

**COMMANDING OFFICER'S SCREENING/INTERVIEW GUIDE  
MARINE CORPS SECURITY FORCES (MCSF) GUARD DUTY**

**PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

**Authority:** 10 U.S.C. 5013; 10 U.S.C. 5041; 10 U.S.C. 1074f; 32 CFR 64.4; DoDD 1215.13; DoDI 3001.02; CJCSM 3150.13B; DoDI 6490.03; MCMEDS; SECNAVINST 1770.3D; MCO 7220.50; E.O. 9397 (SSN); and SORN M01040-3.

**Purpose:** To interview and screen potential candidates for MCSF Guard Duty. In addition, information may be used to provide simulation, analysis, and forecasting tools to capture and process manpower information, making data visible to the appropriate Marine Corps decision makers, as well as providing statutory and regulatory management reports to higher headquarters.

**Routine Uses:** Information will be accessed by personnel assigned to MMEA for screening and assignment purposes. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at <https://dpdcd.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/>.

**Disclosure:** Voluntary. However, failure to provide the requested information may result in adverse administrative and/or punitive action.

**A. PERSONAL INFORMATION**

Rank:	Last Name:	First Name:	M.I.:	MOS:	Age:	Gender:
PFT:	INITIAL	RE-CERTIFICATION	Marital Status (Married/Single):	INITIAL	RE-CERTIFICATION	
Height/Weight:			Family Members (Number w/spouse):			
Body Fat (%):			Active Duty Spouse (Y/N):			
Duty Status (Full/LD/LIMDU/PEB):			Net Available Funds (See Financial Worksheet):			
GT Score:	Highest level of education and PME completed:					
GOV Charge Card (Y/N):	Deployment Return Date (if applicable):					

**B. MARINE COMMENTS** (Comments required for all answers)

Note: Marine, review Chapter 7 of MCO 1326.6 for information about duties, tour length, and locations.

1. State the reasons why you desire to serve on MCSF Duty.  
(Note: If you do not desire this assignment, specifically state the reason why.)

YES  NO  2. Do you believe you will be successful on MCSF Guard Duty?  
(Note: If the answer is "NO," specifically state the reason.)

Comments:

Rank:	Last Name:	First Name:	M.I.:	MOS:	EDIPI (Last 5):

**C. GENERAL CRITERIA ASSESSMENT** (Comments required for any "YES" answers)

YES	NO	1. Has the Marine previously been disqualified or found unsuitable for assignment to screenable billets? (Note: If the answer is "YES," specifically state the reason and if the Marine's condition has changed.)
<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INITIAL		RE-CERT		2. Has the Marine had any of the following: Civilian or Military Court convictions, Non-judicial Punishments, adverse pg. 11 (6105) entries, drug related incidents, alcohol related incidents, any sexual harassment/assault related incidents, moral/integrity violations during career or pre-service? (see para 2.d. on pg. 7-2) (Note: If the answer is "YES," to any of the above, provide copies of the records as it pertains: Court Record, Unit Punishment Book, pg. 11 (6105) entries, OR explanation of undocumented events. Provide comments if an exception to policy is recommended for incidents of minor nature or if sufficient time has passed to indicate that the Marine has successfully recovered from adversity.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INITIAL		RE-CERT		3. Does anything prevent the Marine from gaining or maintaining a security clearance eligibility (previous revocation/denial or ineligibility)? (Note: Provide a security eligibility verification letter. Marines whose security clearance is due to be out of scope within the next 12 months must initiate a reinvestigation with their Security Manager and have an open investigation before departure. Marines whose security clearance eligibility has been denied or revoked are not eligible. The letter must specifically state the Marine's eligibility.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

**D. MEDICAL ASSESSMENT** (Must be conducted by a Medical Officer)

Marines must be medically and dentally fit for extension/reenlistment and be worldwide deployable. A physical exam must be conducted within 12 months of the class reporting date. DD forms 2807 and 2808 must be completed and provided to the Commanding Officer for final recommendation to the CMC (MMEA). A Medical Officer will certify in block 74a. of DD form 2808 that the Marine is "physically qualified for all duties at sea and in the field."

