and frustration and resist the temptations encountered in the independent duty environment. The nature of a Marine recruiter's responsibilities, which are performed in the civilian community and without direct supervision, require the potential recruiter to be mature, self-confident, trustworthy, and cooperative. Marines should present an exceptional appearance, be self-starters, and possess good judgment.

3006. RECRUITER SCHOOL

1. Recruiters School. Marines selected for Recruiting Duty are issued orders to Marine Corps Recruit Depot, San Diego, CA for duty under instruction at Recruiters School for a period of about 7 weeks. Recruiters School will provide the Marine with the required entry-level knowledge for recruiting duty. The school will teach the Marine effective communication skills, techniques of salesmanship, and the fundamental tools and methods of recruiting. Upon completing the course, the Marine is then assigned to one of the six Marine Corps Districts for duty as a recruiter (AMOS 8411). Marines returning to the recruiting force for a subsequent tour will be given a duty station preference within the desired Marine Corps District.

2. Prior Recruiters. Marines returning to Recruiting Duty whose tour was completed within the last 2 years of transfer are not required to attend Recruiters School. Waivers of this time requirement will be considered on a case-by-case basis by MCRC.

3. Recruiters School Syllabus. The following general areas of instruction are included in the school syllabus:

a. Professional Selling Skills

b. Communication Skills Training

c. Quality Enlistment Procedures

d. Marine Corps Product Knowledge

e. Recruiting Substation Operations

f. Physical Training

g. Tests and Performance Evaluations

h. Leadership

i. Advertising

3007. CAREER RECRUITERS. Any Marine (Sergeant and above) that holds the AMOS of 8411 is eligible to apply for career recruiter (PMOS 8412) status. Applications will be submitted to MCRC in accordance with MCO 1100.76D.

CHAPTER 4

MARINE SECURITY GUARD

	PARAGRAPH	PAGE
GENERAL	4000	4-3
TOUR LENGTHS	4001	4-3
ASSIGNMENTS	4002	4-3
ELIGIBILITY	4003	4-3
APPLICATIONS	4004	4-5
MARINE SECURITY GUARD SCHOOL	4005	4-7
ADDITIONAL INFORMATION	4006	4-7

CHAPTER 4

MARINE SECURITY GUARD

4000. GENERAL. The Marine Corps has a continuing requirement to provide qualified enlisted Marine volunteers as Marine Security Guards at the Department of State's overseas installations listed in Appendix G. This duty involves protection of classified material and United States property and personnel.

4001. TOUR LENGTHS

1. Thirty-six months for married and single SNCOs; 18 months at two posts.

2. Thirty months for sergeants and below; 15 months at two posts.

4002. ASSIGNMENTS. Graduates will be transferred to their assigned posts immediately after graduation from the school. Therefore, delay enroute will be taken prior to reporting to MSG school.

>CH 1 4003. ELIGIBILITY

1. Only mature and qualified Marines in the grade of lance corporal or higher (with the exception of sergeants major, master gunnery sergeants with more than 27 years total active service, first sergeants, first sergeant selects, staff sergeants with less than 1 year in grade, and staff sergeant selects) are eligible to apply for the program. Mature and qualified privates first class may be granted a waiver by the Commandant of the Marine Corps (MMEA-85) and will be promoted to lance corporal upon successful completion of MSG school. SNCOs are not eligible to apply if their spouse is an active member of the Armed Forces, to include the United States Coast Guard, National Guard, or a member of an active Reserve component of the Armed Forces. Single parents are not eligible to apply.

2. Gunnery Sergeants with more than one and a half years time in grade and pursuing a "First Sergeant" career path may apply for MSG Duty. However, due to the time and effort required to screen and train Detachment Commanders, the feasibility of those Marines to complete the required 36 month tour will be closely scrutinized and will be a major consideration in an assignment to the program. A Marine initially found unqualified due to his/her inability to complete a tour as Detachment Commander may voluntarily change their career path in order to comply with time-on-station requirements.

3. Sergeants and Below. In addition to meeting all of the above eligibility requirements and those detailed in Appendix C, sergeants and below must be advised that they are not authorized to

operate privately owned motor vehicles or motorcycles when overseas on the MSG Program. Because they travel overseas immediately upon graduation, sergeants and below will not bring vehicles to the MSG school.

4. Staff Noncommissioned Officers. In addition to meeting all of the above requirements and those detailed in Appendix C, SNCOs must be advised of the following:

a. Family members and household effects cannot be moved at Government expense until ultimate duty station orders are received at MSG Battalion. If family members are moved, they must be aware it is at their own expense. The transportation of family members

after graduation will only be from last duty station or port of entry if returning from overseas.

b. SNCOs are authorized to bring a vehicle to MSG school.

5. Disqualification. Any of the following will be considered disqualifying:

a. Spouse and dependent children not medically and/or dentally qualified for overseas assignment to remote areas upon applying for MSG duty per references (f) and (g). Some medical conditions, e.g. asthma, attention-deficit hyperactivity disorder, and other conditions requiring special educational support, are disqualifying. Questions should be referred to the MSG Battalion medical officer.

b. Conviction by general courts-martial.

c. Conviction by special or summary courts-martial within 5 years of applying for the program.

d. More than one nonjudicial punishment within 1 year of applying for the program.

e. A record of a civilian felony conviction within 12 months of applying for the program or action taken which is tantamount to a finding of guilt of an offense for which the maximum penalty under the Uniform Code of Military Justice is confinement in excess of 1 year or in which moral turpitude is involved.

f. A history of financial instability; i.e., written checks with insufficient funds, nonpayment of financial obligations, over extension, repossessions, bankruptcy, etc.

g. Pregnancy. (See reference (h))

h. Any derogatory information in an applicant's background which may preclude obtaining a top secret clearance (See reference (i)). If necessary, contact local S-2 for verification.

i. A history of alcohol abuse or alcohol related incidents. If the Marine has previously failed rehabilitation or has been diagnosed by competent medical or health authority as an alcoholic, alcohol dependent or chronic abuser then the Marine must successfully complete a rehabilitation program and totally abstain from alcohol for a period of at least two years. (See reference (i) for other mitigating factors.)

j. In-service drug use within the last 5 years, or drug trafficking, sales or distribution. Commanders should note that the use of certain steroids is not waiverable. If questions arise, check with the command drug and alcohol representative. (See reference (i) for mitigating factors).

4004. APPLICATIONS

1. Time On Station. Applications will be submitted for general assignment to the program rather than for a specific location. Applications are desired from qualified personnel on a continuing basis. Marines serving on fixed tours, or in overseas billets, should apply 6 months prior to their rotation tour date or upon completing 2 years on station, whichever occurs first.

2. Interviews. Each applicant must be interviewed by the commanding officer. Commands are encouraged to conduct battalion/squadron level screening boards. It is recommended these boards consist of former Marine Security Guard detachment commanders or MSG company officers when possible. Careful consideration must be given to the maturity, stability, and motivation of the applicant. The initial forwarding endorsement will contain a recommendation regarding the applicant's suitability as determined by the commanding officer. The applicant interview guide is contained in Appendix H and should be used in conjunction with the Commanding Officer's screening/ interview guide Checklist, Appendix C. Commanders will comment on any unique warrior or combat enhancing skills of Marine applicants in their endorsement. The completed Commanding Officer's Checklist will be hand carried by the Marine to MSG school and a copy forwarded to MC (MMEA-85), if assigned.

3. MSG Screening Team. Each applicant must also be interviewed by a member of the Marine Security Guard Battalion Screening Team during a visit to the command. The MSG Screening Team will explore an applicant's professional, personal, medical, dental, psychological, and criminal history to determine basic eligibility for a security clearance and overall suitability for the MSG Program. The senior member of the MSG Screening Team is authorized to accept or reject an applicant from further consideration for the program with the option to consider the applicant at a later date. If the applicant is not available for interview during the MSG Screening Team's visit, the interview may be accomplished by telephone with the Chief Instructor of the Marine Security Guard School

4. Citizenship

a. The applicant must have proof of United States citizenship upon arrival at MSG school. In addition, married SNCOs must also have in their possession proof of United States citizenship for their dependents. If such primary evidence of citizenship is not obtainable, a notice from the registrar shall be submitted stating no birth record exists. The notice shall be accompanied by the best obtainable secondary evidence such as a baptismal certificate, a certificate of circumcision, a hospital birth record, affidavits of persons having personal knowledge of the facts of the birth, or other documentary evidence such as early census, school or family Bible records, newspaper files and insurance papers. A personal knowledge affidavit should be further supported by at least one

public record reflecting birth in the United States. Secondary evidence should be created as close to the time of birth as possible.

b. All documents submitted as evidence of United States citizenship by birth shall include the given name, surname, place and date of birth of the applicant, if this is customary, and the signature of the person before whom such documents were executed or by whom they were issued. The documents must also bear the seal of office of the issuer.

5. Physical

a. Complete physical, dental, and eye examinations are required for all Marines prior to detachment to ensure applicants will be qualified for assignment. The MSG school curriculum is followed by immediate assignment upon graduation and does not allow for completion of medical, dental, or eye treatment while in a student status. Particular emphasis will be given to detecting abnormalities which would interfere with or restrict full performance of duties. In addition, a thorough screening of the applicant's medical history will be conducted. Discovery of any acute, chronic, or unusual condition which could ultimately render the applicant unsuitable for duty in an isolated or remote area, will be cause for appropriate consultation and possible cancellation of orders.

b. For married SNCOs, the same requirements above, must be completed for dependents. Dependents reporting to an overseas post should have no significant dental disease to reduce the potential of having a dental emergency. Dependents will not have braces on their teeth. The yellow fever vaccination is required for entrance into many of the countries where MSGs are assigned. For this reason, spouses and children over one year of age must have the yellow fever vaccine prior to the active duty member reporting to MSG School.

6. Background Investigation. Applicants must begin collecting the information required for submission of a Single Scope Background Investigation (SSBI) prior to reporting to school. The requisite form is a computer-generated version of the SF-86, Electronic Personnel Security Questionnaire (EPSQ). The applicant should contact their unit Security Manager or S-2 section for the latest electronic version. In addition to EPSQ, the applicant must obtain two DD 258 Fingerprint Cards and have them completed at their local installation's Provost Marshal office. Once the requisite forms are completed, the applicant will hand carry both the EPSQ/SF-86 (3.5 inch disk and paper copy) and the Fingerprint Cards, and present them to the MSG Battalion Security Manager. It is imperative the applicant's parent command does not submit the SSBI package. This could delay the completion of the SSBI.

7. Obligated Service. Once approved and assigned to MSG school, extension of enlistment, or reenlistment, and waiver of overseas control date should be effected, if required, prior to transfer.

4005. MARINE SECURITY GUARD SCHOOL

1. Instruction. Prior to assignment, Marines must successfully complete a course of instruction at the Marine Security Guard (MSG) School. The course is 8 weeks long for staff noncommissioned officers (SNCOs) and 6 weeks long for sergeants and below. Instruction is presented jointly by the Marine Corps and the Department of State. The school provides training in Marine Security Guard duties and indoctrination for living in an overseas environment. During the training period, final administrative processing for passports, visas, supplemental uniforms, civilian clothing, and immunizations is also accomplished.

2. Reporting Requirements. All personnel reporting for MSG school will hand carry the following: service record book with a completed Commanding Officer's Screening/Interview Guide, personal financial disclosure statement (Appendix F), a copy of their latest leave and earnings statement (LES), health record (with physical exam conducted for MSG duty and SF 600 entry documenting overseas screening), dental record, orders, training record, completed Electronic Personnel Security Questionnaire (SF 86) data file on 3.5 inch disk and paper copy, and two completed Form 258 Fingerprint Cards. Additionally, all students must have their birth certificate in their possession upon arrival at MSG school. SNCOs must also ensure their dependent's birth certificates and passport photos are in their possession.

4006. ADDITIONAL INFORMATION. Appendix I, MSG Informational Handout, is general background information on the Marine Security Guard Program. It is for reproduction and distribution to Marines during training sessions, career planning interviews, and for Marines who are interested in the program.

CHAPTER 5

MARINE CORPS SECURITY FORCES DUTY

	PARAGRAPH	PAGE
GENERAL	5000	5-3
TOUR LENGTH	5001	5-3
ASSIGNMENTS	5002	5-3
ELIGIBILITY	5003	5-5
APPLICATIONS	5004	5-5
SCREENING	5005	5-6
MCSF SCHOOL	5006	5-6

CHAPTER 5

MARINE CORPS SECURITY FORCES DUTY

5000. GENERAL. Marine Corps Security Forces (MCSF) units include all MCSF battalion units and Marine Barracks. MCSF battalion units include the MCSF battalion headquarters, MCSF companies, MCSF cadres in Navy security departments, and Fleet Anti-terrorism Security Team (FAST) Companies. Per reference (a), the primary mission of these units is to provide security for those portions of naval activities or vessels requiring the unique capabilities of an armed, combat-trained Marine. Personnel qualification criteria and assignment prerequisites are contained in Appendices D and F.

