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MARINE CORPS ORDER 1326.6

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SCREENABLE
BILLETS AND INDEPENDENT DUTY ASSIGNMENTS (SCREENMAN)

Ref: See Enclosure (1)

Encl: (1) References
(2) Procedural Guidance for Screen-able Billets
(3) Example School Drop Report

1. Situation. To establish criteria and guidance for screening, selecting, and preparing enlisted Marines for assignment to screen-able billets, per references listed in enclosure (1), references (a) through (af).

2. Cancellation. MCO P1326.6D W/ CH 2.

3. Mission. This Order establishes policy and procedures for the assignment of enlisted Marines to screen-able billets that provide the Marine Corps with the capability to recruit, train, and educate Marines and safeguard national assets. Policy and procedural guidance are contained in enclosure (2).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Every career Marine should expect to be assigned to challenging duties, both within and outside of their primary military occupational specialty (PMOS). These duties can significantly enhance a Marine's professional development and they are crucial to the recruitment, training, education, and retention of quality men and women of character and for safeguarding our national assets.

(2) Concept of Operations. Marines assigned to billets listed within this Order will be properly screened and meet eligibility requirements.

(a) The unit Commanding Officers have the most important role in the screening process. They are responsible for the initial screening and personal interview of their Marines and final re-certification before detachment. The Commanding Officer has access to the Marine's medical records, financial information, and other current information not available to Headquarters Marine Corps (HQMC). Therefore, the Commanding Officer plays an indispensable role in determining suitability or best fit for a screen-able assignment. This responsibility shall not be delegated. Instructions contained within enclosure (2) are provided to assist in collecting and reporting required screening information to Commandant of the Marine Corps (CMC) Manpower and Reserve Affairs Enlisted Assignment Branch (MMEA).

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(b) The Commanding Officer must be at least a battalion or squadron level commander with Court Martial Convening Authority, or an Officer in Charge with message releasing authority.

(c) Directors of Formal Schools train and educate Marines selected for assignment to most screen-able billets. They enable Marines to be successful and are the final step before a Marine is placed in significant positions of authority.

(d) Commanding Officers of gaining Inspector-Instructor (I&I), independent duty, and other commands facilitate the development and training of inbound Marines through early engagement with individual Marines and losing commands. Commanding Officers of gaining commands are responsible for making every effort to contact the Marine and the losing command to assist in focusing the training efforts and qualifications prior to detachment.

(e) CMC (MMEA) processes reports, waivers and exceptions to policy, assesses noncompliance, and publishes official correspondence.

b. Subordinate Element Missions

(1) Commandant of the Marine Corps (CMC) Manpower and Reserve Affairs Enlisted Assignment Branch (MMEA):

(a) Make policy, manage, and administer the Marine Corps procedures for screening, selecting, and preparing of enlisted Marines for assignment to screen-able billets.

(b) Make assignments to screen-able billets.

(c) Provide additional coordinating instructions as required via official correspondence.

(d) Review and process waivers and exceptions to policy pertaining to assignment of Marines to screen-able billets.

(e) Maintain, preserve, and retire all records pertaining to the screening and assignment of Marines to screen-able billets.

(2) Losing Unit Commanding Officers and Officers in Charge:

(a) Conduct initial screening and personal interview of their Marines and re-certification before detachment in accordance with guidance provided in enclosure (2). Recommend exceptions to policy, as required.

(b) Provide CMC (MMEA) and gaining unit with appropriate checklists and supporting documentation in accordance with guidance provided in enclosure (2).

(c) Establish a comprehensive program to publicize these important assignments and encourage qualified Marines to volunteer.

(3) Gaining Unit Commanding Officers and School Directors:

(a) Complete and submit a drop report to CMC (MMEA-25) whenever a Formal School student is not accepted for training or is dis-enrolled. An example is provided in enclosure (3). Specifically state whether the drop occurred due to parent command noncompliance with eligibility criteria, due to circumstances that occurred in training, or individual negligence by the

Marine. Reasons for non-acceptance or disenrollment will be listed in sufficient detail to determine potential for future assignments. This reporting requirement is exempt according to reference (ag), Part IV, paragraph 7j.

(b) I&I commands or other independent duty commands, contact the Marines and their losing commands to assist in focusing any necessary training or other preparatory efforts and qualifications prior to execution of orders.

5. Administration and Logistics

a. Recommended changes to this Order should be submitted to CMC (MMEA) via appropriate chain of command.

b. This Order can be accessed on-line via the Marine Corps Publications Electronic Library (MCPEL) at:
<https://www.marines.mil/News/Publications/MCPEL/>

c. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA) approved dispositions per references (ac) and (x) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to reference (ad) for Marine Corps records management policy and procedures.

d. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (y)) and implemented per reference (z).

e. Forms Management. Forms mentioned throughout this Order may be found on Navy Forms Online (NFOL). NFOL is the official online resource for Marine Corps forms located at: <https://forms.documentservices.dla.mil/order/>.

f. Portions of this Order apply to the Marine Corps Reserve. For amplifying guidance concerning Active Reserve (AR) Support to the Marine Corps Reserve see reference (ab).

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


C. C. ORENSHAW
By direction

Distribution: PCN 10201100400

References

- (a) MCO P1400.32D Ch 2
- (b) MCO 7220.24P
- (c) MCO 7220.12R
- (d) MCO P1020.34H
- (e) SECNAVINST 1650.1H
- (f) MCO 1740.13D
- (g) MCO 1900.16 Ch 2
- (h) MCO 1754.4B
- (i) MCO 1300.8
- (j) SECNAV M-5510.30
- (k) BUMEDINST 1300.2B
- (l) SECNAVINST 5510.35C
- (m) NAVMC 1553.2
- (n) MCO 1001R.1L
- (o) NAVMC 3500.97
- (p) NAVMC 1200.1B
- (q) MCO 5354.1E W/ADMIN CH
- (r) MCO 1560.21E
- (s) MCO 1520.11F
- (t) MCO 3821.2
- (u) MCO 1500.59
- (v) MCO 6100.13A
- (w) MCO 1320.11G
- (x) SECNAV M-5210.1
- (y) 5 USC. 552a
- (z) SECNAVINST 5211.5E
- (aa) MCO 1020.34H
- (ab) MCO 1001.52K
- (ac) SECNAV Notice 5210
- (ad) MCO 5210.11F
- (ae) NAVMED P-117
- (af) MILPERSMAN Article 1300-320
- (ag) SECNAV M-5214.1

RECORD OF CHANGES

Log completed change action as indicated.

Change number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Information

1. Definitions. This Order addresses special screening requirements for Marine Corps enlisted billets of exceptional responsibility. Assignment to challenging billets, within and outside of PMOS, is an integral part of every Marine's career. The skills and experience gained through service in these duties enhance individual abilities and establish a shared bond across different communities while meeting service objectives. Every Marine should expect to be considered for an assignment to a "B" billet within their Marine Corps career. Each MOS is allocated a number of PMOS billets ("A" billets), "B" billets, and overhead (transients, trainees, prisoners, and patients (T2P2)). The following are the three types of screen-able billets. Screening requirements for each billet, and appropriate references, are identified within the follow on Chapters.

a. Special Duty Assignments (SDA) are billets specifically designated by the CMC. These assignments include: Drill Instructor, Recruiter, and Marine Security Guard (MSG) Detachment Commander. SDA billets involve demanding duties that require an unusual degree of responsibility outside of any Marine's primary skill and are significant to the Marine Corps mission. In this context, duties are considered demanding because they require an extraordinary effort for satisfactory performance. These duties are considered to have an unusual degree of responsibility because a heavy personal burden is placed on the Marine to ensure the successful accomplishment of assigned tasks. CMC (MMEA) primarily seeks qualified volunteers to fill these billets based on available vacancies.

b. Type-1 billets are screen-able billets that include challenging duties primarily associated with specific occupational fields. These duties may not be available to all Marines; however, may result in a significant impact to the integrity of the service or safeguarding of national assets. Type-1 billets include: MSG Watch Stander, Marine Combat Instructor, Marine Corps Security Forces Guard, Staff Noncommissioned Officer (SNCO) Academy Faculty Advisor or Curriculum Developer, Formal Schools Instructor, I&I and Marines on Independent Duty, and duty with Marine Special Operations Command.

c. Type-2 billets are all other billets or special programs outside of any Marine's primary skill that require additional screening. These billets are typically voluntary and solicited annually by specific naval messages throughout the year.

