

**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/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).

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RANK	NAME	SSN/MOS
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**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 (n) and remarks have been made on page 11 of SRB per reference (o) par 4014.h. **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. Physical competence, mental alertness, and technical proficiency 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 individuals 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 (n) 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 valuation for cancellation or modification of orders.