

SDAMAN

APPENDIX B

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - RECRUITING 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 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).

<u>RANK</u>	<u>NAME</u>	<u>SSN/MOS</u>
-------------	-------------	----------------

SDAMAN

<u>PREREQUISITE</u>	<u>REMARKS</u>	<u>QUALIFIED</u>
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

SDAMAN

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-

SDAMAN

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

SDAMAN

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 RE-CURRENT MEDICAL AND 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 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

SDAMAN

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**

SDAMAN

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.)

SDAMAN

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.

SDAMAN

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).....+ _____ . _____

SDAMAN

- 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.)

SDAMAN

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