2. Incentives. Incentives may be used to attract qualified, high quality Marines to any of the billets listed above. Each assignment is unique and has differing degrees of responsibility; therefore, the incentives offered may differ.

a. Promotion Prospects. Marines who are currently serving or successfully completed a tour in a screen-able billet may be eligible for special promotion incentives, in accordance with reference (a). These incentives may include additional points added to the composite score and special considerations on the promotion boards. Additionally, opportunities for meritorious promotion to Staff Sergeant and Gunnery Sergeant may be authorized. Meritorious promotion allocations are determined annually by CMC Manpower Plans & Policy (MPP) and published in a naval message by the CMC

Manpower Management Promotions Branch (MMPR) prior to each meritorious period.

b. Selective Reenlistment Bonus (SRB). Marines volunteering for service in the billets listed within this manual may be eligible for a Selective Reenlistment Bonus (SRB) in accordance with reference (b). A listing of billets eligible for a SRB and authorized amounts are published annually by CMC (MP). Additionally, certain billets allow Marines to retain their primary specialty SRB eligibility even though they are serving outside of their PMOS in the screen-able billets listed in this Order.

c. Special Pay. Marines serving in extremely difficult billets, or those requiring an unusual degree of responsibility, may be paid special pay. The listing of billets entitled to special pay and authorized amounts are contained in reference (c).

d. Ribbons. Marines who have successfully completed a tour in the billets listed within this Order, may be entitled to wear a ribbon authorized for that specific duty in accordance with reference (e).

e. Additional Clothing Items Allowance. Reference (aa) authorizes Marines a supplemental issue of organizational clothing in support of specific assignments.

f. Choice of Duty Station Upon Successful Completion of Tour

(1) Marines who successfully complete a tour of duty as a Drill Instructor, Recruiter, or MSG Detachment Commander will be given a Contiguous United States (US) assignment of geographical preference unless they specifically request an overseas assignment. These Marines are authorized a duty station option to a specific geographic area. Every effort will be made to satisfy the desires of the Marine when a valid billet in their PMOS exists in the requested geographic area. Specific guidance is provided below:

(a) Marines must request geographic area preference a minimum of six (6) months before their anticipated rotation date.

(b) The assignments that they will be considered for will be for "A" type billet and will not include "B" billets.

(c) A request to be assigned to a 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.

(d) Specific geographic area is defined per reference (i).

(e) 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 the assignment of Draw Case Code "AJ". The Marine must use this deferred option at the conclusion of the first tour of duty following Drill Instructor, Recruiting, or MSG Detachment Commander duty.

(f) Approval of a request for voluntary extension of a special duty assignment does not constitute exercise of a duty station option.

(g) Marines will not normally be assigned to units that are scheduled to deploy for six (6) months or more, within the first six (6) months of the tour, unless the Marine specifically volunteers or if the operational manning of the Marine Corps otherwise requires.

(h) The duty preference codes contained on the most recent fitness report will be used to determine Marine's duty station option unless otherwise indicated on an administrative action form or naval message. Assignment to duty station options will be contingent on billet vacancies available by grade and PMOS.

3. Assignment Process

a. Assignments to Special Duty Assignments (SDA) Billets. Assignments to SDA billets are made by the CMC (MMEA) for Active Component (AC) Marines and by Reserve Affairs (RA) for AR personnel and after the Marine has been screened and has met the required eligibility criteria.

(1) Volunteer assignments to SDA billets are solicited annually via the Special Duty Assignment Volunteer Period (SDAVP), approximately 12 months prior to the upcoming fiscal year (FY). During this period, qualified volunteers may request assignment to any SDA billet of their choice. The SDAVP immediately precedes the annual directed assignments period. Volunteers may submit requests for assignment after the SDAVP; however, available billets may be limited after the directed assignments period has begun. Marines who are directed for screening after the conclusion of the Volunteer Period are not considered to be volunteers.

(2) Directed assignments to remaining SDA billets are made during the annual directed screening period by the HQMC SDA Screening Team for vacancies that were not filled by volunteers in the upcoming FY. During this time, assignments will be made based on individual preference, Commanding Officer's recommendations, individual qualifications, and the needs of the Marine Corps.

(3) No less than 45 days prior to departure, Commanding Officers will re-certify that the selected Marine remains qualified. Commanding Officers may request a deferment, a waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements.

b. Assignments to Type-1 Billets. Assignments to Type-1 billets are made by CMC (MMEA) for AC Marines and by RA for AR personnel based on individual information contained in the Marine Corps Total Force System (MCTFS). Marines may volunteer or may be directed for assignment to Type-1 billets. Initially, Commanding Officers are required to certify that the Marines meet the required eligibility criteria during the volunteer submission, or within 60 days of the receipt of orders. No less than 45 days prior to departure, Commanding Officers will re-certify that the selected Marine remains qualified. Commanding Officers may request a deferment, a waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements.

c. Assignments to Type-2 Billets. Assignments to Type-2 billets are made for qualified volunteers, after Marines have been screened by the unit Commanding Officer and the appropriate selection board in accordance with prescribed references. Solicitations for available vacancies for Type-2 billets are published annually via naval message. No less than 45 days prior

to departure, Commanding Officers will re-certify that the selected Marine remains qualified. Commanding Officers may request a deferment, a waiver/exception to policy, or cancellation of orders for Marines who do not meet one (1) or more eligibility requirements or require more time to become eligible.

d. Special Considerations

(1) Certification. Commanding Officers play a critical part in assignment of qualified Marines to screen-able billets. Commanding Officers with Courts Martial authority will conduct screening of volunteers and those being directed for screening and will provide appropriate recommendations. Commanding Officers will ensure that unqualified Marines are properly identified and, if necessary, will recommend exceptions to policy. No later than 45 days prior to departing a parent command, Commanding Officers will validate that Marines selected for a screen-able billet remain qualified.

(2) Subsequent "B" Billet Assignments. Significant time spent outside of PMOS can have a negative effect on PMOS skills and experience for some specialties. Marines who successfully complete an assignment in a "B" billet will not be re-assigned to another "B" billet outside of their PMOS for at least three (3) years following completion of their first tour. Exceptions may be considered in special circumstances. AR assignments are not constrained by this Order and will follow an assignment order in accordance with reference (ab).

Chapter 2

Recruiting Duty

1. General. There is no single assignment that can prepare a Marine for recruiting duty. Recruiters, like any effective salespersons, must project a positive attitude and believe in the product before they are able to make a sale. Marine recruiters are highly visible individuals in the civilian community. The Marine Recruiter's responsibilities, which are performed without direct supervision, require the potential recruiter to be mature, self-confident, trustworthy, and cooperative. Marines considered for recruiting should present an exceptional appearance, be self-starters, and possess excellent judgment. Screening and recommendation by the Commanding Officer is critical to the assignment process and combined with the appropriate checklists, are guidelines within which CMC (MMEA/RAM) can make the best possible assignment.

a. Basic Duties Description. The Marine Corps depends on recruiters to ensure we have the highest quality Marines. Finding the high quality individuals that desire to become Marines is the responsibility of the men and women on recruiting duty. Description of recruiter's daily duties is as follows:

- (1) Canvasses the population for prospective applicants.
- (2) Establishes liaison with educational authorities and other civilian agencies.
- (3) Explains the Marine Corps to prospective applicants to include opportunities, regulations, enlistment programs, and assignment locations.
- (4) Screens each applicant to determine basic eligibility relative to physical defects, moral character, criminal involvement, age, drug abuse, satisfactory prior service, citizenship, education, and dependency.
- (5) Schedules working applicants to take the Armed Services Vocational Aptitude Battery (ASVAB) test, arranges for physical examinations, and assists applicants to complete their Application for Enlistment, for processing at the Military Entrance Processing Station (MEPS).
- (6) Prepares all other required enlistment documents and maintains reports required for systematic recruiting.
- (7) Arranges for publication and broadcasting of recruiting programs and provides publicity material about the Marine Corps.

b. Tour Length. The normal tour length for a recruiter at a Marine Corps Recruiting Station is 36 months. The tour begins upon completion of the Recruiters School and arrival at the assigned command. Requests for voluntary tour extension are considered on an individual basis. Recruiters may be involuntarily extended to ensure the overall staffing requirements of the Marine Corps Recruiting Command (MCRC) are met.

c. Locations. Recruiters may be stationed at one of over 650 recruiting stations or substations across the US and some overseas locations. Additionally, recruiters may be stationed at one of two recruit depots, MEPS, or 74 different Officer Selection Offices.

(1) By-name Assignment. Marines volunteering or being directed to recruiting duty may request a "by-name" assignment prior to reporting to Recruiters School from one of 48 Recruiting Stations across the US. A by-name assignment does not guarantee a specific location due to potential for unforeseen manning changes; however, it drastically increases location preference.

(2) Marines applying for a second tour on recruiting duty must contact MCRC, G-1 in order to be screened for assignment to a specific location.