5001. TOUR LENGTH. Reference (e) contains specific information on tour length depending on location assigned and enlistment status (first term or career Marine). Additionally, in accordance with reference (e), Marines should have sufficient obligated service remaining to complete assignment.

5002. ASSIGNMENTS

1. "A" Billets. "A" billet Marines are assigned directly to MCSF units by the CMC (MMEA). Marines assigned to MCSF in their PMOS in an "A" billet are not considered in a special duty status but will be required to meet the eligibility requirements of the MCSF screening checklist. They will not be eligible for the incentive associated with assignment to MCSF duty (i.e. precept on promotion boards). Marines assigned to MCSF in their PMOS will still be eligible for a selective reenlistment bonus if applicable. See paragraphs 5003 through 5005 below for eligibility and screening requirements.

2. "B" Billets

a. Staff Noncommissioned Officers (SNCO's), Noncommissioned Officers (NCO's) and cadre personnel are transferred from throughout the Marine Corps and are selected from a wide range of MOS's.

(1) Marine Barracks. SNCO's and NCO's are ordered by the CMC (MMEA-85) directly to Marine Barracks.

(2) MCSF Battalion Units. SNCO's and NCO's are ordered by the CMC (MMEA-85) to MCSF battalion for further assignment while under temporary duty under instruction at Training Company. Orders will be liquidated when the Marine arrives at the ultimate duty station.

b. Lance Corporals and below

(1) Marine Barracks. With the exception of Marine Barracks Washington, DC, lance corporals and below are ordered by the CMC (MMEA-85) directly to the Marine Barracks.

(2) Marine Barracks, Washington, DC. Lance corporals and below are ordered by the CMC (MMEA-85) to Marine Barracks, Washington, DC with temporary duty under instruction at MCSF battalion. Orders will be liquidated when the Marine arrives at the ultimate duty station.

3. Reassignments. There are no provisions for reassignment of Marines at MCSF units once they have arrived at their permanent duty station until they have served the appropriate tour length for the geo-location. Marines who are decertified from the PRP and not eligible to fill local non-PRP billets will be reassigned by the CMC (MMEA).

4. Re-enlistment Options. When a billet vacancy exists within MCSF units it will be offered as a duty preference for the Marine's re-enlistment option. If the re-enlistment option is approved, the Marine is guaranteed attendance at the appropriate school. If the Marine fails to complete the school, he/she is considered to have received his/her option and may be reassigned to non-MCSF duty. Marines completing the school will be assigned to the unit or region requested.

5. Marine Corps Security Force Units. Lance corporals and below are ordered by the CMC (MMEA-85) to MCSF battalion for temporary duty under instruction. Upon completion of the Basic Security Guard course, MCSF battalion assigns Marines to a MCSF battalion unit. Orders will be liquidated when the Marine arrives at the ultimate duty station.

a. Marine Barracks
Washington, DC

b. Marine Corps Security Force Battalion Units
Headquarters and Service Company
Training Company
First FAST Company
Second FAST Company
Cadres - 16 sites

c. Marine Corps Security Force Companies
Keflavik, Iceland
London, U.K.
Naples Italy
Rota, Spain
*Bangor, WA
*Kings Bay, GA
Patuxent River, MD
Yorktown, VI (Second FAST)
Bahrain

*PRP Command

5003. ELIGIBILITY. The nature of MCSF duty is such that considerable emphasis must be placed upon selecting those Marines who are mature, dependable, and can be expected to correctly respond to unusual or emergency situations with little or no supervision.

1. "A" billets. Personnel selected for assignment to MCSF "A" billets may be the only Marine at the unit with their military occupational specialty (MOS) and must be able to function productively with limited supervision. Commanders will screen Marines for assignment prior to transfer to MCSF units using the checklists contained in Appendix D. Depending on type of assignment, the applicable section of the checklist will be completed.

2. "B" billets. Personnel assigned to MCSF "B" billets are charged with the responsibilities involving the protection of lives and property using deadly force.

a. Marines selected for assignment to these billets should have demonstrated reliability and dependability to the extent that they can be entrusted with the protection of property vital to national security.

b. All Marines will be screened for possible assignment to "B" billets in the Personnel Reliability Program (PRP) commands identified in Chapter 5 paragraph 5002.5, prior to transfer in accordance with Appendix D. Marines who do not meet the qualifications requirements of PRP are still eligible for other assignments in MCSF.

c. Marines whose service and/or health record contain information indicating that grounds for denial or termination of security clearance exists are not considered qualified for this duty.

5004. APPLICATION

1. Commanders will screen Marines for assignment prior to transfer to MCSF units using the checklists contained in Appendix D. Depending on type of assignment, the applicable section of the checklist will be completed. Marines assigned to Marine Barracks, Washington, DC will also be screened using Appendix D.

2. Commanders should review the references below for applicable additional requirements.

a. Reference (e) relative to movement of Marines and their dependents overseas.

b. Reference (j) for immunization requirements.

c. Reference (i) for processing of security clearances.

d. Reference (k) for PRP screening if applicable.

5005. SCREENING. All Marines ordered to MCSF duty ("A" billet or "B" billet) will be screened by the parent command prior to assignment. Requests for waiver of specific prerequisites may only be granted by the Commandant of the Marine Corps (MMEA). Commanders will immediately inform the CMC (MMEA-85) if the selected Marine fails to continue to meet the above requirements or if any other factor exists (illness, accident, financial irresponsibility, etc.) which would affect the assignment to a MCSF unit. Sufficient detail should be provided to permit an evaluation for cancellation or modification of orders.

5006. MCSF SCHOOL. The Marine Corps Security Forces school is located in Norfolk, Va. Classes commence for a period of 2-4 weeks.

CHAPTER 6

INDEPENDENT DUTY

	PARAGRAPH	PAGE
TOUR LENGTH	6000	6-3
ASSIGNMENTS	6001	6-3
SCREENING	6002	6-3

CHAPTER 6

INDEPENDENT DUTY

6000. TOUR LENGTH. The minimum tour length for a Marine on independent duty is 36 months.

6001. ASSIGNMENTS.

1. Marines selected for assignment to Independent Duty do not attend any type of formal instruction to prepare them for this type of duty. Marines assigned to Independent Duty are considered to be proficient in their primary MOS. However, Marines assigned to a tour of independent duty should become familiar with the following subjects:

a. Marine Corps Casualty Procedures

b. Use of Deadly Force

c. Processing of Marine Absentees/Deserters

d. Administration and Processing of Hospitalized Marines

e. Humanitarian Transfers

f. Color Guard and Burial Details

g. Armory Security

h. Community Relations

i. Mission of the Marine Corps Reserve

2. Because each assignment is unique and requires specific criteria, CMC (MMEA) makes initial selections based on a review of overall performance records. Subsequent screening and recommendations by the Marine's commanding officer ensures current qualification.

6002. SCREENING. Eligible Marines must be screened in accordance with Appendix E of this manual prior to transfer.

APPENDIX A

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - DRILL INSTRUCTOR DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF DRILL INSTRUCTOR SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

Background. The drill instructor is absolutely vital to the process of making Marines. The drill instructor is the first Marine a recruit meets when reporting for active duty and the last Marine a recruit should ever forget. The drill instructor's actions will be emulated by the recruit. Therefore, potential drill instructors must possess a high degree of maturity, leadership, judgment, and professionalism. Furthermore, potential drill instructors must thoroughly embrace and exemplify our core values.

Action. One copy of the completed Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Drill Instructor School. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for drill instructor duty. One copy of the Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and Financial Worksheet, along with certified copies of the Marine's page 11, 12 and 13 will be forwarded to the CMC (MMEA-85). The Marine's command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

_____	_____	_____
RANK	NAME	SSN/MOS

PREREQUISITE QUALIFIED

1. **Grade.** Sergeant through Gunnery Sergeant. Gunnery Sergeants will have completed a successful tour as a drill instructor or will be volunteers.

yes/no

2. **Age.** Must be between 22 and 37 years old when reporting to DI school. (Can be waived)

Age:_____ yes/no

3. **Integrity/Judgment.** Marine demonstrates sound integrity and judgment.

yes/no

4. **Core Values.** Marine thoroughly embraces and exemplifies our core values and leads by example in this area.

yes/no

5. **High School Grad/GED.** Drill instructors should have an educational background equal to that of the majority of recruits who they will be instructing. Marines with a reading level below the 10th grade may experience some difficulty assimilating Drill Instructor School course material.

yes/no

6. **GT score must be 90 or above.** (GT score can be waived.)
GT score:_____

yes/no

7. Disciplinary record and drug or alcohol related incident(s).

a. Courts-Martial	No courts-martial. A court-martial conviction may be waived by CMC MMEA-85 if 5 or more years have elapsed since the offense.	yes/no
b. NJP	Not more than two NJPs in the last 5 years preceding the class reporting date. No NJPs in the last 24 months preceding the class reporting date.	yes/no
c. PAGE 11 ENTRIES	No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 2 years preceding the reporting date.	yes/no
d. Drug and alcohol	No drug related incidents. No alcohol related incidents within the last 3 years preceding the class reporting date. A waiver granted for reenlistment is not valid for assignment to drill instructor duty. A separate waiver must be requested from CMC MMEA-85.	yes/no

8. **Presence of mind.** Marines being considered for drill instructor duty should possess a calm demeanor during stressful situations. A Marine who has exhibited an explosive personality or is known to "fly off the handle" is not normally the Marine for drill instructor duty.

yes/no

9. **Stable Family.**

a. The Marine is not currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center.

yes/no

b. Divorce/Separation. Divorce or Separation standing alone does not disqualify someone for assignment to DI School. However, a Marine is not qualified when his/her bonafide separation/divorce/custody proceedings will foreseeably interfere with meeting all DI School training schedule requirements.

"The Marine is/is not currently separated or undergoing divorce proceedings."

yes/no

10. **Financially responsible.** The Marine has demonstrated an ability to manage personal financial management with maturity and judgment, e.g., isn't overextended financially -- to the point of being unable to fulfill his/her financial obligations; doesn't have a pattern of dishonored checks; hasn't filed for bankruptcy within the past two years. The Marine should have approximately $550.00 net available funds (including SDA pay of $275.00) after completing the Commanding Officer's Financial Worksheet.

yes/no

11. **Physically qualified.** The Marine experiences no difficulty in passing the PFT. Students participate in a rigorous PT program. Ankle, knee, or back problems will be aggravated.

Physical fitness cannot be put off until reporting to DI School. Marines should score a first class PFT 90 days prior to the class reporting date. Marines who do not score a first class on the initial PFT at DI School will struggle through the physical training portion of the program of instruction. Endurance and physical stamina are necessary for DIs in order to endure sustained periods on their feet in front of recruits. Additionally, DIs must be able to conduct daily PT with recruits and lead by example, making corrections, and monitoring safety.

PFT Score/Date:_____/____ yes/no

12. **Meets minimum obligated service.** Marines must have a minimum of 2 years of active service remaining upon completion of School.

EAS:_____ yes/no

13. **Swim Qualification.** A Marine's combat water survival qualification must be current and at a minimum of 4th class (CWS4). CWS4 qualification is a graduation requirement.
Swim Qualification_____/Date_____ yes/no

14. **Meets personal appearance and height and weight standards.** The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10_. No unresolved history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.
HT:_____
WT:_____
NECK:_____
WAIST:_____
Hips:_____
(FEMALES ONLY)
BODY FAT: _____
(indicate body fat if Marine is over prescribed weight standard)
DATE MEASURED:_____
yes/no

15. **Annual training.** The Marine is required to complete annual training prescribed by CMC prior to detaching. (Rifle/Pistol Requal, BST, etc.)
yes/no
Rifle Qual Score/Date _____/_____
Pistol Qual Score/Date_____/_____ (as required)

16. **Medically qualified for duty:** A physical examination by a medical officer must be conducted within 12 months of the class reporting date and state "qualified for DI duty" in block 77 of SF88. The Commanding Officer and the Medical Officer will also screen the Marine and the Marine's medical records per the Commanding Officer's Medical Screening Guide (See page 6 of appendix A).

yes/no

I have personally screened_____
GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine doesn't meet the requirements, explain below.

_____

_____

_____

(Ensure the following signature page is attached.)

_____
Battalion/Squadron SgtMaj's Printed Name

_____ _____
Battalion/Squadron SgtMaj's Signature Date

_____ _____ _____
Commanding Officer's Printed Name Rank Billet (*)

_____
Commanding Officer's Signature Date

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to drill instructor duty have/have not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1326.7 (If the Marine no longer meets the requirements, contact CMC MMEA-85 via naval message.)