INITIAL		RE-CERT		1. Is the Marine fully medically qualified for reenlistment/retention?
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Medical Officer Name and Rank	Signature	Date

Medical Officer Contact Information (Phone/Email)

Rank:	Last Name:	First Name:	M.I.:	MOS:	EDIPI (Last 5):

**E. COMMAND ASSESSMENT** (Comments required for any "NO" answers)

INITIAL		RE-CERT		1. Is the Marine eligible for assignment to a Personnel Reliability Program (PRP) command? (Note: Requires completion of the PRP Suitability Preliminary Screening, contained in NAVPERS 1300/27. See additional instructions in para 2.j. on page 7-3.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INITIAL		RE-CERT		2. Is the Marine eligible for assignment to Marine Barracks Washington ceremonial duties? (Note: Requires interview and endorsement from Adjutant, Marine Barracks Washington, including the following criteria: -High probability of attaining a satisfactory Single-Scope Background Investigation (SSBI) for Top Secret clearance and White House Access, Category 3; -No NJPs or Court Martial convictions; -Outstanding military appearance; -No illegal drug use in excess of three uses of marijuana prior to enlistment; -Demonstrates a marked ability to drill; -Males must be a minimum 72 inches and maximum of 75 inches tall; -Females must be a minimum of 68 inches and maximum of 70 inches tall.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INITIAL		RE-CERT		3. Is the Marine eligible for assignment to Camp David Presidential Support duties? (Note: Requires interview and endorsement from Adjutant, Marine Barracks Washington, including the following criteria: -Must meet eligibility criteria for assignment to ceremonial duties listed above; -High probability of attaining a satisfactory SSBI for Top Secret clearance and White House Access, Category 1; -Volunteer; -Minimum GT score of 100; -No arrests; -No more than 3 minor traffic violations; -Not a single parent; -No illegitimate children; -No medical problems; and does not stutter.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

INITIAL		RE-CERT		4. Does the Marine possess the maturity, good judgment, and dependability to perform the duties of a MCSF Guard? (Note: Refer to Chapter 7, para 1.a. for Basic Duties Description. Normally, Marines without significant indebtedness and positive Net Available Funds display good judgment and maturity in their performance. Provide comments if an exception to policy is recommended for the Marine.)
YES	NO	YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:

Rank:	Last Name:	First Name:	M.I.:	MOS:	EDIPI (Last 5):

5. Senior Enlisted Advisor Endorsement:

Recommended       Not Recommended

Senior Enlisted Advisor Name and Rank	Signature	Date

6. Commanding Officer is required to provide comments on any "YES" answers in Section C and any "NO" answers in Section E. Specifically state whether an exception to policy is recommended in accordance with guidelines provided in Chapter 7 (GT score, net available funds, etc.). Review medical documents and Medical Officer's recommendation. If a medical limitation exists, comment whether an exception to policy is recommended due to stability on medications, ability to perform as a MCSF Guard, and eligibility for continued service and worldwide deployment. Recommend a deferment date for return to full duty, resolution of family instability, completion of family care plan, initiation of security investigation, and/or return from deployment.)

Recommended       Not Recommended

Commanding Officer Name and Rank	Signature	Date

**F. RE-CERTIFICATION WITHIN 45 DAYS OF TRANSFER**

1. Commanding Officer Endorsement: (Review eligibility criteria within the 45-60 day window preceding the MCSF Guard School report date. Specifically state whether the Marine's qualifications and recommendations have changed. If an additional exception to policy is required, notification must be sent to CMC (MMEA-25)).

Recommended       Not Recommended

Commanding Officer Name and Rank	Signature	Date