2. Eligibility Requirements. NAVMC 11704, Commanding Officer's Recruiting Duty Screening/Interview Guide and NAVMC 11711 Commanding Officer's Financial Worksheet, will be utilized to capture the following eligibility requirements:

a. Grade Requirement. All Corporals through Gunnery Sergeants are eligible to volunteer for or be assigned to recruiting duty. Master Sergeants and First Sergeants are not considered.

b. Academic Potential. While at Recruiters School, Marines must be able to understand and effectively use references. ASVAB General Technical (GT) score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

c. Communication Skills. Recruiters School will teach the Marine to utilize methods of systematic recruiting while talking to high school students and graduates, community college students, educators, school officials, and civil leaders. Marines will be taught to deliver information 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. However, Recruiters School cannot teach a Marine to become an articulate, logical speaker. Marines should be able to converse in a clear manner and should not stutter or have other significant speech impediments.

d. Family Stability

(1) Family instability in itself is not a disqualifier from recruiting duty; however, it may have a significant negative impact on the Marine's productivity. Commanders should evaluate the significance of the instability and facilitate timely resolution. Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or are legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at Recruiters School or on recruiting duty. Commanders must annotate when the Marine's family instability is expected to be resolved in order to allow sufficient time before next assignment.

(2) Single Parents. Single parents are eligible based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines. By-name location assignment is required for single parents with a family care plan that supports extended work hours associated with recruiting duty per reference (f). Commanding Officers must annotate whether a Marine requires additional time to coordinate a by-name assignments and establish a sufficient family care plan or whether the Marine is being processed for administrative separation at the convenience of the government in accordance with reference (g).

(3) Exceptional Family Member Program (EFMP). Enrollment of family members in Exceptional Family Member Program (EFMP) is not a disqualifier from recruiting duty. It assists MCRC in proper assignment of recruiters to meet the mission of the Marine Corps while ensuring continuum of care for family members enrolled in the program per reference (h). Marines with EFMP members must ensure that their EFMP enrollment is complete and current prior to reporting to the Recruiters School.

(4) Joint Household. Although the importance of family unity is recognized, military service by its very nature involves periodic family separation. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service in accordance with reference (i). By-name assignment request to a location in vicinity of major Marine Corps installations is required for a Marine with a military spouse before reporting to the Recruiters School. Additionally, a request for transfer must be submitted to CMC (MMEA) by one of the spouses to establish a joint household after a by-name assignment has been requested.

e. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Recruiting duty places Marines in highly visible positions of special trust, while exposing them to easy opportunities for personal misconduct. Commanding Officers must state whether the Marine's character is not suitable for recruiting duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below:

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) Non-Judicial Punishments (NJP) in the last five (5) years preceding the class report date. Not more than one (1) NJP in the last 12 months preceding the class report date.

(3) No drug-related incidents within the last five (5) years preceding the class report date. No alcohol-related incidents within the last two (2) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from recruiting duty.

f. Financial Stability. Marines may be assigned to locations where military housing, commissary, and exchange facilities are not available; making the cost of living potentially higher. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Excessive amount of family members may increase the risk for financial hardship. Commanding Officers may request an exception to policy for financially stable Marines who do not meet the requirements identified below.

(1) Staff Non-Commissioned Officers (SNCOs) should have no more than four (4) dependents. Sergeants and below should have no more than two (2) dependents. Number of dependents is only a disqualifier if financial instability occurs as a result. A military spouse or a working spouse with reliable income does not count as a dependent for the purpose of determining financial stability. An exception to policy may be requested for Marines with more than the maximum number of dependents, if a Marine's net available funds are adequately above the required net available funds.

(2) Marines on recruiting duty may face additional expenses due to non-availability of military support facilities. Marines should have no less than \$800 of net available funds (including special pay) after completing NAVMC 11711, Commanding Officer's Financial Worksheet. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges.

g. Physical Fitness and Height/Weight Standards. Marines assigned to recruiting duty are the embodiment of what a Marine looks like in the eyes of the nation. Marines should present a good military appearance and be within height and weight standards at the time of reporting to Recruiters School.

h. Medical and Dental Qualification. Marines must be medically and dentally fit. A physical exam must be conducted within 12 months of the class reporting date. DD Forms 2807-1 and 2808 must be completed and provided to the Commanding Officer for final recommendation to CMC (MMEA/RAM). A Medical Officer will certify in block 74.a of DD Form 2808 that the Marine is "physically qualified for recruiting duty" based on the guidelines listed below.

(1) Medical Officer

(a) Recruiting duty is a high stress environment that requires prolonged work hours and frequent operation of a government vehicle, in addition to the duties described in paragraph 1.a. Use of blood pressure medications and psychotropic medications is allowed for non-psychiatric reasons (i.e., migraine headaches, hypertension, etc.) if treatment does not interfere with the Marine's ability to operate a vehicle safely, adequately perform required duties, deploy, or reenlist. Medical Officer will address all relevant factors when providing recommendation to the Commanding Officer, to include suitability to perform the duties listed in paragraph 1.a, as well as the duties of the Marine's primary specialty, in order to assess the Marine's potential for further service. Medical Officer will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects.

(b) During initial screening, the Medical Officer will review records and conduct a personal interview to determine if a mental health evaluation by a mental health professional is deemed appropriate. A mental health evaluation will be directed when any of the following conditions are met during initial screening or final certification:

1. Any condition disqualifying further service listed in reference (ae).
2. Any history of psychiatric hospitalization, to include drug and alcohol rehabilitation.
3. Any history of outpatient mental health treatment.
4. Any history of psychotropic medication for treatment of a mental health condition.

(c) The mental health professional who conducts the evaluations will make a determination for recruiting duty assignment using the description of duties described in paragraph 1.a. and clinical judgment to determine suitability. Mental health professional will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects. During final certification Medical Officers will confirm there has been no change in status from initial screening.

(2) Commanding Officer. Conduct final certification by personally interviewing the Marine. For those requiring mental health professional evaluation or those prescribed psychotropic medications, the Commander will consider the evaluation recommendation, significance of the condition, duration of the condition, resolution via treatment and medication, and stability of the individual Marine. The Commander will ensure that every Marine assigned to recruiting duty is screened for mental health conditions. When a mental health evaluation is required or if psychotropic medications are prescribed, it is not an immediate disqualifier for recruiting duty until the Commander reviews health professional recommendations. The Commander may seek an exception to policy for worldwide deployable Marines whose condition is stabilized with medications and who are eligible for reenlistment and retention. For those Marines found unqualified, the Commanding Officer will identify in comments when the Marine's condition is estimated to be resolved.

i. Tattoos. Marines serving on recruiting duty are often the sole ambassadors for US Marine Corps and must present a positive image to all potential applicants. Reference (d) will be used when screening all tattoos on a Marine's body for placement and content. In accordance with the reference, Marines with noncompliant tattoos will not normally be considered for recruiting duty. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine's tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d).

j. Security Clearance Requirement. While on recruiting duty, Marines will have access to PII, requiring protection under the Privacy Act of 1974. Per reference (j), Marines are required to have and maintain a favorably adjudicated National Agency Check with Local agency and Credit checks (NACLC), or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable

adjudication, and be subject to continuous evaluation. A Marine 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 to Recruiters School. Marines whose security clearance eligibility has been denied or revoked are not eligible for recruiting duty. A Security Manager's letter will be attached to the application verifying eligibility.

k. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on recruiting duty. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process

a. Application Requirements. Applications will be completed utilizing the guidance provided in paragraph 2. All recruiting duty applications will consist of the following:

(1) Completed NAVMC 11704, Commanding Officer's Screening/Interview Guide - Recruiting Duty.

(2) Completed NAVMC 11711 Commanding Officer's Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine's service record.

(4) 360 degree photos in physical training gear and pictures/sketches of individual tattoos.

(5) Security Clearance Eligibility Verification Letter.

(6) DD Form 2807-1 and 2808 Medical Officer's Screening (file in medical record; do not submit to HQMC).

b. Commanders Screening. Prior to submitting completed applications to CMC (MMEA/RAM), Commanding Officers will personally interview Marines volunteering for recruiting duty or being involuntarily directed for screening. Commanders will review all pertinent records and ensure that the checklist provided by NAVMC 11704 is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on recruiting duty. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, and initiation of security clearance investigations.

c. Review and Assignment. Upon receiving the Marine's application, CMC (MMEA/RAM) will review the application, process exceptions to policy, and assign the Marine to Recruiters School in San Diego, CA. When making the assignment, CMC (MMEA/RAM) will consider Marine's class preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

d. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for recruiting duty.

e. Formal School Screening and Training. Upon reporting at Recruiters School, Marine's application, supporting documentation, and HQMC-approved exceptions to policy will be reviewed by the Director, Recruiters School before a Marine is accepted for training.

4. Recruiters School. Recruiters School is located at MCRD San Diego, CA. Potential recruiters may be assigned to either the Basic Recruiters Course (BRC) for Active Duty Marines or Prior Service Recruiters Course (PSRC) for AR Marines.

a. Basic Recruiters Course (BRC). BRC takes place six (6) times a year and lasts approximately seven (7) weeks. BRC will provide the Marine with the required entry-level knowledge for recruiting duty. The school teaches Marines effective communication skills, techniques of salesmanship, and the fundamental tools and methods of recruiting.

b. Prior Service Recruiters Course (PSRC). PSRC takes place four (4) times a year and lasts approximately seven (7) weeks. PSRC prepares selected AR Staff NCOs and NCOs to recruit Prior Service Marines for Selected Marine Corps Reserve (SMCR) units, Individual Mobilization Augmentee Detachments, AR Program and to brief separating Marines on reserve obligations and opportunities within the SMCR.