_____
Commanding Officer's Signature Date

NOTE: * Denotes must be at least Battalion/Squadron level with Courts Martial Convening Authority

MEDICAL SCREENING GUIDE FOR DRILL INSTRUCTOR DUTY

Attention Commanding Officer's and Medical Representatives. Standard forms 88 and 93 must be completed. A medical officer will certify block 77 of Standard Form 88 that the Marine is physically qualified for drill instructor duty. Medical representatives must have a thorough appreciation of the physical demands of drill instructor duty, specifically:

1. All Marines are expected to be physically fit in order to meet the physical rigors of DI School, which rigors include conditioning runs, conditioning hikes, upper body training, and negotiating both the obstacle course and the circuit course.

2. The majority of drops from DI School are due to Marines re-injuring previous injuries. Marines with previous shoulder, back, and/or lower extremity injuries are at risk.

3. Previous injuries are not disqualifying but students must be completely healed and back to full strength before coming to DI School.

4. Drill instructor duty is a high stress environment. Any medically documented problems related to hypertension or migraine headaches are disqualifying if the Marine is currently on medication.

5. Additionally, any medical documentation indicating problems with stress or psychological dysfunction may be disqualifying and must be identified in the remarks section below.

6. Marines found unqualified for these reasons may be directed to appear before a Physical Evaluation Board to determine their fitness for worldwide assignment.

I have personally screened:_____
GRADE NAME SSN/MOS

I found him/her medically qualified/unqualified. The finding of UNQUALIFIED is explained in the remarks below.

_____ _____ _____
Medical Officer's Printed Name GRADE Billet

_____ _____
Medical Officer's Signature Date

Remarks by Medical Officer:

_____

_____

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to independent duty has/has not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1326.7. (If the Marine no longer meets the requirements, contact CMC MMEA-85 via naval message.)

_____ _____

Commanding Officer's Signature Date

NOTE: * Denotes must be at least Battalion/Squadron level with Courts Martial Convening Authority.

APPENDIX B

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - RECRUITING DUTY

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THIS FORMAT IS TO BE DESTROYED UPON COMPLETION OF RECRUITERS SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. There is no single assignment which can prepare a Marine for Recruiting Duty. Recruiters School will provide the Marine with the required entry-level knowledge for recruiting duty. The school will teach the Marine effective communication skills, techniques of salesmanship, and the fundamental tools and methods of recruiting. The potential recruiter, like any effective salesperson, must project a positive attitude and believe in the product before he/she is able to make a sale. The Marine recruiter is a highly visible individual in the civilian community. His/her responsibilities are demanding, very time-consuming, and considerably different from those encountered in the operating forces. The recruiter must be able to cope with a certain degree of rejection and frustration and resist the temptations encountered in the independent duty environment. The nature of a Marine recruiter's responsibilities, which are performed in the civilian community and without direct supervision, require the potential recruiter to be mature, self-confident, trustworthy, and cooperative. Marines should present an exceptional appearance, be self-starters, and possess good judgment.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Recruiters School. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for recruiter duty. One copy of the Commanding Officer's Screening/Interview Guide and Financial Worksheet along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-85). The command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

RANK	NAME	SSN/MOS

PREREQUISITE	REMARKS	QUALIFIED
CPL - MSGT	First Sergeants are not considered for recruiting duty. Voluntary applications for corporals and master sergeants will be considered on a case-by-case basis. Corporals must meet the following criteria: 22 years old; single or married with no more than one child; 2 years TIG; 4 years TIS; completed NCO nonresident course; and have 4.6/4.6 average proficiency and conduct marks in service. Waivers for PRO/CON marks, TIG, TIS will be considered on a case-by-case basis.	yes/no
INTEGRITY/ JUDGMENT	Marine demonstrates integrity and sound judgment. Corporals may be acting in an unsupervised capacity for the first time.	yes/no
HIGH SCHOOL GRADUATE/GED	The recruiter will spend most of the working day talking to high school students and graduates, community college students, educators, school officials, and civic leaders about Marine Corps programs, benefits, and educational opportunities in an attempt to attract qualified young men and women for enlistment or commissioning into the Marine Corps and the Marine Corps Reserve. The recruiter must be able to effectively communicate with, and favorably relate to, these individuals using an equivalent educational background.	yes/no
GT 90 OR ABOVE GT SCORE: _____	Marines must be able to understand and effectively use the books and methods of systematic recruiting. Marines with a reading level below the 10th grade may experience difficulty with Recruiters School course material. (GT score can be waived.)	yes/no

NUMBER OF FAMILY MEMBERS: MAXIMUM FAMILY MEMBERS SGT & BELOW (2); SNCO (4) TOTAL FAMILY MEMBERS: _____	This should be viewed as a pre-caution to avoid potential financial hardships. Most recruiting stations and substations are far removed from military installations. The recruiter may not have immediate access to commissaries, exchanges, base quarters, and free medical care. (Can be waived by MMEA. Number of family members should only become a disqualifier if financial instability occurs as a result.)	yes/no
VALID STATE MOTOR VEHICLE OPERATOR'S LICENSE STATE: _____ EXPIRATION DATE: _____	The potential recruiter must have valid civilian driver's license since he/she will be required to drive a Government leased vehicle to carry out daily recruiting functions. The potential recruiter who is under the age of 26 must complete a driver improvement course prior to reporting to Recruiters School. (NOT waiverable)	yes/no
DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT(S)		
1. COURTS-MARTIAL	A court-martial conviction may be waived, if 5 or more years have elapsed since the offense.	yes/no
2. NJP	Not more than two NJPs in the last 5 years preceding the class reporting date. Not more than one NJP in the last 12 months preceding the class reporting date.	yes/no
3. DRUG OR ALCOHOL	No drug related incidents within the last 5 years preceding the class reporting date. No alcohol related incidents within the last 2 years preceding the class reporting date. A waiver granted for reenlistment is not valid for assignment to recruit-	

	ing duty. A separate waiver must be requested.	yes/no
MEDICALLY AND PHYSICALLY QUALIFIED FOR DUTY DATE OF LAST PHYSICAL: _____ DATE OF MOST RECENT PFT _____ SCORE: _____ (MUST SCORE A THIRD CLASS OR BETTER NO MORE THAN 30 DAYS PRIOR TO DATE OF DETACHMENT)	The Marine must be medically fit. A physical exam must be conducted within 12 months of the class reporting date. Standard forms 88 and 93 must be completed. A medical officer will certify in block 77 of Standard Form 88 that the Marine is physically qualified for recruiter duty. Commanding Officers will personally screen the Marine's medical record. Recruiting duty is a high stress environment. Any medically documented problems related to hypertension or migraine headaches are disqualifying if the Marine is currently on medication. Additionally, any medical documentation indicating problems with stress or psychological dysfunction may be disqualifying and must be identified. Marines found unqualified for these reasons may be directed by HQMC to appear before a Physical Evaluation Board (PEB) to determine worldwide assignability.	yes/no
DENTAL QUALIFICATION (CLASS I OR II)	The Marine must be dentally qualified (Class I or II). Marines considered permanently Dental Class II IAW NAVMEDCOMNOTE 6600 dtd 8 Sep 1987 are qualified for the purpose of this Order. Dental examinations must be conducted within 6 months of class reporting date. Because of the time constraints on Recruiters School, a Marine requiring excessive dental treatment would miss valuable training. More importantly, since this Marine may be far removed from a Government	

	supported medical facility, dental problems may translate into an increased financial burden. **Do not detach a Marine who is less than Dental Class II.**	yes/no
MARINE'S FAMILY SHOULD NOT REQUIRE UNUSUAL OR RECURRENT MEDICAL AND DENTAL CARE	Commanders should consider this requirement equally important to the individual Marine's fitness for duty. Consideration must be given to <u>serious</u> physical conditions or abnormalities which require specialized medical treatment, dental treatment or specialized training not likely to be available without considerable cost to the Marine. Ultimate assignment will consider any special requirements of the Marine's family. Exceptional Family Member Program (EFMP) status does not necessarily disqualify a Marine for recruiting duty. Each EFMP Marine screened will be approved by CMC (MMEA-86) prior to assignment.	yes/no
STABLE FAMILY	The Marine is not currently enrolled in a command-directed stress/anger management course or undergoing marital counseling. Special attention must be given to Marines who are separated or undergoing divorce proceedings. Marines legally separated or pending divorce may be disqualified. Verify any legal proceedings and comment on completion.	yes/no
SINGLE PARENTS	A single parent may request or be assigned to recruiting duty. Requests and qualification must include a certified	

copy of their plan for child care while attending school and during the subsequent 36 month assignment on recruiting duty. Final approval and assignment of eligible single parents resides with Marine Corps Recruiting Command. Single parents must be able to execute orders to assignments that support the needs of the command. Disenrollment from Recruiters School or disqualification for recruiting duty as a result of an 'uncertifiable' child care plan will result in the assignment of a draw-case code and may affect future retention and assignments.

yes/no

JOINT HOUSEHOLD

Both members must meet min TOS requirements in accordance with reference (e) to be qualified for assignment to recruiting duty.

Active Duty Spouse Service_____ SSN/MOS_____

yes/no

FINANCIALLY RESPONSIBLE

The Marine has demonstrated an ability to manage personal financial affairs with maturity and judgment. Does not exhibit a pattern of indebtedness or frequently write checks without sufficient funds. Marines on recruiting duty face additional expenses due to the non-availability of military support facilities. Marines should have approximately $800 - $900 net available funds (including the SDA pay of $375.00) after completing the Commanding Officer's Financial Worksheet.

yes/no

MEETS MINIMUM OBLIGATED SERVICE

EAS: _____

Marines must have a minimum of 2 years of active service remaining upon completion of Recruiters School. **Minimum obligated service must be**

	obtained prior to detaching. (Marines being screened are career Marines who are assumed to be reenlisting.)	yes/no
MEETS PERSONAL APPEARANCE AND HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____ (indicate body fat if Marine is over prescribed weight standards)	The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10_. No unresolved history of of assignment to weight control or personal appearance programs is authorized. Marines will be weighed in P.T. gear, no shoes.	yes/no
TATTOOS	The Marine does not have: Excessive or offensive tattoos (visible in uniform or PT gear), body piercings, or any other markings that could be construed as inconsistent with Marine Corps Uniform Regulations.	yes/no
COMMUNICATIONS	A Marine who stutters or has other speech impediments should not be assigned to recruiting duty. Recruiters School cannot teach a Marine to become an articulate, logical speaker. Marines should be able to converse in a clear manner. A recruiter should be persuasive and personable, and should feel comfortable among strangers.	yes/no

I have personally screened _____.
GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine doesn't meet the requirements, explain below:

_____

_____

_____

(Ensure the following signature page is attached.)

_____

_____

_____
Battalion/Squadron SgtMaj's Printed Name

_____ _____
Battalion/Squadron SgtMaj's Signature Date

_____ _____
Commanding Officer's Printed Name Rank Billet(*)

_____ _____
Commanding Officer's Signature Date

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to recruiting duty has/has not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1326.7. (If the Marine no longer meets the requirements, contact CMC MMEA-85 via naval message.)

_____ _____
Commanding Officer's Signature Date

NOTE: * Denotes must be at least Battalion/Squadron level with Courts Martial Authority.

APPENDIX C

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - MARINE SECURITY GUARD DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF MARINE SECURITY GUARD SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. This form is intended for use by career planners, administrative personnel, screening boards, and commanding officers during the selection process for MSG duty.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Marine Security Guard School. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for Marine Security Guard duty. One copy of the Commanding Officer's Screening/Interview Guide and Financial Worksheet along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-85). The command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

_____ _____

RANK NAME SSN/MOS

PREREQUISITES

1. The Marine has read, been counseled, and understands the provisions of MCO P1326.7 Chapter 4, Appendix C, F, G, H, and I relative to assignment.

yes/no

2. Marine is a volunteer.

yes/no

3. BTR/BIR contains evidence of a satisfactory Entrance National Agency Check (ENTNAC) or National Agency Check (NAC).

yes/no

4. Meets personal appearance and height and weight standards. The Marine must be within the Marine Corps height and weight standards. No unresolved history of assignment to weight control or personal appearance programs is authorized.

HT:_____ WT:_____ NECK:_____ WAIST:_____

HIPS:_____(Females Only) DATE MEASURED:_____

yes/no

5. Scored Third Class or better on the Physical Fitness Test prior to reporting to MSG school.

Date administered_____ Score_____

6. Marine has completed an Electronic Personnel Security Questionnaire SF 86 for a Single Scope Background Investigation (SSBI) and two forms 258 Fingerprint Cards.

yes/no

7. Marine's average conduct and proficiency markings are at least 4.2/4.2, respectively.

yes/no

8. Marine's AFQT/GT score is 90 or above.

yes/no

9. Medical and Dental Qualifications. IAW reference (g).

a. Medical. Marine is medically qualified (physical for MSG duty and overseas screening documented on SF 600). All consultations must be completed prior to arrival at MSG School with no follow-ups required.

