

SDAMAN

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

SDAMAN

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. IAW reference (f).

yes/no

9. Medical and Dental Qualification. IAW reference (h).

a. Medical. Marine is medically (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

SDAMAN

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 than 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

SDAMAN

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

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.)

SDAMAN

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 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. child's 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 _____

F-4