5. Second Tour Assignments

a. Prior Recruiters. Marines returning to recruiting duty whose previous recruiting tour was completed within the last two (2) years may be waived from attending Recruiters School. Requests to waiver will be considered by MCRC. Marines returning to recruiting duty for a subsequent tour will be assigned to one of their top three choices of recruiting district.

b. Tour Length. Tour length for second tour recruiters is no more than 24 months. This period allows the second tour recruiter to be evaluated for the Career Recruiter Program. Marines who have not completed their lateral move by the end of 24 months will be issued orders in their PMOS.

6. Career Recruiter. Any Marine (Staff Sergeant and above) holding the Additional MOS (AMOS) of a Recruiter is eligible to apply for a lateral move to become a Career Recruiter. Applications will be submitted via chain of command to CMC (MMEA) using NAVMC 11280-03/17.

Chapter 3

Drill Instructor Duty

1. General. Drill Instructors are vital to the process of making Marines. A Drill Instructor is the first Marine a recruit meets when reporting for basic training. 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, and must thoroughly exemplify Marine Corps core values. Screening and recommendation by the Commanding Officer is critical to the assignment process and, combined with the appropriate checklists, are guidelines within which CMC (MMEA) can make the best possible assignment.

a. Basic Duties Description. The Marine Corps depends on Drill Instructors to transform civilians into Marines. Training recruits is the primary responsibility of the Marines on Drill Instructor duty. Description of a Drill Instructor's daily duties is as follows:

- (1) Conducts recruit training for newly enlisted personnel following the recruit training schedules and orders.
- (2) Instructs and assists in training basic combat tasks to recruits.
- (3) Trains recruits in the fundamentals of service life and the development in the recruit of discipline, physical fitness, pride, and love of the Marine Corps and country.
- (4) Trains recruits in close order drill.
- (5) Instructs in nomenclature, disassembly, assembly, and functioning of small arms and assists in marksmanship instruction.
- (6) Instructs in general orders for sentinels, interior guard duty, personal hygiene, first aid, military bearing and neatness, and care of clothing and equipment.
- (7) Lectures on Marine Corps history and tradition, customs of the service, military courtesy, and regulations.
- (8) Assists in conduct of parades, reviews, and bayonet drill.
- (9) Maintains records and prepares reports.

b. Tour Length. The normal tour length for a first tour Drill Instructor at a Marine Corps Recruit Depot (MCRD) is 36 months. The tour begins upon completion of the Drill Instructor School. Requests for voluntary tour extensions are considered on an individual basis. Drill Instructors may be involuntarily extended to ensure the MCRD staffing requirements are met.

c. Locations. First tour Drill Instructors may be stationed at one (1) of two (2) MCRDs: in San Diego, California or Parris Island, South Carolina.

2. Eligibility Requirements. NAVMC 11705, Commanding Officer's Screening/Interview Guide - Drill Instructor Duty and NAVMC 11711, Commanding

Officer's Financial Worksheet, will be utilized to capture the following eligibility requirements:

a. Grade Requirement. All Sergeants through Gunnery Sergeants are eligible for Drill Instructor duty. Gunnery Sergeants must be volunteers for assignment as a first tour Drill Instructor. Mature and otherwise qualified Corporals may be assigned, with an approved exception to policy.

b. Age Requirement. Marines must be between 22 and 37 years old when reporting to Drill Instructor School. An exception to policy may be requested for Marines with above average physical fitness test (PFT) scores.

c. Academic Potential. While at Drill Instructor School, Marines must be able to understand and effectively use references and methods of instruction. ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with Drill Instructor School course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

d. Family Stability

(1) Family instability in itself is not a disqualifier from Drill Instructor duty; however, it may have a significant negative impact on the Marine's productivity. Commanders should evaluate the significance of the instability and facilitate timely resolution. Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or are legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at Drill Instructor School or on duty. Commanders must annotate when the Marine's family instability is expected to be resolved in order to allow sufficient time before next assignment.

(2) Single Parents. Single parents are eligible based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines. A strong family care plan is required for single parents that supports extended work hours associated with Drill Instructor duty per reference (f). Commanding Officers must annotate whether a Marine requires additional time to establish a sufficient family care plan or whether the Marine is being processed for administrative separation in accordance with reference (g).

(3) Exceptional Family Member Program (EFMP). Enrollment of family members in EFMP is not a disqualifier from Drill Instructor duty. It assists CMC (MMEA) in proper assignment of Marines to meet the mission of the Marine Corps while ensuring continuum of care for family members enrolled in the program per reference (h). Marines with EFMP members must ensure that their

EFMP enrollment is complete and current prior to reporting to Drill Instructor School.

(4) Joint Household. Although the importance of family unity is recognized, military service by its very nature involves occasional family separation. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service in accordance with reference (i).

e. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Drill Instructor duty places Marines in highly visible positions of special trust, while performing in a highly stressful environment. Commanding Officers must state whether the Marine's character is not suitable for Drill Instructor duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the class report date. No NJPs or adverse page 11 entries in the last 24 months preceding the class report date.

(3) No drug- or alcohol-related incidents within the last three (3) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from Drill Instructor duty.

f. Financial Stability. Financial stability is an indicator of a Marine's maturity and judgment. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Marines should have no less than \$550 of net available funds (including special pay) after completing NAVMC 11711, Commanding Officer's Financial Worksheet. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine to Drill Instructor duty without full consideration of the Marine's maturity and judgment. Commanding Officers may request an exception to policy for Marines who demonstrate maturity and good judgment, but do not possess at least \$550 in net available funds.

g. Physical Fitness and Height/Weight Standards. Endurance and physical stamina are necessary for Drill Instructors in order to endure sustained periods on their feet in front of recruits. Additionally, Drill Instructors must be able to conduct daily physical training with recruits and lead by example, making corrections and monitoring safety. During screening, Marines should have no difficulty in passing a PFT and be within height and weight standards. Marines must score a first class PFT 60 days prior to reporting to Drill Instructor School.

h. Medical and Dental Qualification. Marines must be medically and dentally fit. A physical exam must be conducted within 12 months of the class reporting date. DD Forms 2807-1 and 2808 must be completed and

provided to the Commanding Officer for final recommendation to CMC (MMEA/RAM). A Medical Officer will certify in block 74.a of DD Form 2808 that the Marine is "physically qualified for Drill Instructor duty" based on the guidelines listed below.

(1) Medical Officer

(a) Drill Instructor duty is a highly stressful environment that requires prolonged work hours spent walking, marching, and running, in addition to the duties described in paragraph 1.a. Marines with a chronic history of lower-body injuries and stress-related problems such as depression, suicidal ideations, nervous breakdowns, and anger management issues should not be recommended for Drill Instructor duty. Use of blood pressure medications and psychotropic medications is allowed for non-psychiatric reasons (i.e., migraine headaches, hypertension, etc.) if treatment does not interfere with the Marine's ability to adequately perform required duties, deploy, or reenlist. Medical Officer will address all relevant factors when providing recommendation to the Commanding Officer, to include suitability to perform the duties listed in paragraph 1.a, as well as the duties of the Marine's primary specialty, in order to assess the Marine's potential for further service. Medical Officer will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects.

(b) During initial screening, the Medical Officer will review records and conduct a personal interview to determine if a mental health evaluation by a mental health professional is deemed appropriate. A mental health evaluation will be directed when any of the following conditions are met during initial screening or final certification:

1. Any condition disqualifying further service listed in reference (ae).
2. Any history of psychiatric hospitalization, to include drug and alcohol rehabilitation.
3. Any history of outpatient mental health treatment.
4. Any history of psychotropic medication for treatment of a mental health condition.

(c) The Mental health professional who conducts the evaluation will make a determination for Drill Instructor duty assignment using the description of duties described in paragraph 1.a. and clinical judgment to determine suitability. Mental health professional will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects. During final certification Medical Officers will confirm there has been no change in status from initial screening.