(1) SF 93 Completed and Reviewed yes/no

(2) Physical Examination Completed (date_____) yes/no

(3) G-6-PD Documented (date_____) yes/no

(4) Sickle Cell Testing Documented (date_____) yes/no

(5) PAP/Pelvic Exam Completed with results indicating within normal limits, no repeat required. (date_____)

yes/no

(6) Audiogram Documented (date_____) yes/no

(7) Blood Typing Completed and Documented (date_____) yes/no

>CH 1 (8) HIV Test Completed (date_____)

(9) PPD Test Completed with Results (date_____)

(10) Immunizations up to date to include:

Yellow Fever (within 10 yrs) _____
Typhoid (within 3 yrs) _____
Tetanus (within 10 yrs) _____
Hepatitis A (Completed) _____
Hepatitis B (Completed) _____

(11) DNA Specimen Collected and Documented (date_____)

(12) Marine has two pair of military eyeglasses and universal field protective mask inserts (if required) upon reporting to MSG school.

Eye exam conducted: (date_____) yes/no

PHYSICAL COMPLETED:_____ _____
Date **Medical Officer's Signature**

b. Dental. Marine must be dentally (class I) qualified within the last 90 days, with a full mouth series of dental x-rays in their possession.

Dental Classification:

DENTAL COMPLETED: _____ _____
Date **Dental Officer's Signature**

c. Overseas Screening. MSG Battalion Medical serves as the receiving MTF for overseas screening purposes. Inquiries into local capabilities for any active duty member or dependent identified as having chronic or long-term medical, psychological, or educational conditions must request approval from MSG Battalion Medical prior to completing overseas screening. Written reply will be provided via message, fax, or letter.

OVERSEAS SCREENING COMPLETED:_____
(Dependents overseas screening conducted if required) **Date** **Overseas screening coordinator's signature**

10. Sergeants and below will have at least 32 months of obligated active service upon reporting to MSG school.

yes/no

11. Marine is a United States citizen (by birth or naturalized) and not a citizen of any other country.

yes/no

12. Marine has in his/her possession a valid birth certificate filed within 1 year of birth from a state agency containing a file number, the registrar's signature and a raised, impressed or multi-colored seal of the person's office. In lieu of a birth certificate a United States passport may be substituted. If not available see Chapter 4 paragraph 4004.4(a) and (b).

yes/no

13. Marine meets rank criteria (not a staff sergeant select, staff sergeant with less than 1 year time in grade, first sergeant or first sergeant selects, sergeant major, or master gunnery sergeant with over 27 years of service).

yes/no

14. Marine will have access to $500.00 upon reporting to MSG school. (par. 4n of Appendix H)

yes/no

15. Marine has a complete and serviceable minimum issue of uniforms. All uniforms must fit properly.

yes/no

16. Marine has been issued all large medals that have been awarded to him/her.

yes/no

17. Annual leave/delay in route should be taken prior to reporting to MSG school. If the Marine is overseas, and leave is not desired or is denied, then he/she should request deferred COT leave from CMC.

yes/no

18. Marine does not have any of the disqualification criteria as listed in Chapter 4003.3.

yes/no

APPLICABLE TO SNCOs

1. If married, SNCO does not have more then four dependents to include spouse. (Spouse and dependent children will accompany SNCO's to post. Parental dependents are not authorized to accompany SNCO's to post. Unaccompanied tours are not authorized for married SNCO's.)

yes/no

2. Spouse and dependent children to accompany SNCO overseas are United States citizens. (They may be naturalized citizens or hold dual citizenship.)

yes/no

3. Spouse and dependent children have requested or have in their possession a birth certificate from a state agency containing a file number, the registrar's signature and a raised, impressed or multicolored seal of the person's office. If applicable a copy of

the request will be attached to the checklist. (In lieu of a birth certificate, a United States passport may be substituted. If not available see Chapter 4 paragraph 4004.4(a) and (b).

yes/no

4. Spouse and dependent children have been physically and dentally examined and are qualified to accompany the member overseas. (IAW BUMED Notice 1300 series)

yes/no

5. Staff noncommissioned officer informed that dependents and household effects cannot be moved at Government expense until ultimate duty station orders are received at MSG Battalion.

yes/no

6. Has at least 39 months obligated service upon reporting to the MSG school (SNCO only).

yes/no

7. Staff noncommissioned officer has 20 passport photos for each dependent.

yes/no

>CH 1 8. gunnery Sergeants must be able to meet the 36 month tour of duty requirement as a Detachment Commander.

yes/no

FINAL PHASE

1. The final phase of processing a Marine for assignment to MSG duty is to ensure all administrative actions have been completed upon receipt of orders to include:

a. Waived overseas control date on page 11 of SRB, if applicable.

yes/no

b. The following agreement/statement has been entered on page 11 of the Marine's service record book and signed:

(1) Sergeants and below - "I have read and understand the contents of MCO P1326.7 Chapter 4, Appendix C,F,G,H and I. I am a volunteer. I am not married, and in accepting assignment to the Marine Security Guard Program, I agree to remain unmarried until completion of my tour on the program or until I have obtained written authorization to marry from my company commander."

yes/no

(2) Staff Noncommissioned Officers - "I am a volunteer and I have read and understand the contents of MCO P1326.7 Chapter 4, Appendix C,F,G,H and I.

yes/no

(Ensure the following signature page is attached.)

I have personally screened _____.
GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7.

_____
Battalion/Squadron SgtMaj's Printed Name

_____ _____
Battalion/Squadron SgtMaj's Signature Date

COMMANDING OFFICER'S SUMMARY of the Marine: (A concise appraisal of the professional character of the Marine).

_____

_____

_____

_____

_____

_____

_____

_____
COMMANDING OFFICER'S SIGNATURE AND DATE
(typed and signed)

APPENDIX D

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - MARINE CORPS SECURITY FORCE DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF MARINE CORPS SECURITY FORCE SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. This form is intended for use by career planners, administrative personnel, screening boards, and commanding officers during the selection process for MCSF duty.

2. Action. One copy of the completed Commanding Officer's Screening-ing/Interview Guide and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to MCSF. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for MCSF duty. One copy of the Commanding Officer's Screening/Interview Guide and Financial Worksheet along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-85). The command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

_____	_____	_____
RANK	NAME	SSN/MOS

GENERAL CRITERIA

1. Meets personal appearance and height and weight standards. The Marine must be within the Marine Corps height and weight standards. No unresolved history of assignment to weight control or personal appearance programs is authorized.

HT:_____ WT:_____NECK:_____WAIST:_____
DATE MEASURED:_____

qual/not qual

2. Displays maturity and dependability. qual/not qual

3. Has Marine assigned to "A" billet demonstrated adequate PMOS proficiency to serve independently?

qual/not qual

4. Has completed ENTNAC or NAC verified by the Marine Corps Total Force System.
Date verified:_____ qual/not qual

5. Has two or fewer NJPs in current enlistment. qual/not qual

6. Has not been subject of NJP within last 180 days of date of detachment.
qual/not qual

7. Has no more than two page 11 counseling entries in career and has no page 11 counseling within 180 days of detachment concerning bad checks, letters of indebtedness or financial irresponsibility.
qual/not qual

8. Has completed financial statement Appendix F with $500.00 net available funds.
qual/not qual

9. Is not pending disciplinary action. qual/not qual

10. Has no service drug/alcohol abuse conviction.
qual/not qual

11. Has no prior service drug use waiver above the recruiting station level.
qual/not qual

12. Has no courts martial convictions. (For SNCO's: has no courts martial convictions within 5 years of date of detachment.)
qual/not qual

13. Has required time left on current contract or agrees in writing to re-enlist or extend to meet assignment prerequisites in reference (e).
qual/not qual

14. Has completed rifle qualification during the calendar year if transferred after 30 June.
qual/not qual

MEDICAL CRITERIA

15. Is physically qualified as evidenced by Standard Forms 88 and 89 being executed no earlier than 6 months prior to detachment.
qual/not qual

16. Is certified by medical officer to be "fit for all duties at sea and in the field."
qual/not qual

17. Has no evidence of inappropriate behavior which would preclude serving in Marine Corps Security Force duty.
qual/not qual

18. Is dental qualified class I or II. qual/not qual

19. Has completed all required medical or dental treatment prior to transfer.
qual/not qual

20. Has been advised that medical care in potential area of assignment may be limited for Marine and dependents.
qual/not qual

21. Meets GT composite score requirement:

High School graduate	80
Non-High School graduate	90

qual/not qual

SNCO CRITERIA

22. Has demonstrated consistent leadership ability throughout career.
qual/not qual

23. Has no permanent physical restrictions relative to performance of duties.
qual/not qual

MARINE ASSIGNED TO ACCOMPANIED TOUR IN NAPLES

1. Possesses a valid civilian drivers license. qual/not qual

MARINE ASSIGNED TO "B" BILLET IN PRP COMMAND*

1. Has been screened in accordance with reference (k) and remarks have been made on page 11 of SRB per reference (l).
qual/not qual/NA

2. Has completed ENTNAC or NAC within past 5 years or initiation of NAC prior to transfer.
qual/not qual/NA

3. Is a U.S. citizen. qual/not qual/NA

4. Physcial competence, mental alertness, and technical profitciency commensurate with duty requirements.
qual/not qual/NA

5. Evidence of dependability in accepting responsibilities and effectively performing in an approved manner; flexibility in adjusting to changes in working environment.
qual/not qual/NA

6. Evidence of good social adjustment and emotional stability and ability to exercise sound judgment in meeting adverse or emergency situations.

qual/not qual/NA

7. Positive attitude toward special weapon duties, including the purpose of the PRP.

qual/not qual/NA

8. Any alcohol abuse raises serious questions regarding an individual's acceptability for initial assignment in a PRP position. However, an isolated incident of alcohol abuse is not intended to be automatically disqualifying.

qual/not qual/NA

9. Any personnel determined to have pre-service or in-service abuse of any drug will be disqualified prior to initial assignment to a PRP billet. Pre-service experimental (infrequent) use of cannabis derivatives will not necessarily be the basis for disqualification.

qual/not qual/NA

10. Has not demonstrated poor performance on the job or unreliability evidenced by an unauthorized absence or desertion. Evaluate all aspects of the individual's actions, keeping in mind that instances of past youthful indiscretions are not necessarily proof of unreliability or negligence.

qual/not qual/NA

11. Has no convictions of an offense, or involvement in a serious crime.

qual/not qual/NA

12. Does not display a poor attitude or lack of motivation which can be evidenced by a negative or pessimistic attitude (arrogance, inflexibility, or suspiciousness), unsound behavior (impulsiveness, destructiveness, or suicide threats), or aberrant mood (depressed or agitated).

qual/not qual/NA

13. OPNAV 5510/414 PRP screening and evaluation record (sample included in this Appendix) is completed and certified. Upon completion, it should be filed in the service record book (SRB).

qual/not qual/NA

* Reference (k) gives further guidance on PRP screening and evaluation.

ADDITIONAL QUALIFICATION PREREQUISITES/COMMANDING OFFICER'S CHECK-LIST FOR ASSIGNMENT TO MARINE BARRACKS, WASHINGTON, DC

GENERAL CRITERIA (MEMBER OF CEREMONIAL UNITS)

1. Meets all criteria above excluding PRP screening requirements. qual/not qual

2. Has a high probability of attaining a satisfactory Single-Scope Background Investigation for Top Secret clearance and White House Access, Category Three. qual/not qual

3. Has no NJPs. qual/not qual

4. Has outstanding military appearance. qual/not qual

5. Has no illegal drug use in excess of 3 uses of marijuana. qual/not qual

6. Has demonstrated a marked ability to drill. qual/not qual

7. Is a minimum of 72 inches and a maximum of 75 inches tall - male. Is a minimum of 68 inches and a maximum of 70 inches tall - female. qual/not qual

PRESIDENTIAL SUPPORT DUTY AT CAMP DAVID

8. Meets requirements above. qual/not qual

9. Meets requirements of 2 above for Top Secret and White House Access, Category One. qual/not qual

10. Is a volunteer. qual/not qual
11. Has a minimum GT composite score of 100. qual/not qual
12. Has never been arrested. qual/not qual
13. Has no more than 3 minor traffic violations. qual/not qual
14. Is not a single parent. qual/not qual
15. Has no illegitimate children. qual/not qual
16. Has no medical problems, does not stutter. qual/not qual

ASSIGNMENT CONSIDERATIONS

Questions within this section are intended to gain information about the Marine being considered for MCSF duty to facilitate assignment. If the response is "No" the Marine is not necessarily disqualified.