(2) Commanding Officer. Conduct final certification by personally interviewing the Marine. For those requiring mental health professional evaluation or those prescribed psychotropic medications, the Commander will consider the evaluation recommendation, significance of the condition, duration of the condition, resolution via treatment and medication, and stability of the individual Marine. The Commander will ensure that every Marine assigned to Drill Instructor duty is screened for mental health

conditions. When a mental health evaluation is required or if psychotropic medications are prescribed, it is not an immediate disqualifier for Drill Instructor duty until the Commander reviews health professional recommendations. The Commander may seek an exception to policy for worldwide deployable Marines whose condition is stabilized with medications and who are eligible for reenlistment/retention. For those Marines found unqualified, the Commanding Officer will identify in comments when the Marine's condition is estimated to be resolved.

i. Tattoos. Marines serving on Drill Instructor duty must present a positive image and example of appearance to all future Marines. Reference (d) will be used when screening all tattoos on a Marine's body for placement and content. In accordance with the reference, Marines with noncompliant tattoos will not normally be considered for Drill Instructor duty. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine's tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d).

j. Security Clearance Requirement. Per reference (j), Marines selected for duties in connection with formal programs involving the education and training of military personnel must have a favorably adjudicated NACLIC, or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable adjudication, and be subject to continuous evaluation. A Marine 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 to Drill Instructor School. Marines whose security clearance eligibility has been denied or revoked are not eligible for Drill Instructor duty. A Security Manager's letter will be attached to the application verifying eligibility.

k. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on duty. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process

a. Application Requirements. Applications will be completed utilizing the guidance provided in paragraph 2. All Drill Instructor duty applications will consist of the following:

- (1) Completed NAVMC 11705, Commanding Officer's Screening/Interview Guide - Drill Instructor Duty.
- (2) Completed NAVMC 11711, Commanding Officer's Financial Worksheet.
- (3) Records of disciplinary actions contained in the Marine's service record.
- (4) 360 degree photos in PT gear and pictures/sketches of individual tattoos.
- (5) Security Clearance Eligibility Verification Letter.

(6) DD Forms 2807-1 and 2808 Medical Officer's Screening (file in medical record; do not submit to HQMC)

b. Commanders Screening. Prior to submitting completed applications to CMC (MMEA), Commanding Officers will personally interview Marines volunteering for Drill Instructor duty or being involuntarily directed for screening. Commanders will review all pertinent records and ensure that the checklist, provided in NAVMC 11705, is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on Drill Instructor duty. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, and initiation of security clearance investigations.

c. Review and Assignment. Upon receiving the Marine's application, CMC (MMEA) will review the application, process exceptions to policy, and assign the Marine to one of four Drill Instructor School Courses, held annually at MCRD Parris Island, SC, or MCRD San Diego, CA. When making the assignment, CMC (MMEA) will consider Marine's class preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

d. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for Drill Instructor duty.

e. Formal School Screening and Training. Upon reporting at Drill Instructor School, Marine's application, supporting documentation, and HQMC approved exceptions to policy will be reviewed by the Director, Drill Instructor School before the Marine is accepted for training.

4. Drill Instructor School. Drill Instructor Schools are located at MCRD Parris Island, SC, and MCRD San Diego, CA. The mission of each school is to develop the leadership, command presence, instructional ability, physical conditioning, and knowledge of selected Marines to successfully perform the duties of a Drill Instructor.

a. Curriculum. Drill Instructor School curriculum includes Leadership, Close Order Drill, Marine Corps Common Skills, Battle Skills Training, Physical Fitness, Values Based Training, Standard Operating Procedures, and Uniform Regulations.

b. Length. Drill Instructor School is approximately 11 weeks long and takes place four (4) times per year.

5. Second Tour Assignments. Refer to Chapter 11 for details on subsequent assignment of prior Drill Instructors for duties at MCRDs, Navy Reserve Officer Training Corps, Officer Candidates School (OCS), US Naval Academy, Chaplains School, Merchant Marine Academy, and Navy Officer Training Command.

Chapter 4

Marine Security Guard Detachment Commander Duty

1. General

a. Basic Duties Description

(1) The mission of the MSG is to provide protection to mission personnel and prevent the compromise of national security information and equipment at designated diplomatic and consular facilities. MSGs will be prepared to execute plans for the protection of the mission and its personnel as directed by the chief of mission or principal officer through the Regional Security Officer (RSO).

(2) The Marine Corps has a continuing requirement to provide qualified SNCOs as MSG Detachment Commanders at the Department of State's (DoS) overseas diplomatic and consular facilities (US Embassies/US Consulates). The Detachment Commanders accomplish the MSG mission by managing the MSG Detachment Watch Standers, serving at their respective diplomatic/consular facilities, and by acting as the liaison between the DoS and the US Marine Corps, while operating under the guidance and regulations of both the DoS and the Marine Corps.

(3) In addition to being proficient in the duties performed by MSG Watch Standers, Detachment Commanders are expected to conduct the following tasks:

(a) Perform detachment administrative and logistics duties.

(b) Manage Detachment fiscal responsibilities, to include Mess Funds and Morale, Welfare, and Recreation funds.

(c) Manage a detachment training plan, conduct response training, Guard School, perform Range Safety Officer duties, and conduct Mission Oriented Training/Familiarization Orientation Training certification.

(d) Complete Behavioral Assessment Tool Evaluations.

(e) Develop an operations plan.

(f) Lead, mentor, train, and develop Marines.

b. Tour Length. Upon completion of the Detachment Commander's Course at MSG School, Marine Corps Embassy Security Group (MCESG), Quantico, Virginia, Detachment Commanders will execute a 36-month tour, which is comprised of two (2) separate post locations (approximately 18 months each).

c. Locations. Detachment Commanders are assigned overseas at over 180 locations at diplomatic/consular facilities. Specific geographical assignments are made based on the needs, requirements, and discretion of the MCESG command in order to fulfill their mission to the DoS.

2. Eligibility Requirements. NAVMC 11706, Commanding Officer's Screening/Interview Guide - MSG Detachment Commander Duty and NAVMC 11711, Commanding Officer's Financial Worksheet will be utilized to capture the following eligibility requirements:

a. Citizenship. Applicant must be a US citizen (by birth or naturalized). Dual citizenship is not authorized for Detachment Commanders.

b. Grade Requirement. Staff Sergeants through Master Gunnery Sergeants are eligible to be assigned as Detachment Commanders. Staff Sergeants must have at least 12 months of time in grade prior to reporting to their respective MSG Detachment Commander course. Master Gunnery Sergeants must have less than 27 years of time in service prior to reporting to MSG School. First Sergeants, First Sergeant-selects, and Sergeants Major are not eligible for Detachment Commander duty.

c. Academic Potential. While at MSG School, Marines must be able to understand and effectively use references. The ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 100 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 100.

d. Family Stability. Applicants for MSG Detachment Commander duty can either be married or single. Marines pending divorce may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at MSG School Detachment Commander's Course or on Detachment Commander duty. Commanders must annotate when the Marine's family instability is expected to be resolved in order to allow sufficient time before next assignment.

(1) Single Parents. If an applicant has children and is the sole caretaker, they are not eligible for MSG duty. If an applicant is not the sole caretaker for their children, they are eligible; however, will be required to provide a specific Family Care Plan (issued by the state court system of the child's permanent residence) to MCESG prior to being found qualified for duty as a Detachment Commander.

(2) Married Applicants

(a) Family members must be US citizens. They may be naturalized or hold a dual citizenship.

(b) All dependents must accompany the applicant to post; unaccompanied tours are not authorized.

(c) All children must be at least nine (9) months old before the applicant reports to MSG School.

(d) Family members assigned to EFMP are not authorized.

(e) Family members must be medically and dentally qualified for overseas assignment to remote areas upon applying for MSG duty. Some medical conditions (i.e., asthma, attention-deficit hyperactivity disorder, and other conditions requiring special education support) are disqualifying. Dental treatment that requires continuous further care (i.e., braces) is also

disqualifying. Questions in regards to specific issues should be referred to the MSG Medical Officer.

(f) Detachment Commander's spouse cannot be a service member.

(g) Due to potential limitations of housing situations in various locations, adult dependents other than a spouse are not permitted.

e. Disciplinary Record. Any derogatory information in an applicant's background, which may preclude obtaining a top secret clearance, is disqualifying and cannot be waived.

(1) A special or summary court-martial conviction may be waived, if five (5) or more years have elapsed since the offense. Convictions by a general court-martial will not be waived.

(2) No NJP within one (1) year of applying for the program. No records of civilian felony convictions within one (1) year of applying for the program.

(3) No drug-related incidents within the last five (5) years preceding the class report date. No alcohol-related incidents within the last two (2) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or civilian or military law enforcement investigation are permanently disqualified from MSG duty.

(5) No pending military or civilian legal issues at the time of submitting the application.

f. Financial Stability. Marines will be assigned to locations where commissary and exchange facilities are not available; making the cost of living potentially higher. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Marines should have no less than \$500 of net available funds (including SDA pay) after completing the Commanding Officer's Financial Worksheet. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges. Commanding Officers may request an exception to policy for financially stable Marines who do not meet this requirement.

g. Physical Fitness, Appearance, and Height/Weight Standards. Marines assigned to MSG duty are the embodiment of what a Marine looks like in the eyes of foreign citizens. Marines should present a good military appearance and be within height and weight standards at the time of reporting to MSG School. Marines must score a second class PFT 60 days prior to reporting to MSG School.

h. Medical and Dental Qualification. Marines and their families must be medically and dentally fit. DoS will be primarily responsible for medical care of Marines and their families, often in isolated or remote countries with minimal host nation support facilities. A comprehensive medical screening must be conducted on each Marine and their family members, if

applicable. The MSG School is often followed by immediate assignment upon graduation and does not allow for completion of medical, dental, or eye examinations while in a student status.