1. Marine is a U.S. citizen. (Required to be granted a clearance.) yes/no

2. Marine enlisted and was guaranteed MCSF duty on the enlistment contract. yes/no

3. Marine enlisted and was guaranteed duty on the west coast, east coast or overseas. (Circle one) EAST WEST OVERSEAS yes/no

ADMINISTRATIVE REQUIREMENTS

The following items must be accomplished by the transferring command to ensure the Marine is prepared for worldwide assignment upon receipt of orders.

1. Was tour length explained and record book entry made per reference (e). yes/no

2. Was individual issued supplemental blue allowance? yes/no

3. Has rifle and pistol qualification been annotated in the Marine's SRB? yes/no

I have personally screened _____.
GRADE NAME SSN/MOS

REMARKS:

_____

_____

_____

(Ensure the following signature page is attached.)

_____
Battalion/Squadron SgtMaj's Printed Name

_____ _____
Battalion/Squadron SgtMaj's Signature Date

_____
Commanding Officer Signature

Commanders will immediately inform the CMC (MMEA-85) if the selected Marine fails or fails to continue to meet the above requirements, or if any other factor exists (illness, accident, financial irresponsibility, etc.) which would affect the assignment to a Marine Corps Security Force unit. Sufficient detail should be provided to permit an evaluation for cancellation or modification of orders.

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD

NAME (LAST, FIRST, MI)	SSN

PART I - PERSONNEL RECORDS SCREENING

a. Investigations:

Type	Date Initiated	Date Completed

b. Command review of investigation completed for initial placement in a CRITICAL PRP position _____ (Date YYMMDD)

	INITIAL SCREENING 1	RESCREENING & REEVALUATION (Initial appropriate blocks) 2	3	4	5	6	7
c. Individual has the appropriate security clearance							
d. Type PRP position: ☐ CRITICAL							
☐ CONTROLLED							
e. Personnel and other official records and information locally available have been reviewed for issues relevant to PRP standards. (Initial column when results are considered favorable).							
PART II - MEDICAL EVALUATION							
a. A favorable review of medical records (including a favorable medical examination/evaluation as necessary) was conducted by a competent medical authority. Appropriate entries have been made on the SF 600.							
b. A favorable review of medical records and history has been conducted by other medical personnel specifically trained and designated in writing (e.g. HM's, Medical Service Corps officers and nurses). No potentially disqualifying information was present. Appropriate entries have been made on the SF 600.							
c. Potentially disqualifying information was evaluated by a competent medical authority. Appropriate records/medical evaluations or psychiatric evaluation accomplished. Appropriate entries have been made on the SF 600							
PART III - PERSONAL INTERVIEW AND BRIEFING							
a. Individual has been personally interviewed and informed of the significance of the PRP assignment, of reliability standards, and of the need for reliable performance. Individual demonstrates a positive attitude toward the PRP and its objective (Initial in column when the results are considered favorable)							
b. I have been interviewed and briefed as indicated. I understand the spirit and intent of the PRP. _____ Signature of Individual _____ Date (YYMMDD)							
PART IV - PROFICIENCY							
a. Individual is currently undergoing supervised on-the-job training leading to proficiency certifications.							
b. Individual is certified as proficient in the duties to be performed and has been qualified by:							
☐ Formal Course of Instruction and experience							
☐ Supervised training and experience							
PART V - CERTIFICATE OF ACCEPTABILITY							
Individual has been evaluated using PRP standards. All information (including any potentially disqualifying information present), has been thoroughly evaluated. I find the individual's acceptability for PRP assignment to be:							
☐ Suitable							
☐ Unsuitable							
☐ Temporarily Unsuitable							

(Type/Print) Name, Grade, Position & Organization of PRP Certifying Official	Signature & Date
1	
2	
3	
4	
5	
6	
7	

OPNAV 5510/414 (3-84) S/N 0107-LF-017-6700

PERSONNEL RELIABILITY PROGRAM (PRP) SCREENING AND EVALUATION RECORD OPNAV Form 5510/414 (3-94) INSTRUCTIONS

General Instructions

a. File and maintain the completed OPNAV 5510/414 on the permanent side of the service record or for civilians, in the official personnel folder (OPF). File OPNAV 5510/415 (3-94) (Record Identifier for Personnel Reliability Program) in service record (left hand side) and in the member's health records (right hand side) to reflect assignment of the individual to or in training for a position requiring extraordinary reliability. Identify the individual to supervisors, managers and other line and staff officers for purposes of assuring continuing evaluation.

b. Pen changes to the OPNAV 5510/414 are acceptable provided they are legible and are initialed by the Certifying Official. Changes will be made by lining through the incorrect information, inserting the correct information in the same space, and initialing by the Certifying Official.

c. The Certifying Official will initial OPNAV 5510/414 blocks to demonstrate review. Slash marks will be used for corresponding items that were not reviewed or pertinent.

d. All dates will be entered so that year, month and day are easily discernable. (yr/mo/day, 890101).

e. The screening of personnel records, the medical evaluation and the initiation of investigation may be conducted in any order the Certifying Official deems appropriate.

f. When an individual's OPNAV 5510/414 is completely filled in, or becomes unreadable, a new OPNAV 5510/414 will be prepared. Attach the old form to the new form and file in the personnel record. The words "Continuation Sheet" shall be printed at the top and bottom of the new form.

g. Personnel in training for, or performing in, an assignment or position designated as PRP Critical or Controlled are required to be screened initially and continuously evaluated thereafter to ensure they meet the program standards. This form provides a format for documenting the required screening and continuous evaluation process. Complete applicable parts of the form and initial appropriate blocks.

1. **Part I - Personnel Records Screening**

a. In section a., record the type of investigation (ENTNAC, NAC, SSBI, SPR, PR, etc.). You may use the type investigation identified on the Department of the Navy Central Adjudication Facility (DON CAF) message. Additionally, record the date the investigation was initiated or requested and/or the date the investigation was completed.

b. Section b. is for initial assignment to a CRITICAL PRP position. The certifying official is required to review the investigation that supports the initial assignment. The certifying official will fill in the date the investigation was reviewed. Once the initial review is accomplished, there is no need to repeat the review for subsequent screening or at subsequent commands.

c. Initial in section c. when the individual has a security clearance commensurate with the security classification of the information required.

d. In section d. identify the type of PRP position assignment.

e. Review the individual's service record, official personnel folder or other records relevant to PRP standards. In section e., initial the appropriate column when review is favorable.

2. **Part II - Medical Evaluation.** A medical evaluation is required to determine the individual's physical and mental fitness for PRP duties. The PRP medical evaluation may be based solely on medical history records if they are sufficiently comprehensive and current. Where potentially disqualifying information exists or an otherwise disqualifying condition is present, a current medical examination by competent medical authority is required. Psychiatric consultation may be warranted if there are indications of mental or emotional disorders. An SF 600 entry in the medical record regarding the individual's acceptability for PRP duties is necessary.

a. Initial in section a. when the medical record review or medical examination/evaluation was conducted by a competent medical authority. Document determination on the SF 600.

b. Initial in section b. when the medical records review was accomplished by other medical personnel specifically trained and designated in writing (e.g. HM's, Physician Assistants, Medical Service Corps officers and nurses) and revealed no potentially disqualifying information. Document determination on the SF 600.

c. Initial in section c. when potentially disqualifying information is present, the information is evaluated by a competent medical authority, and the individual is determined suitable for PRP assignment. Document determination on the SF 600 commenting on all potentially disqualifying information.

NOTE: In all cases, medical certification entries will be documented on the SF-600, and the information provided to the certifying official for final PRP suitability determination.

3. **Part III - Personal Interview and Briefing.**

a. In section a., the interviewer will initial when the required interview and briefing are conducted and the results are satisfactory.

b. In section b., for initial PRP assignment the individual will sign, date, and initial column 1. When rescreening, the individual will initial in columns 2-7.

4. **Part IV - Proficiency.** Personnel who perform modifications, retrofit, limited life component (LLC) changes, etc., and EOD personnel and their supervisors must be qualified by a formal course of instruction and experience for the duties they are to perform. All other personnel under the PRP must be qualified by a formal course of instruction or other supervised training and experience for the duties they are to perform. In both cases, the individual must be certified as proficient by a qualified person designated in writing for the purpose. The experience requirement may be achieved by on-the-job training or during the required instructional phase. Ensure prescribed instructional requirements are met.

a. Initial in section a. when the individual has neither experience or training and is undergoing supervised on-the-job training. Rescreen when appropriate.

b. Initial section b. as appropriate.

NOTE: Completion of Part IV is not required when conducting preliminary screening incident to transfer to a course of instruction.

5. **Part V - Certificate of Acceptability.** Ensure all aspects of screening are accomplished, make a determination, initial the appropriate block and sign. Certification of acceptability must be made by the Commanding Officer, Executive Officer or PRP Certifying Official.

6. **Administrative Termination**

a. A certification of acceptability will be terminated administratively when an individual is reassigned within the same command from a PRP position to a non-PRP position for reasons that are not disqualifying. Enter "Administratively Terminated" in the next succeeding column of OPNAV 5510/414 (leaving all blocks blank).

b. The official signing the administrative termination shall be the Certifying Official.

c. When an individual receives Permanent Change of Station (PCS) orders, the administrative termination is automatic. Entry on the OPNAV 5510/414 is not required.

*U.S. Government Printing Office: 1994 -- 529-001/20010

APPENDIX E

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - INDEPENDENT DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORM IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORMAT IS TO BE DESTROYED UPON THE MARINE'S ARRIVAL AT THE INDEPENDENT DUTY ASSIGNMENT OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THE FORM WILL BE SENT TO THE CMC (MMEA) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. Independent duty is primarily defined as duty with inspector-instructor staffs, Marine Corps District Headquarters, Marine Corps Recruiting Stations and 4th Marine Air Wing (MAW) units. Permanent change of station orders directing the transfer of Marines to other isolated assignments may require screening for independent duty in accordance with this order when directed by the Commandant of the Marine Corps.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to independent duty. The results of the completed screening will be reported to the gaining command and info CMC (Code MMEA-8). Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for independent duty. The command will contact the CMC (Code MMEA) via naval message when there is a change in the Marine's status. The gaining command should make every effort to contact the losing command to ensure the inbound Marine remains qualified. Upon request, certain criteria may be waived by the CMC (MMEA-8).

_____ _____ _____

RANK NAME SSN/MOS

PREREQUISITE	REMARKS	QUALIFIED
MINIMUM AGE OF 21	Although age is not a prime indicator of maturity, it is a fairly reliable measure of experience. In this respect, the more experienced the independent duty Marine, the better the individual is able to cope with additional duties which are assigned; i.e., burial details,	
MINIMUM PRO/CON MARKS AVERAGE IN SERVICE - 4.4/4.4 PRO/CON MARKS: _____		

	processing of Marine absentees and deserters, and color guard details, to name a few.	yes/no
MAXIMUM DEPENDENTS SGT/BELOW (2); SNCO (4) NUMBER OF FAMILY MEMBERS: _____	This is a precaution to avoid potential financial hardships. This Marine will not be authorized special duty assignment pay or cost of living allowance. (If financially stable can be waived by MMEA)	yes/no

DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT

1. COURT-MARTIAL	5 or more years has elapsed since the offense occurred. (A court-martial conviction may be waived)	yes/no
2. NJP	Not more than two NJPs in the past 5 years. Not more than one NJP in the 12 months preceding the detachment date.	yes/no
3. DRUG/ALCOHOL RELATED INCIDENT(S)	No drug related incidents within the last 5 years. No alcohol related incidents within the last 2 years preceding the detachment date. (A waiver granted for reenlistment is not valid for assignment to independent duty. A separate waiver must be requested.)	yes/no
MEDICALLY AND PHYSICALLY QUALIFIED FOR DUTY DATE OF LAST PHYSICAL: _____ DATE OF MOST RECENT PFT: _____ SCORE: _____ (MUST SCORE A THIRD CLASS OR BETTER NO MORE THAN 30 DAYS PRIOR TO DATE OF DETACHMENT)	Marines may be assigned to an area far removed from the nearest government medical facility. The Marine must be medically fit. All Marines must be physically examined within 12 months preceding the reporting date. Standard Forms 88 and 93 must be completed. A medical officer will certify in block 77 of Standard Form 88 that the Marine is physically qualified for independent duty. Commanding Officers will personally screen the Marine's medical record. Attention should be directed towards any indication of alcohol related	

	or psychological problems.	yes/no
DENTALLY QUALIFIED (CLASS I OR II)	The Marine must be dentally qualified (Class I or II). Since this Marine may be far removed from a government-supported medical facility, dental problems may translate into an increased financial burden. All dental treatment shall be completed prior to detachment from the Marine's parent command. Marines considered permanent Dental Class III IAW NAVMEDCOMNOTE 6600 of 8 Sep 1987 are qualified for the purpose of this order.	yes/no
MARINE'S FAMILY SHOULD NOT REQUIRE UNUSUAL OR RECURRENT MEDICAL OR DENTAL CARE	Commanders should consider this requirement equally important to the individual Marine's fitness for duty. Consideration must be given to serious physical conditions or abnormalities which require specialized medical or dental treatment or specialized training (i.e., handicapped children) that are not likely to be available in the absence of Navy or other Armed Forces medical treatment facilities without considerable expense.	yes/no
VALID STATE MOTOR VEHICLE OPERATOR'S LICENSE AND A U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S IDENTIFICATION CARD, STANDARD FORM 46	The potential independent duty Marine will need both civilian and government operator's permit to carry out daily routine functions. The government license (SF 46) must authorize operation of tactical vehicles M998 series 1 1/4 ton HWMMV and M1008 1 1/4 ton CUCV.	yes/no
FINANCIALLY RESPONSIBLE	The Marine has demonstrated an ability to manage personal financial affairs with maturity and judgment. Does not exhibit a pattern of indebtedness or frequently write checks without sufficient funds. Marines on independent duty may face additional expenses	

	due to the non availability of major military support facilities. They should have approximately $550.00 net available funds after completing the Commanding Officer's Financial Worksheet.	yes/no
HAS A MINIMUM OF 3 YEARS OBLIGATED SERVICE REMAINING EAS: _____	To ensure continuity in these isolated duty stations, Marines must have at least 3 years obligated service remaining upon reporting.	yes/no
MEETS PERSONAL APPEARANCE AND HEIGHT AND WEIGHT **HT:**_____ **WT:**_____ **BODY FAT:** _____ (indicate body fat if Marine is over prescribed weight standards)	The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10_. No unresolve history of assignment to weight control of personal appearance programs is authorized. Marines will be weighed in P.T. gear, no shoes.	yes/no
PROFICIENT IN PRIMARY MILITARY OCCUPATIONAL SPECIALTY (PMOS)	Marines must possess a high degree of proficiency in their primary MOS. The Marine may be the only Supply Administrative person (MOS 3043), or Personnel Chief (MOS 0193) authorized at the independent duty station.	yes/no
MEDIUM BLUE UNIFORM ALLOWANCE	Prior to transferring a Marine to independent duty, the medium blue uniform allowance must be issued or ordered IAW with MCO P10120.28_, paragraph 02055.11.	yes/no

I have personally screened _____.
GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine does not meet the requirements, explain below.

_____

_____

_____

(Ensure the following signature page is attached.)

_____
Battalion/Squadron SgtMaj's Printed Name

_____ _____
Battalion/Squadron SgtMaj's Signature Date

_____ _____ _____
Commanding Officer's Printed Name Rank Billet(*)

_____ _____
Commanding Officer's Signature Date

APPENDIX F

COMMANDING OFFICER'S FINANCIAL WORKSHEET

Disclosure of information on this format is voluntary. Possible adverse affects of nondisclosure could result in a decision being made to assign the subject to a special duty or independent duty assignment without consideration of information which, if known, might have had a bearing on that decision. The information solicited by this format is not to be included in any official system of records.

_____ _____ _____
Rank Last Name, First Name, MI SSN/MOS

_____ _____
Unit MCC

1. GENERAL INFORMATION

Married _____ Number of Children/dependants _____
(excluding spouse)

2. MONTHLY INCOME (Note 1)

a. Base Pay .....$_____._____

b. PRO/SEP Rations.....+_____._____

c. SDA Pay - D.I. 275.00 RCTR 375.00.....+_____._____
MSG 110.00

d. Other Income .....+_____._____

e. Total Monthly Income .....$_____._____

3. MANDATORY MONTHLY DEDUCTIONS (Note 2)

a. FITW (Federal Tax) .....$_____._____

b. Social Security .....+_____._____

c. Medicare .....+_____._____

d. SITW (State Tax) .....+_____._____

e. SGLI .....+_____._____

f. Dental Family .....+_____._____

g. Charity (Note 3).....+_____._____

h. Allotments: _____ +_____._____
(Note 4)

_____ +_____._____

i. Advance Pay .....+_____._____
(Balance: $_____._____)

j. Child Support/Alimony .....+_____._____

k. Other .....+_____._____
(Explain: _____)

l. Total Mandatory Monthly Deductions .....$_____._____

4. MONTHLY CREDIT PAYMENTS/RECURRING BILLS & OBLIGATED DEBTS
(Note 5)

a. Car #1.....$_____._____

b. Car #2.....+_____._____

c. Car Insurance .....+_____._____

d. Personal Life Insurance .....+_____._____

e. Credit Cards: _____ +_____._____

_____ +_____._____

_____ +_____._____

_____ +_____._____

_____ +_____._____

_____ +_____._____

_____ +_____._____

f. Loans: _____ +_____._____

_____ +_____._____

_____ +_____._____

g. Other: _____ +_____._____

_____ +_____._____

h. Total Monthly Credit Payments..... $_____._____

5. NET AVAILABLE FUNDS

a. Total Monthly Income..... $_____._____

b. Total Mandatory Monthly Deductions..... +_____._____

c. Total Monthly Credit Payments..... +_____._____

d. NET AVAILABLE FUNDS..... $_____._____

6. ADDITIONAL INFORMATION (Note 6)

a. Savings Account(s): _____ $_____._____

b. Checking Account(s): _____ +_____._____

c. Investments: _____ +_____._____

d. Total Amount Available ..... $_____._____

e. Spouse Income..... $_____._____
This income contributes to credit
payments (Transferable Skill?) _____

f. Do you own a home or mobile home? yes/no
When Purchased?_____

g. If yes, monthly payment:..... $_____._____
(Mortgage Balance: $_____._____)

NOTE 1: Do not include BAH in computing monthly income. BAH payments are considered to adequately cover housing expenses.

NOTE 2: Normally those deductions found on the LES

NOTE 3: NRS, CFC, USN/MC Retirement Home, etc.

NOTE 4: Explain the type of allotment. Do not include dependent allotments. (i.e. childs savings bonds, etc.)

NOTE 5: Do not include those creditors that are paid by an allotment listed under MANDATORY MONTHLY DEDUCTIONS. Do not include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.

NOTE 6: The items listed under ADDITIONAL INFORMATION are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments.)

_____ _____

Signature of Marine Date

Based upon my assessment, I find this Marine financially Qualified/Unqualified. The finding of UNQUALIFIED is amplified in the remarks below.

_____

_____

Signature of Commanding Officer _____

APPENDIX G

Post Locations of Marine Security Guard Detachments

COUNTRY	CITIES
Albania	Tirana
Algeria	Algiers
Argentina	Buenos Aires
Australia	Canberra
Austria	Vienna
Bahamas	Nassau
Bahrain	Manama
Bangladesh	Dhaka
Barbados	Bridgetown
Belarus	Minsk
Belgium	Brussels
Bolivia	La Paz
Bosnia-Herzegovina	Sarajevo
Botswana	Gaborone
Brazil	Brasilia
	Rio de Janeiro
	Sao Paulo
Bulgaria	Sofia
Burma	Rangoon
Burundi	Bujumbura
Cameroon	Younde
Canada	Ottawa
Chad	N'djamena
China	Beijing
	Hong Kong
	Shanghai
Chile	Santiago
Colombia	Bogota
Costa Rica	San Jose
Croatia	Zagreb
Cuba	Havana
Cyprus	Nicosia
Czechoslovakia	Prague
Democratic Republic of Congo	Kinshasa
Denmark	Copenhagen
Dominican Republic	Santo Domingo
Ecuador	Quito
Egypt	Cairo
El Salvador	San Salvador
Ethiopia	Addis Ababa
Finland	Helsinki
France	Paris
Germany	Berlin
	Bonn
	Frankfurt
Ghana	Accra
Greece	Athens
Guatemala	Guatemala City
Guinea	Conakry
Haiti	Port au Prince
Honduras	Tegucigalpa
Hungary	Budapest
India	New Delhi
Indonesia	Jakarta
Ireland	Dublin
Israel	Tel Aviv
Italy	Rome
Ivory Coast	Abidjan
Jamaica	Kingston
Japan	Tokyo
Jerusalem	Jerusalem
Jordan	Amman
Kazakhstan	Almaty
Kenya	Nairobi
Kuwait	Kuwait
Kyrgyzstan	Bishkek
Latvia	Riga
Liberia	Monrovia
Malaysia	Kuala Lumpur
Mali	Bamako
Malta	Valletta
Mozambique	Maputo
Mexico	Mexico City
Morocco	Rabat
Nepal	Kathmandu
Netherlands	The Hague
Nicaragua	Managua
Niger	Niamey
Nigeria	Lagos
Norway	Oslo
Oman	Muscat
Pakistan	Islamabad
	Karachi
Panama	Panama City
Paraguay	Asuncion
Peru	Lima
Poland	Warsaw
Portugal	Lisbon
Philippines	Manila
Romania	Bucharest

COUNTRY	CITIES
Russia	Moscow
	St.Petersburg
	Vladivostok
Saudi Arabia	Jeddah
	Riyadh
Senegal	Dakar
Serbia	Belgrade
Singapore	Singapore
Slovak Republic	Bratislava
Slovenia	Ljublana
South Africa	Cape Town
	Pretoria
South Korea	Seoul
Spain	Madrid
Sri Lanka	Colombo
Sweden	Stockholm
Switzerland	Bern
	Geneva
Syria	Damascus
Tanzania	Dar Es Salaam

COUNTRY	CITIES
Thailand	Bangkok
Togo	Lome
Trinidad and Tobago	Port-of-Spain
Tunisia	Tunis
Turkey	Ankara
	Istanbul
Uganda	Kampala
Ukraine	Kiev
United Arab Emirates	Abu Dhabi
United Kingdom	London
Uruguay	Montevideo
Venezuela	Caracas
Vietnam	Hanoi
Yemen	Sanaa
Zambia	Lusaka
Zimbabwe	Harare

APPENDIX H

MSG Applicant Interview Guide

1. This guide is provided to assist commanders in determining the suitability of the applicant for assignment with the Department of State's foreign service establishments overseas.

2. The characteristics listed below should be considered when conducting the interview:

a. Maturity.

b. Self-confidence, good judgment, and integrity.

c. Manner, appearance, and bearing.

d. Ability to handle stress, reliability, and alertness.

e. Ability to communicate well both orally and in writing.

f. Professional knowledge.

g. Adaptability to different cultures.

h. Ability to perform duties in the absence of guidance or supervision.

3. The interviewer should bear in mind the applicant, if successful, will be assigned a tour of duty in a foreign country at an embassy or consulate of the United States. MSGs live and work in full view of many foreign nationals and ranking officials of our Government. They are under the immediate command of the Marine Detachment Commander, protecting classified material and American lives and property vital to the security of our Nation. In many cases, MSGs serve in areas where political, economic, and social conditions restrict off-duty activities to the small American community. The Marine is a representative, not only of the Marine Corps, but of the United States of America.

4. Information on the MSG program and nature of the duty:

a. The MSG program was authorized in 1948 to assist the Department of State in fulfilling its security requirements at diplomatic missions abroad. Currently there are over 1,000 Marines assigned to 123 diplomatic missions located in over 100 foreign countries.

b. Each security guard detachment is commanded by a Marine Detachment Commander, who is under the direct supervision and operational control of a Department of State Security Officer.

c. Marine Company Commanders at seven locations act as intermediate commanders between MSG Battalion and the individual MSG detachment.

d. Detachments range in size from 6 to 30 Marines. Approximately one-third of the detachments are comprised of six Marines. The average detachment consists of nine Marines: The detachment commander and eight sergeants and below.

e. The MSG is assigned to the embassy to safeguard classified material, enforce security regulations, and protect American lives and property. When the embassy's daily business is completed, the Marine on duty continues the workday. MSG's check unoccupied offices for classified material left adrift, look for open doors and windows, and check the general security of the building. Safes and files are inspected to ensure they are properly secured. MSGs often escort a cleaning force of foreign employees and work closely with the embassy duty officer after working hours. MSGs must be capable of maintaining their composure in the event of riots, mob action or terrorist activity. They must be able to think clearly and follow detailed instructions at all times. MSGs work closely with their fellow Marines and in some cases with members of the United States Army, Navy, Coast Guard, and Air Force. They have daily contact with American and foreign employees of the embassy.

f. The embassy Marine represents the United States and the Marine Corps. Therefore, they must present a neat military appearance, be adept at self expression, and perform their duties in a firm, courteous and tactful manner. The MSG could be placed in situations of possible compromise which require sound judgment, a high degree of moral integrity, honesty, loyalty, and unquestionable devotion to duty.

g. Marines are not sent to embassies for social duties. The majority of their time is spent standing a lonely watch and performing required military duties. However, there will naturally be an involvement, to a limited degree, in social activities with the American community and in some countries, with foreign nationals. The MSG should be able to socialize with various people.

h. MSGs live together in fully furnished quarters provided by the Department of State. In most countries they live in a house, with each Marine assigned an individual bedroom. At those detachments where women Marines are assigned, appropriate bedroom, bath, and toilet accommodations will be provided for the women. This house is located in the civilian community of the city or on the embassy compound. The detachment members, under the direction of the detachment commander, are responsible for the operation of their quarters.

i. Marines may be assigned to a number of collateral duties including Assistant Detachment Commander, Detachment Mess Fund Manager, Bar Fund Manager, React NCO, Supply NCO, and Training NCO.