(1) Screening Process. Screening of Marines and their families will be conducted in accordance with reference (k). Complete physical, dental, and eye examinations are required for Marines and their family members prior to attending MSG School. Particular emphasis should be given to detecting abnormalities or medical conditions which would interfere with or restrict full performance of duties. In addition, a thorough screening of 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 overseas remote duty assignment will be cause for appropriate consultation and possible disqualification and/or cancellation of orders.

(a) Marines must not be currently enrolled in a command directed stress/anger management course or undergoing marital counseling, to include separation or divorce.

(b) Marines must be a dental class II within three (3) months of reporting to MSG School. Applicants will not have any dental fixtures which are visible when smiling or speaking.

(c) Marines will not have any eye surgery/corrections completed within the last six (6) months prior to their MSG School class date.

(d) Dependents will not have braces on their teeth or have any other significant dental disease upon convening of the applicant's respective class.

(2) Forms. DD Form 2807-1, DD Form 2808, NAVMED 1300/1, NAVMED 1300/2, and NAVPERS 1300/16 must be completed in their entirety. A Medical Officer will certify all forms and will state that the Marine is "physically qualified for MSG duty" in block 74.a of DD Form 2808. Additionally, Commanding Officers will certify form NAVMC 1300/16 that proper medical screening has occurred and that the member is fit to transfer to MSG duty.

(3) MCESG serves as the receiving Medical Treatment Facility for overseas screening purposes. Inquiries into capabilities for any active duty member or family member identified as having chronic or long term medical, psychological or educational requirements must request approval from MCESG prior to completing the overseas screening.

i. Tattoos. Marines serving on MSG duty are the few representatives of the US in foreign countries and must present a positive image. Reference (d) will be used when screening all tattoos on a Marine's body for placement and content. In accordance with the reference, Marines with noncompliant tattoos will not normally be considered. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine's tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d). Additionally, the MSG screening team will review all tattoos for content as some tattoos may be deemed as possibly offensive or insensitive to any religion or foreign cultures and not conducive to the DoS mission and the diplomatic community abroad. Applicants with tattoos covered by PT uniform must submit depictions and meaning of tattoos for review.

j. Security Clearance Requirement. While on MSG duty, Marines will have access to national security information. Marines are required to have and maintain a favorably adjudicated NACLIC before applying for MSG Duty. After the initial application, Marines will be required to complete additional screening towards an end state of gaining a top secret clearance or successor Tier 5. Marines who are denied or revoked a favorable national security eligibility are not eligible for MSG duty. A Security Manager's letter will be attached to the application verifying eligibility. Should an applicant's favorably adjudicated clearance become out of scope after initial qualification, the applicant should contact the MCESG security manager for guidance.

k. Due to the nature of assignment, remote location of detachments, and shortage of available replacements, applicants cannot have any pending Warrant Officer or Commissioned Officer Program applications that may require the Marine to depart early from the MSG program.

l. Exceptions to Policy/Waivers. Exceptions to policy and waivers will normally not be authorized for Marines applying for MSG Detachment Commander duty due to unique DoS requirements. However, Commanding Officers may recommend exceptions to policy for exceptional Marines.

3. Screening Process

a. Application Requirements (Phase I Screening). Applications will be completed utilizing the guidance provided in paragraph 2. Applications will consist of the following:

(1) Completed NAVMC 11706, Commanding Officer's Screening/Interview Guide - MSG Detachment Commander Duty.

(2) Completed NAVMC 11711, Commanding Officer's Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine's service record.

(4) 360 degree photos in PT gear and pictures/sketches of individual tattoos.

(5) Security Clearance Eligibility Verification Letter.

(6) Medical Officer's Screening captured in DD Form 2807-1, DD Form 2808, NAVMED 1300/1, NAVMED 1300/2, and NAVPERS 1300/16 (file in medical record; do not submit to HQMC).

b. Phase II Screening. Upon completion and submission of the initial application (Phase I) via their chain of command, Marines should complete the electronic Phase II screening, available on the MCESG webpage under <http://www.mcesg.marines.mil/Become-a-MSG/Application-Process/>. Phase II is an in-depth screening questionnaire used to determine whether the applicants are suitable for the MSG Program and if they may be eligible for a top secret Clearance. Phase II questionnaire is submitted directly to the MSG Screening Team online and will not be reviewed by the Marine's chain of command. Marines may be contacted by the screening team if questions may arise during Phase II questionnaire review. It is imperative to be honest and thorough with remarks on the questionnaire.

c. Commanders Screening. Prior to submitting completed applications to HQMC, Commanding Officers will personally interview Marines volunteering for MSG duty or being involuntarily directed for screening. Commanders will review all pertinent records and ensure that the checklist, provided in NAVMC 11706, is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on MSG duty. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, and initiation of security clearance investigations.

d. HQMC/MCESG Review and Assignment. Upon receiving the Marine's application, CMC (MMEA) and the MSG Screening Team will review the application, process exceptions to policy, and assign the Marine to one of five Detachment Commander Courses, held annually at Quantico, VA. When making the assignment, CMC (MMEA) will consider the Marine's class preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

e. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for MSG duty.

f. Formal School Screening and Training. Upon reporting at MSG School, Marine's application, medical forms, supporting documentation, and HQMC approved exceptions to policy will be reviewed by MCESG before the Marine is accepted for training.

4. MSG School Detachment Commander Course

a. Curriculum. This course prepares enlisted Marines to provide internal security services at designated US Diplomatic facilities abroad. The course of instruction covers the following subjects: protection of personnel, protection of classified materials, weapons handling and qualification, security equipment, defensive tactics, personal conduct overseas, and other military and civilian subjects. During the training period, final administrative processing for passports, visas, supplemental uniforms, civilian clothing, and immunizations is also accomplished.

b. Length. There are five (5) MSG School classes per year. Each MSG School class is eight (8) weeks in duration.

c. Family members and household effects cannot be moved at Government expense until ultimate duty station orders are received to post. If family members are moved prior to this, it is at their own expense. The transportation of family members will be only from last duty station or port of entry if returning from overseas. SNCOs are authorized to bring a vehicle to MSG School.

5. Second Tour Assignments. Marines who previously completed MSG duty as a Watch Stander are eligible and are encouraged to apply for Detachment Commander duty. Marines who previously completed MSG duty as a Detachment Commander are encouraged to apply for duty as school advisor and instructor at MSG School in Quantico, VA. Re-assignments to MSG program will receive additional scrutiny, due to potential adverse effect on career progression in the primary MOS.

Chapter 5

Marine Security Guard Watch Stander Duty

1. General

a. Basic Duties Description

(1) The mission of the MSG is to provide protection to mission personnel and prevent the compromise of national security information and equipment at designated diplomatic and consular facilities. MSGs will be prepared to execute plans for the protection of the mission and its personnel as directed by the chief of mission or principal officer through the RSO.

(2) The Marine Corps has a continuing requirement to provide qualified Marines as MSG Watch Standers at the DoS overseas diplomatic and consular facilities. The Watch Standers accomplish the MSG mission by following the orders and regulations provided by their MSG Detachment Commander and RSO who operate under the guidance and regulations of the DoS and the Marine Corps.

(3) All MSGs are expected to conduct the following tasks:

(a) Establish control of entry/exit systems, observe surrounding areas, and perform response procedures.

(b) Provide security and defend the embassy or consulate by conducting tactical movement and employing assigned weapons.

(c) Safeguard classified materials.

(d) Operate and maintain detachment weapons.

(e) Perform lethal and non-lethal defensive tactics.

(f) Conduct individual protective measures against a foreign intelligence threat.

(g) Deter, detect, defend, and mitigate against terrorist activities and other dangers to mission, personnel, and property.

(h) Perform collateral duties, to include training, operations, administrative, supply, and fiscal tasks.

b. Tour Length. Upon completion of the MCESG MSG School at Quantico, Virginia, Watch Standers will execute a 36 month tour, which is comprised of three separate post locations (approximately 12 months each).

c. Locations. Watch Standers are assigned overseas at over 180 locations at diplomatic/consular facilities. Specific geographical assignments are made based on the needs, requirements, and discretion of the MCESG command in order to fulfill their mission to the DoS.

2. Eligibility Requirements. NAVMC 11707, Commanding Officer's Screening/Interview Guide - MSG Watch Stander, and NAVMC 11711, Commanding Officer's Financial Worksheet will be utilized to capture the following eligibility requirements:

a. Citizenship. Applicant must be a US citizen (by birth or naturalized). Dual citizenship is not authorized for Watch Standers.

b. Grade requirement. Lance Corporals through Sergeants are eligible to be assigned as MSG Watch Standers. Mature and otherwise qualified Privates First Class may be granted a waiver by the CMC (MMEA-25) and will be promoted to Lance Corporal upon successful completion of MSG School. Corporals and below must have average proficiency and conduct markings at least 4.2/4.2 respectively.

c. Academic Potential. While at MSG School, Marines must be able to understand and effectively use references. ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90. Therefore, a Marine desiring to become an MSG watch stander is encouraged to retake the ASVAB in an effort to improve their GT score to meet the requirement.

d. Family. Applicants for MSG Watch Stander duty cannot be married or be single parents. Marines must agree to remain unmarried until completion of their tour or until obtaining a written authorization from the MCESG chain of command.

e. Disciplinary Record. Any derogatory information in an applicant's background, which may preclude obtaining a top secret clearance, is disqualifying and cannot be waived.

(1) A special or summary court-martial conviction may be waived, if five or more years have elapsed since the offense. Convictions by a general court-martial will not be waived.

(2) No NJP or records of civilian felony convictions within one (1) year of applying for the program.

(3) No drug-related incidents within the last five (5) years preceding the class report date. No alcohol-related incidents within the last two (2) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from MSG duty.

(5) No pending military or civilian legal issues at the time of submitting the application.

f. Financial Stability. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine to special or

independent duty without full consideration of the Marine's ability to successfully perform that duty due to financial challenges. Commanding Officers may request an exception to policy for financially stable Marines who do not meet this requirement.

g. Physical Fitness, Appearance, and Height/Weight Standards. Marines assigned to MSG duty are the embodiment of what a Marine looks like in the eyes of foreign citizens. Marines should present a good military appearance and be within height and weight standards at the time of reporting to MSG School. Marines must score a second class PFT 60 days prior to reporting to MSG School.

h. Medical and Dental Qualification. Marines must be medically and dentally fit. Department of State will be primarily responsible for medical care of Marines, often in isolated or remote countries with minimal host nation support facilities. A comprehensive medical screening must be conducted on each Marine. The MSG School is often followed by immediate assignment upon graduation and does not allow for completion of medical, dental, or eye examinations while in a student status.

(1) Screening Process. Screening of Marines will be conducted in accordance with reference (k). Complete physical, dental, and eye examinations are required for Marines prior to attending MSG School. Particular emphasis should be given to detecting abnormalities or medical conditions which would interfere with or restrict full performance of duties. In addition, a thorough screening of 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 overseas remote duty assignment will be cause for appropriate consultation and possible disqualification and/or cancellation of orders.

(a) Marines must not be currently enrolled in a command directed stress/anger management course or undergoing marital counseling, to include separation or divorce.

(b) Marines must be a dental class 2 within three (3) months of reporting to MSG School. Applicants will not have any dental fixtures which are visible when smiling or speaking.

(c) Marines will not have any eye surgery/corrections completed within the last six (6) months prior to their MSG School class date.

(2) Forms. DD Form 2807-1, DD Form 2808, NAVMED 1300/1, NAVMED 1300/2, and NAVPERS 1300/16 must be completed in their entirety. A Medical Officer will certify all forms and will state that the Marine is "physically qualified for MSG duty" in block 74.a of DD Form 2808. Additionally, Commanding Officers will certify form NAVMC 1300/16 that proper medical screening has occurred and that the member is fit to transfer to MSG duty.

(3) MCESG serves as the receiving Medical Treatment Facility for overseas screening purposes. Inquiries into capabilities for any active duty member, identified as having chronic or long term medical, psychological or educational requirements, must request approval from MCESG prior to completing the overseas screening.

i. Tattoos. Marines serving on MSG duty are the few representatives of the US in foreign countries and must present a positive image. Reference (d)

will be used when screening all tattoos on a Marine's body for placement and content. In accordance with the reference, Marines with noncompliant tattoos will not normally be considered. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine's tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d). Additionally, the MSG screening team will review all tattoos for content as some tattoos may be deemed as possibly offensive or insensitive to any religion or foreign cultures and not conducive to the DoS mission and the diplomatic community abroad. Applicants with tattoos covered by PT uniform must submit depictions and meaning of tattoos for review.

j. Security Clearance Requirement. While on MSG duty, Marines will have access to national security information. Marines are required to have and maintain a favorably adjudicated NACLIC, or successor Tier 3, before applying for MSG Duty. After the initial application, Marines will be required to complete additional screening towards an end state of gaining a top secret clearance or successor Tier 5. Marines who are denied or revoked a favorable national security eligibility are not eligible for MSG duty. A Security Manager's letter will be attached to the application verifying eligibility. Should an applicant's favorably adjudicated clearance become out of scope after initial qualification, the applicant should contact the MCESG security manager.

k. Due to the nature of assignment, remote location of detachments, and shortage of available replacements, applicants cannot have any pending Warrant Officer or Commissioned Officer Program applications that may require the Marine to depart early from the MSG program.

l. Exceptions to Policy/Waivers. Exceptions to policy and waivers will normally not be authorized for Marines applying for MSG Watch Stander duty due to unique DoS requirements. However, Commanding Officers may recommend exceptions to policy for exceptional Marines.

3. Screening Process

a. Application Requirements (Phase I Screening). Applications will be completed utilizing the guidance provided in paragraph 2. Applications will consist of the following:

(1) Completed NAVMC 11707, Commanding Officer's Screening/Interview Guide - MSG Watch Stander Duty.

(2) Completed NAVMC 11711 Commanding Officer's Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine's service record.

(4) 360 degree photos in PT gear and pictures/sketches of individual tattoos.

(5) Security Clearance Eligibility Verification Letter.

(6) Medical Officer's Screening captured in DD Form 2807-1, DD Form 2808, NAVMED 1300/1, NAVMED 1300/2, and NAVPERS 1300/16 (file in medical record; do not submit to HQMC).

b. Phase II Screening. Upon completion and submission of the initial application (Phase I) via their chain of command, Marines should complete the electronic Phase II screening, available on the MCESG webpage under <http://www.mcesg.marines.mil/Become-a-MSG/Application-Process/>. Phase II is an in-depth screening questionnaire used to determine whether the applicants are suitable for the MSG Program and if they may be eligible for a top secret Clearance. Phase II questionnaire is submitted directly to the MSG Screening Team online and will not be reviewed by the Marine's chain of command. Marines may be contacted by the screening team if questions may arise during Phase II questionnaire review. It is imperative to be honest and thorough with remarks on this questionnaire.

c. Commanders Screening. Prior to submitting completed applications to HQMC, Commanding Officers will personally interview Marines volunteering for MSG duty or being involuntarily directed for screening. Commanders will review all pertinent records and ensure that the checklist provided in NAVMC 11707, is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on MSG duty. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, and initiation of security clearance investigations.

d. Headquarters Marine Corps (HQMC)/Marine Corps Embassy Security Group (MCESG) Review and Assignment. Upon receiving the Marine's application, CMC (MMEA) and the MSG Screening Team will review the application, process exceptions to policy, and assign the Marine to one of five Watch Stander courses, held annually at Quantico, VA. When making the assignment, CMC (MMEA) will consider the Marine's class preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

e. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for MSG duty.

f. Formal School Screening and Training. Upon reporting at MSG School, Marine's application, medical forms, supporting documentation, and HQMC approved exceptions to policy will be reviewed by the Director, MSG School before Marines are accepted for training.

4. Marine Security Guard (MSG) School

a. Curriculum. This course prepares enlisted Marines to provide internal security services at designated US Diplomatic facilities abroad. The course of instruction covers the following subjects: protection of personnel, protection of classified materials, weapons handling and qualification, security equipment, defensive tactics, personal conduct overseas, and other military and civilian subjects. During the training period, final administrative processing for passports, visas, supplemental uniforms, civilian clothing, and immunizations is also accomplished.

b. Length. There are five (5) MSG School classes per year. Each MSG School class is eight (8) weeks in duration.

c. Sergeants and below will not bring vehicles to the MSG School due to overseas travel requirements immediately upon graduation.

5. Second Tour Assignments. Marines who previously completed MSG duty as a Watch Stander or those who are promoted to the rank of Staff Sergeant on the program are eligible and are encouraged to apply for Detachment Commander duty.

Chapter 6

Marine Combat Instructor Duty

1. General. The Marine Combat Instructor is vital to the process of teaching entry-level infantry and non-infantry Marines as well as teaching advanced infantry skills and designated infantry leader courses. The programs of instruction taught at the Schools of Infantry will be a challenge to potential instructors and will require a great deal of personal commitment. Because of this, future combat instructors must possess a high degree of maturity, leadership, judgment, professionalism, and thoroughly embrace our Marine Corps core values. Additionally, they must be in good physical condition in order to lead from the front.

a. Basic Duties Description. The Marine Combat Instructor instructs and assists in the teaching of basic combat skills to entry level Marines, which includes the following subjects: weapons handling, employment of automatic weapons, characteristics of munitions, combat conditioning, land navigation, communications, CBRN protection, offensive/defensive tactics, and scouting/patrolling. The Marine Combat Instructor reinforces core values instilled during recruit training by setting the superior example with professional conduct, knowledge, bearing, and attitude.

b. Tour Length. The normal tour length for a Combat Instructor at the School of Infantry (SOI) is 36 months, at the discretion of CMC (MMEA) and based on the staffing needs of the respective command. The tour begins upon completion of the Marine Combat Instructor School (MCIS). Requests for voluntary tour extensions are considered on an individual basis.

c. Locations. Combat Instructors are primarily ordered to School of Infantry West in Camp Pendleton, CA, or School of Infantry East in Camp Lejeune, NC. Assignments to Advance Infantry Battalion Detachment Hawaii are made at the discretion of School of Infantry West.