The Assistant Detachment Commander is the senior NCO aboard, and he is responsible for providing supervision at the Marine BEQ, assisting the Detachment Commander with administrative matters, and running the detachment in the Detachment Commander's absence. The Mess Fund Manager supervises the mess to include local national employees and purchasing of food. He will assess, collect, and manage the funds provided for the operation of the mess. The Marine may assist the cook in the preparation of the menu and ensures the cleanliness of the kitchen. The Bar Fund Manager is responsible for stocking the bar in each BEQ and becomes a bookkeeper and auditor by managing the bar fund currency, both U.S. and local. He also provides leadership in organizing detachment social events. The React NCO is responsible for the care of the react equipment and for maintenance of the react binders. The Supply NCO is responsible for acquiring items from the embassy or from the Battalion headquarters. The Training NCO duties include assisting in the development of the training schedule, maintaining the training records, and assisting the Marines in getting MCIs and tuition assistance.

j. Physical fitness programs are in effect at all security guard detachments. Many detachments are involved in competition with each other to determine physical fitness excellence. Most embassies have recreational programs, calling on the attached United States agencies to provide teams. In almost every case, the embassy looks to the Marines to organize and lead the athletic program. Softball, volleyball, basketball, tennis, and golf are some of the most common sports. However, some detachments, because of various limitations, are restricted to small-area events, such as horseshoes, badminton, cribbage, chess, cards, and pool tournaments. Marine detachments have always taken pride in their athletic pursuits. The embassy Marine must be industrious, have an interest in competition, and set an example of "fair play" and sportsmanlike conduct.

k. The embassy Marine must possess and maintain sound judgment, maturity, and high moral standards. An immature Marine is a liability to the program. There is a low relief for cause rate on the program, but of those that are relieved the four most common reasons are early marriage, drug or alcohol abuse, violations of lawful orders, and financial irresponsibility.

l. MSGs are authorized to take annual leave in CONUS and most foreign countries. Generally, up to 14 days will be granted to a Marine transferring from the first to second post pending approval of the new commanding officer. Approval for emergency leave may be granted upon verification by the American Red Cross. Transportation for emergency leave from overseas to the United States or its possessions is authorized at Government expense. When it is determined that Military Airlift Command transportation is not reasonably available, Government-procured commercial air transportation will be authorized.

m. Sergeants and below are not authorized to own or operate motor vehicles or motorcycles overseas. Students, including SNCOs, will not bring automobiles and motorcycles to MSG school. Students will proceed to their assigned post immediately after graduation. Sergeants and below assigned to the program should arrange for disposal or storage of their automobiles and/or motorcycles prior to reporting to MSG school.

n. Marines will have access to $500.00 when they report to MSG school. This money is needed to cover incidental expenses and fill the interim period until they receive their per diem allowance at MSG school. Per Diem advances (TEMINS) will be obtained prior to detachment from the detaching command.

5. Information Applicable to SNCOs

a. Assignment as the detachment commander of a MSG detachment is considered a command billet with all the authority and responsibility of a commander, except NJP authority, which is restricted by law to commissioned officers.

b. The detachment commander of a MSG detachment has the unique challenge of serving two chains of command. One is the Marine's operational supervisor, the regional security officer, who is a foreign service officer. The second is the Marine's company commander who will conduct semiannual command visits. The detachment will also receive semiannual inspections to ensure they maintain Marine Corps standards and meet their administrative requirements.

c. The Department of State provides furnished quarters for the detachment commander and his family. In most cases, these quarters are equivalent to or surpass Government quarters found on a military base. However, the availability of other base-type activities; i.e., commissary, exchange, dispensary, may be limited or nonexistent, depending on the location of the post to which assigned.

d. Some type of commissary and medical support is available at almost every foreign service establishment. A co-op commissary or ordering service is one arrangement whereby the embassy community procures unique foods or foods not readily available locally. Medical support usually consists of an embassy nurse and/or a local contract doctor, as a minimum. In serious cases, patients are medically evacuated to the nearest United States military hospital when local facilities are not adequate. Many posts are located in remote areas where medical or dental facilities are extremely limited. Personnel with medical problems requiring modern hospital or recurrent dispensary-type treatment facilities should not be assigned.

e. Schooling for dependent children is normally provided through a United States supported or international school. Special

education needs cannot be accommodated in these schools. The availability of schools for dependent children is considered when making assignments. Tuition/fees for dependent schools are paid for by the Department of Defense.

f. Assignment as the detachment commander of an MSG detachment is both demanding and professionally rewarding. For a Marine and family, it provides the challenge, adventure, and experience of living in a foreign country. In some cases, MSGs are the only United States military personnel in the country.

6. The description of the duties performed and the personal traits necessary for MSG personnel, as outlined herein, should provide the commanding officer with sufficient information to make an evaluation of the Marine's qualifications. The possible compromise of national security and discredit upon the Marine Corps and the American image abroad are two of the most serious repercussions which may result from cursory screening. Screening must examine in detail the Marine's background; personal traits, habits, interests, professionalism, and personality. For SNCOs who are married, a stable family is necessary, as well as a spouse willing to endure the hardships of living in remote and sometimes demanding conditions. Many Marines who are considered outstanding in the FMF or another type assignment may still not be the "right person" for the MSG program. Elimination at the command level, of personnel who are not suited for this independent-type duty in a foreign country, will result in a considerable savings to both the Marine Corps and the individual concerned.

7. Upon departure from the present command, the applicant must be ready to attend the school without disruptions. The Marine must arrive with all administrative requirements completed, and be dentally and medically qualified. The applicant must be prepared to spend his entire tour length in an overseas environment. Personal and financial problems must be considered and managed accordingly. Marines departing an overseas location to MSG School are encouraged to take leave; however, if leave is not granted prior to departure, the detaching command should request deferred consecutive overseas travel (COT) leave for those Marines. Upon reporting to school, all requirements will be checked to ensure qualification. Those individuals not qualified will not be accepted by the school.

8. Any questions pertaining to qualification or suitability for assignment to the Marine Security Guard program should be directed to the Officer in Charge, Marine Security Guard School.

APPENDIX I

MSG Informational Handout

This handout is intended for informational purposes only. It is not directive in nature. Applicable directives mentioned herein should be referred to for specific guidance or instructions.

ASSIGNMENT TO MARINE SECURITY GUARD DUTY WITH THE DEPARTMENT OF STATE'S FOREIGN SERVICE ESTABLISHMENTS

1. Origin of MSG Duty. Shortly after World War II, the Department of State reexamined the problem of obtaining sufficient guards of high caliber for the protection of foreign service posts throughout the world. Prior to this time, the Department followed the practice of hiring civilians, both American and foreign, for the protection of its establishments. This practice had proven very unsatisfactory. The guards the Department had been using were of doubtful background, limited ability and, in many cases, unsuitable for a position requiring such a high degree of trust and confidence. In most instances, the positions were found to attract only the old and lazy. Many of the American guards resided permanently in foreign countries and were married to foreign nationals. Thus, in the period of growing international tension that existed in 1947, it was only natural that thoughts should turn toward the establishment of a guard force which was young, alert, well-trained and disciplined... in other words, a military force. The Department of War agreed to furnish Marine Corps personnel for Foreign Service guard duty under the provisions of the Foreign Service Act of 1946. After undergoing training with the Department of State, the first Marine Security Guards were posted in January, 1949. The program has been successful and effective for the Department of State, and now there are over 1000 Marines posted in over 120 locations worldwide.

2. Organization

The Battalion organization is as follows:

Headquarters Company. The company is collocated with MSG school at Marine Corps Combat Development Command, Quantico, VA. It provides administrative and logistical support for the Battalion's 1000 plus Marines.

Company "A". The company headquarters is located at the American Consulate in Frankfurt, Germany. The detachments which are under the administrative control of this company are located at posts throughout Eastern Europe.

Company "B". The company headquarters is located at the American Embassy in Nicosia, Cyprus. Its detachments are located at posts throughout North Africa and the Middle East.

Company "C". The company headquarters is located at the American Embassy in Bangkok, Thailand. Its detachments are located throughout the Far East, the Asian subcontinent and the Southern Pacific area.

Company "D". The company headquarters is located in Ft. Lauderdale, FL. The detachments which are under the administrative

control of this company are located throughout the Caribbean and Central and South America.

Company "E". This company is also located in Frankfurt, Germany, and controls the detachments in Western Europe as well as the detachment in Ottawa, Canada.

Company "F". The company headquarters is located at the American Embassy in Pretoria, South Africa and administers to the detachments located throughout Eastern Africa (south of the Sahara).

Company "G". The company headquarters is located at the American Embassy in Abidjan, Cote D'Ivoire and administers to the detachments located throughout Western Africa.

3. Chains of Command

ADMINISTRATIVE (USMC)	OPERATIONAL (STATE DEPT.)
Commandant of the Marine Corps	Secretary of State
---	---
Commanding Officer, MSGBn	Ambassador
---	---
Company Commander	Security Officer

Detachment Commander

MSG

4. Mission of the Marine Security Guards. The mission of Marine Security Guards is to provide security services at designated United States Diplomatic and Consular facilities to prevent the compromise of classified material and equipment which, if compromised, will cause serious damage to the national security interests of the United States and to provide protection for United States citizens and property within the principal building of the Mission. These detachments will be prepared to execute plans for the protection of the Foreign Service post and its personnel as directed by the Chief of Mission or principal Officer. Under certain emergency situations they will provide special protective services to the Chief of Mission or principal Officer.

5. Marine Security Guard School

a. Prior to assignment overseas, Marines must successfully complete a course of instruction at MSG school. Instruction at the school is presented jointly by the Marine Corps and Department of State. The school provides training in security guard duties and living in an overseas environment. During the training period, final administrative processing (passports, visas, supplemental uniforms, civilian clothing, etc.) is also accomplished.

b. Graduates are not granted annual leave prior to departure overseas. Therefore, delay enroute must be taken prior to reporting to MSG school. SNCOs, upon completion of training, are to move their household effects and families to post as expeditiously as possible.

c. Sergeants and below are not authorized to take or drive motor vehicles overseas. Sergeants and below are not authorized to bring POVs to MSG School.

d. The mission of MSG school is to train and qualify a Marine to be a Marine Security Guard. The Marine Security Guard must be capable of providing physical and procedural security and enforcing foreign service security regulations; possess the basic principles of integrity, sound judgment and maturity when dealing with foreign nationals abroad; be able to properly maintain the essential requirements of the training program of an MSG detachment under the guidance of a detachment commander; be knowledgeable of and able to utilize the operational and administrative chain of command; and be able to work harmoniously with foreign service employees.

e. Student Company Organization

(1) Class Commander - Senior SNCO

(2) Class 1stSgt - Next senior SNCO

(3) Class GySgt - Next senior SNCO

(4) Remaining student personnel are divided into detachments, each with a student SNCO as Detachment Commander.

f. Organization of the Marine Security Guard School

Battalion Commander/Director

Officer in Charge

Chief Instructor

Instructor Staff

Operations Chief

Administrative Clerks

Training Support Personnel

g. Essential Information Pertaining to Prospective Marine Security Guard School Students

(1) It is mandatory that all medical and dental requirements be taken care of prior to reporting to the school.

(2) Based on past experience and scheduled paydays for the classes, it is required that students reporting to the school have access to at least $500 dollars. Excessive advance pay is strongly discouraged. Students will be enrolled in the direct deposit program prior to reporting to MSG school.

(3) Students should not sell their car(s), if they have one, nor should they sell their house or put their house up for rent or sell other property prior to reporting to the school. This should be done only after assignment is firm.

(4) Students must report to MSG school with a state or county issued, raised seal birth certificate. Hospital birth certificates will not be accepted. In lieu of a birth certificate, a United States passport may be substituted. Naturalized citizens must report with their naturalization certificate.

(5) Physical fitness and military appearance are stressed at school. All prospective students should prepare themselves accordingly. As in other formal Marine Corps schools, you will take an inventory physical fitness test during the first week of training.

(6) In some instances company commanders may authorize MSGs to drive while on leave or liberty. Additionally, some posts require that MSGs drive official vehicles. While not a requirement, Marines are encouraged to arrive at school with a valid state motor vehicle operator's license. License should be valid for the duration of their MSG tour, or student should be prepared to renew it from post prior to the expiration date.

6. Promotion Prospects

a. The Battalion Commander, MSGBn has authority to meritoriously promote or recommend meritorious promotion to the Commandant of the Marine Corps in the case of SNCO grades, and a select percentage of qualified Marines to the grade of corporal through gunnery sergeant.

b. Staff Noncommissioned Officers who have successfully served as MSG detachment commanders are considered to be superior Marines. SNCO selection boards are briefed in this regard. Corporals and below who successfully complete Marine Security Guard school will have 100 points added to their composite scores by the Commanding Officer, Marine Security Guard Battalion.

GENERAL POST INFORMATION

1. ADDRESS:

Mailing Address: Grade/Name
Class #___-____
MSGBN (State Dept.)
Quantico, VA. 22134-5020

MSGBn Website: WWW.QUANTICO.USMC.MIL/MSG/MSG.HTM

2. TELEPHONE NUMBERS:

a. MSG SCHOOL OPERATIONS: (703) 640-3668

b. MSGBN: (703) 640-3267/3268

c. DSN: 278-3267

3. MARINE SECURITY GUARD SCHOOL QUARTERS

a. The Marine Security Guard school is located in building 2007, Marshall Hall, MCCDC, Quantico, VA. Rooms for sergeants and below are designed for four Marines each. Each room has its own head with shower. SNCOs are housed one to three student detachment commanders per room depending upon class size.

b. The common areas are a recreation room with pool table, video games, vending machines and a library with information and videos of posts around the world.

c. There is a laundry room in the basement, including two steam press machines.

d. A weight room is located in the basement of the building. It has free weights, a universal weight machine, and other training devices. There is also a sauna in both the men's and the women's locker rooms.

4. EXPENSES

a. Clubs. There are no club dues for Marines while TAD attending school. There is a SNCO and NCO club located on base.

b. Mess. Each Marine is on per diem while attending school. The mess hall is located right behind Marshall Hall. There are also numerous restaurants located in the town of Quantico.

5. FINANCE. Based on past experience and scheduled paydays for students, it is required students have access to at least $500.00 upon arrival at MSG school. You must be enrolled in the direct deposit program prior to arrival at MSG school. Excessive pay advances are strongly discouraged.

6. OTHER EXPENSES

a. Dry Cleaning. Efficient services are available at the base cleaners. There are additional cleaning and tailoring services available in the town of Quantico.

b. Hair cuts. The Marine Corps Exchange operates a barber shop at the Main Exchange and another across from the mess hall. There are also several barber shops in the town of Quantico.

c. On Base Shopping. The Marine Corps Exchange and the 7-Day Store are available for most of your shopping needs. Cash sales is available for most military uniform items.

7. CLOTHING

a. Duty Uniforms. The uniform of the day is camouflage utilities unless otherwise specified in the training schedule.

b. Liberty Attire. Appropriate civilian attire, depending upon the activity, will be worn. Collared shirts and trousers will normally be worn. During the fourth week of training students will receive a check from the Marine Corps in the amount of $1244.00. The entire amount will be utilized for buying required civilian attire. Do not buy these items before reporting to school. You will be required to purchase specific styles and materials while in school.

c. Wall Locker Items. Students will stand detailed wall locker and personnel inspections. Ensure all uniforms are serviceable and will remain so, for a 3 year assignment overseas. (There are no cash sales locations at overseas posts).

8. TRAVEL TO MSG SCHOOL

a. If flying into Dulles or Washington National airport, the cost of a cab to Quantico is approximately $55. If you take the Washington Flyer (van) to Quantico, the cost is approximately $20.

b. Sergeants and below will not bring automobiles or motorcycles to the school as there is no leave granted after completion of school. Within 24 hours of graduation you may be enroute to your post assignment.

c. Travel claims to MSG School will not be settled until MSG School graduates report to their first post.

9. MEDICAL FACILITIES. There are medical facilities located on base. It is extremely important that all medical and dental requirements be taken care of prior to reporting to MSG school.

10. DENTAL FACILITIES. Any dental problems should be taken care of before reporting to MSG school. There is a dental clinic located on base. You must be dental class I prior to arrival.

11. CLOTHING TO BRING TO MSG SCHOOL

a. When reporting to MSG school, all students should have in their possession a complete basic issue of military clothing to include any dress blue uniforms that have been previously issued.

b. Physical training uniform is not issued. All prospective students should have the following items when reporting to school: regulation green shorts/trunks, running shoes, plain white socks and a gray sweat suit, black watch cap and black gloves(winter).

c. Though students will receive a clothing allowance to purchase official civilian clothing while at school, any personal suits, coats, and ties already possessed should be brought as well. Suitability for MSG duty will be determined accordingly.

12. SCHOOL SYLLABUS. MSG school conducts five classes per year.

a. SNCOs - 8 weeks (1 week administrative training, 1 week specialized training, 6 weeks formal training.)

b. Sgts and below - 1 week administrative processing, 6 weeks formal training.

13. GUEST LODGING. The use of the hostess house (Crossroads Inn) is available to all students needing accommodations for their guests (i. e., graduation). There are also hotels and motels located right outside the front gate.

INFORMATION FOR STUDENT DETACHMENT COMMANDERS

1. Staff Noncommissioned Officers

a. All married SNCO students should have in their possession 20 passport pictures of their wife, each dependent child and their original birth certificates, with raised seal.

b. We suggest married SNCO students initiate a limited power of attorney which should be left with their wife for any unforeseen circumstances or incidents that would normally require the Marines signature during his/her absence.

c. Marine Security Guard Duty is a unique duty unlike any other assignment available to SNCOs. It is important for the Marine to keep his/her spouse informed of progress and future assignment. Spouses should be aware of both positive and negative aspects of MSG duty as there are no "unaccompanied" tours for married SNCO's.

(1) When assignments are made for SNCOs, many factors are considered, including: the Marine's grade and leadership ability, his family size and dependent education requirements, host country medical facilities, and the needs of the Battalion.

(2) Student Detachment Commanders (SNCOs) begin training two weeks prior to the arrival of Marine Security Guards (sergeants and below). This training time prepares the SNCO for detachment administrative requirements and other responsibilities.

(3) Marine Security Guard school is organized much like an American embassy or consulate. There is an ambassador (commanding officer), administrative officer (battalion sergeant major), security officer (Department of State training officer), and a Student Marine Detachment. Each SNCO is assigned Marine Security Guards to be their training detachment. All activities conducted on post as a detachment are performed in MSG school. This includes: physical fitness training, guard school, weapons training, study sessions, and reaction drills.

(4) How unique is this assignment? This is the only chance a SNCO will have in his/her career as an enlisted Marine to assume "command" of a Marine unit.

2. Information For Shipping Pets. The following documents must be attached to a pet's airway bill before the airlines will accept shipment.

a. Valid rabies shot certificate issued at the point of origin.

b. Valid health certificate, issued at point of origin, within but not more than 10 days prior to shipment. Approval from the

host country is a must. Without approval the animal may not be allowed in the country.

c. Approval from each country that the animal is scheduled to pass through must be obtained by the airlines, so allow enough time to be able to do this.

3. Automobiles. An automobile on post is a must for the detachment commander. There are many and varied restrictions for each post. Once assignments have been made, you can research your new host country requirements. You should consider taking a car that is reliable and in good condition. At most locations, replacement parts for American built cars will not be available. Therefore, you should be prepared to bring maintenance supplies with you (i. e. oil/air filters, head lamps, oil, spare tire, wiper blades, etc.). Check with your insurance company to see if they will insure your car in a foreign country.

INFORMATION FOR DETACHMENT COMMANDER'S SPOUSE

1. Spouse Orientation Training. During the last week of training for SNCOs, orientation training is offered for the spouses. This training is presented by MSG school and the Department of State training center. Transportation to Quantico is provided and per diem is authorized.

2. Course and Description

a. Opening and Welcoming Brief - Following some administrative paperwork, the Battalion Commander will meet with you and will answer questions you may have regarding your spouse's assignment.

b. Dental Brief - Dental awareness overseas to include; oral hygiene, preventive dentistry and dental emergencies.

c. Role of the Detachment Commander's Spouse at Post - this 1 hour session will give you some ideas for dealing with the ups and downs of everyday life at post.

d. Department of State Introduction - description of diplomatic chain of command and function of the embassy/consulate.

e. Household Effects/Claims - information concerning type of shipments allowed for this duty.

f. Cultural Orientation - a seminar describing life overseas and what to expect from the cultures of other countries.

g. Overseas Briefing Center (OBC) - a day is spent at the center to familiarize you with the particular post you have been assigned to. The OBC offers a variety of information concerning every U. S. embassy and consulate in the world. Slides, video tapes and printed material are available for you to review. If you have post specific questions, they can usually be answered here.

h. The Department of State, Washington, DC - one full day during your orientation week will be spent at the Department attending classes concerning overseas schools, medical information, counterintelligence information, and a group photo will be taken for the Department of State Magazine. The afternoon session includes information regarding employment opportunities, travel tips, pre-departure checklist, and more.

i. Travel Precautions - security awareness when traveling overseas.

j. Crisis Management - a stress management course to prepare you for what to expect from this unique experience overseas.

3. Additional Information. Plan on approximately $5.00 per day for lunches. Dress should be seasonal, not jeans or tennis shoes.

A few casual social events are scheduled during the week. These include a luncheon with the battalion commander's spouse. Child care is not readily available, therefore children are not authorized to accompany spouses to training. Vehicle rentals are not included in per diem.

4. Things to do and think about

a. Have recent medical exams for yourself and dependent children who will be traveling to post. Dental care is very important. All necessary dental work must be completed before you travel to post, as it is unlikely that U. S. type dental care will be readily available in your host nation. Once you find out your post assignment, all required immunizations must be obtained.

b. Do you have small children? You may need to purchase clothes they will grow into. Buy several pair of shoes in the sizes they should grow to over a three year period (depending upon location of post assignment). Buy Christmas and birthday presents, for your children and gifts for others to cover parties you will be attending. You may not be able to buy everything you want on the local market in your host country.

c. How about that favorite brand of soup? Depending upon your new assignment, you may be authorized a consumable shipment allowance. Be prepared to purchase a number of months of consumables before you leave. For posts taking consumable food, go through recipes and make a list of items you need.

d. Your new home will be provided by the Department of State. Regardless of whether you live in an apartment or house, all your furnishings will be provided. Prepare for your pack out with three shipments in mind. One (air freight) will be those items you want soon after arrival at post; these might include clothing and toys and games for the children. The second (surface shipment) will be those items which you want later to help make the new house seem like home. These will be your TV, VCR, pictures, and knickknacks for the walls. You should bring microwaves (if possible have it wired for 220 volts 50 cycles), dishes, pots and pans, and other small kitchen appliances you use. Remember, most countries outside the U. S. do not have 120 volts with 60 cycles, and some electrical appliances do not work as well. Be prepared. Bring your bed linens and throw rugs. The third shipment will be your storage left here in the states. You will not need to bring beds, living room, or dining room furniture. These will be provided for you by post.

e. If you have hobbies, make crafts, or sew, take plenty of supplies with you and have an address for reordering when needed. Take retail catalogs with you, as they will be needed before you return to the States. Order magazines to be mailed to you. Once you have read them, they can be shared with others.

f. Arrange for someone to make VCR tapes of movies and TV shows for you. Don't forget the children. Saturday morning cartoons are important. Make some tapes before you leave and pack these in your air shipment. A video is a necessity overseas.

g. Buy wrapping paper for gifts and cards for all occasions. Buy school supplies for the children.

5. Closing Remarks. This assignment with the Department of State will be a rewarding and enjoyable tour for you and your family. If you have any questions that have not been covered in this report, note the items in a letter and forward to MSG school (State Department), Quantico, VA 22134-5020 (Attn: Chief Instructor). We will be glad to promptly provide the answers. Or, if you wish, call using the telephone number listed on page 1 of the General Post Information, if it is important that you receive the information immediately.

APPENDIX J

NOT ACCEPTED/DROPPED FROM TRAINING REPORT
(Note: Submission of this report by electronic means is acceptable)

From: Director, _____
To: Commandant of the Marine Corps (MMEA-85), Headquarters, U. S. Marine Corps, 3280 Russell RD. Quantico, VA 22134

Subj: NOT ACCEPTED/DROPPED FROM TRAINING REPORT CASE OF

Ref: (a) MCO P1326.7

1. SNM was not accepted/dropped for the following reason(s):

a. _____

b. _____

c. _____

d. _____

e. _____

2. SNM was returned to former command(excluding overseas commands where Marine has rotated prior to attending school); (Command)

3. SNM was/was not granted a waiver by Headquarters Marine Corps.

4. SNM's parent command is/is not in compliance with MCO P1326.7 screening requirements.

5. I certify that I have read the contents of this report. I have/have not attached a statement.(Marine being dropped)

Signature: _____ Date: _____
(Marine being Dropped)

Signature: _____ Date: _____
(School Director or representative)

Copy to:
(Marine's parent command)