2. Eligibility Requirements. NAVMC 11708, Commanding Officer's Screening/Interview Guide - Marine Combat Instructor Duty will be utilized to capture the following eligibility requirements.

a. Grade Requirement. All Corporals through Gunnery Sergeants are eligible to be assigned to Combat Instructor duty. Corporals must have at least one year time in grade by the report date, completed resident Corporal's Course, and have a minimum 4.3/4.3 in service proficiency/conduct markings. Commanding Officers should request an exception to policy for mature and otherwise qualified Corporals who do not meet this requirement, but are expected to succeed on Combat Instructor duty.

b. Academic Potential. While at MCIS, Marines must be able to understand and effectively use references and methods of instruction. ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident

professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

c. Family Stability

(1) Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at MCIS or on duty. Commanders must annotate when the Marine's family instability is expected to be resolved in order to allow sufficient time before next assignment.

(2) Single Parents. Single parents are eligible based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines. A strong family care plan is required for single parents that supports extended work hours associated with Combat Instructor duty per reference (f). Commanding Officers must annotate whether the Marine requires additional time to establish a sufficient family care plan or whether the Marine is being processed for administrative separation in accordance with reference (g).

(3) Exceptional Family Member Program (EFMP). Enrollment of family members in EFMP is not a disqualifier from Combat Instructor duty. It assists CMC (MMEA) in proper assignment of Marines to meet the mission of the Marine Corps while ensuring continuum of care for family members enrolled in the program per reference (h). Marines with EFMP members must ensure that their EFMP enrollment is complete and current prior to reporting to MCIS.

(4) Joint Household. Although the importance of family unity is recognized, military service by its very nature involves family separation. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service in accordance with reference (i).

d. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns of questionable character and integrity violations. Commanding Officers must state whether the Marine's character is not suitable for Combat Instructor duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the class report date. No NJPs or adverse page 11 entries in the last 24 months preceding the class report date.

(3) No drug- or alcohol-related incidents within the last three (3) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or

law enforcement investigation are permanently disqualified from Combat Instructor duty.

e. Financial Stability. Financial stability is an indicator of Marine's maturity and judgment. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine to special or independent duty without full consideration of the Marine's ability to successfully perform that duty due to financial challenges. Commanding Officers may request an exception to policy for financially stable Marines who do not meet identified requirements, but demonstrate maturity and good judgment.

f. Physical Fitness and Height/Weight Standards. Endurance and physical stamina are necessary for Combat Instructors in order to endure sustained periods on their feet while instructing and supervising training events. During screening, Marines should have no difficulty in passing a PFT and be within height and weight standards. Marines must score a second class PFT 60 days prior to reporting to MCIS.

g. Medical and Dental Qualification. Marines must be medically and dentally fit. A physical exam must be conducted within 12 months of the class reporting date. DD Forms 2807-1 and 2808 must be completed and provided to the Commanding Officer for final recommendation to CMC (MMEA). A Medical Officer will certify in block 74.a of DD Form 2808 that the Marine is "physically qualified for Combat Instructor duty" based on the guidelines listed below.

(1) Medical Officer

(a) Combat Instructor duty is a challenging environment that requires prolonged work hours spent walking, marching, and running, in addition to the duties described in paragraph 1.a. Marines with a chronic history of lower-body injuries and stress-related problems such as depression, suicidal ideations, nervous breakdowns, and anger management issues should not be recommended for Combat Instructor duty. Use of blood pressure medications and psychotropic medications is allowed for non-psychiatric reasons (i.e., migraine headaches, hypertension, etc.) if treatment does not interfere with the Marine's ability to adequately perform required duties, deploy, or reenlist. Medical Officer will address all relevant factors when providing recommendation to the Commanding Officer, to include suitability to perform the duties listed in paragraph 1.a, as well as the duties of the Marine's primary specialty, in order to assess the Marine's potential for further service. Medical Officer will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects.

(b) During all initial screenings, Medical Officers will review records and conduct a personal interview to determine if a mental health evaluation by a mental health professional is deemed appropriate. A mental health evaluation will be directed when any of the following conditions are met during initial screening or final certification:

1. Any condition disqualifying further service listed in reference (ae).

2. Any history of psychiatric hospitalization, to include drug and alcohol rehabilitation.

3. Any history of outpatient mental health treatment.

4. Any history of psychotropic medication for treatment of a mental health condition.

(c) The mental health professional who conducts the evaluation will make a determination for Combat Instructor duty assignment using the description of duties described in paragraph 1.a. and clinical judgment to determine suitability. The mental health professional will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects. During final certification Medical Officers will confirm there has been no change in status from initial screening.

(2) Commanding Officers. Conduct final certification by personally interviewing the Marines. For those requiring mental health professional evaluation or those prescribed psychotropic medications, Commanders will consider the evaluation recommendation, significance of the condition, duration of the condition, resolution via treatment and medication, and stability of the individual Marine. Commanders will ensure that every Marine assigned to Combat Instructor duty is screened for mental health conditions. When a mental health evaluation is required, or if psychotropic medications are prescribed, it is not an immediate disqualifier for Combat Instructor duty until the Commander reviews health professional recommendations. Commanders may seek an exception to policy for worldwide deployable Marines whose condition is stabilized with medications and who are eligible for reenlistment/retention. For those Marines found unqualified, Commanding Officer will identify in comments when the Marine's condition is estimated to be resolved.

h. Tattoos. Marines must be in compliance with the Marine Corps Tattoo Policy. Tattoos are disqualifying if they prevent the Marine from reenlisting/extending to gain sufficient obligated service to execute their assignment.

i. Security Clearance Requirement. Per reference (j), Marines selected for duties in connection with formal programs involving the education and training of military personnel must have a favorably adjudicated NACLIC, or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable adjudication, and be subject to continuous evaluation. A Marine 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 to MCIS. Marines whose security clearance eligibility has been denied or revoked are not eligible for Combat Instructor duty. A Security Manager's letter will be attached to the application verifying eligibility.

j. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on duty. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process. Marines may volunteer or be assigned to MCIS by CMC (MMEA), based on individual information captured in MCTFS. All Marines must be screened in accordance with the guidance provided in paragraph 2, using the Commanding Officer's Screening/Interview Guide provided in NAVMC 11708. Prior to assuming their duties Marines must successfully complete the prescribed course of instruction.

a. Application Requirements

(1) Completed NAVMC 11708, Commanding Officer's Screening/Interview Guide - Marine Combat Instructor Duty.

(2) Completed NAVMC 11711, Commanding Officer's Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine's service record.

(4) Security Clearance Eligibility Verification Letter.

(5) DD Form 2807-1 and 2808 Medical Officer's Screening (file in medical record; do not submit to HQMC)

b. Commanders Screening. Commanding Officer input is vital in determining a Marine's potential for success on Combat Instructor duty. Within 60 days of receipt of orders to SOI, Commanding Officers will conduct a personal interview with the Marine, using the Screening/Interview Guide provided in NAVMC 11708. Commanding Officers will review all pertinent records and make a qualitative assessment of the Marine's potential for success on Combat Instructor duty. Completed checklist and supporting documentation will be submitted to CMC (MMEA) (PLA: CMC MRA MM MMEA EIGHT FIVE WASHINGTON DC) via the Automated Message Handling System (AMHS) and a copy will be sent to the gaining SOI (SOI-East PLA: SCOLOFINF CAMP LEJEUNE NC or SOI-West PLA: SCOLOFINF MCB CAMP PENDLETON CA). Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or initiation of security clearance investigations.

c. Assignment and Validation

(1) Volunteers. Marines may request assignment to Combat Instructor duty by submitting their application via the Total Force Retention System (TFRS) to CMC (MMEA). Upon receiving the Marine's volunteer application, CMC (MMEA) will review the application, process exceptions to policy, and issue orders to SOI.

(2) Directed Assignments. CMC (MMEA) may make directed assignments to SOI, for qualified Marines, after screening individual information contained in the MCTFS.

d. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for Combat Instructor duty. Commanding Officers may request a deferment, waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements or require more time to become eligible. Completed applications and supporting

documentation will be provided with any requests for deferral or cancellation of orders to CMC (MMEA) via AMHS.

e. Formal School Screening and Training. Upon reporting at SOI, Marine's application, supporting documentation, and approved exceptions to policy will be reviewed by the Director, MCIS before a Marine is accepted for training. Marines who are not accepted may be recycled at the discretion of the Commanding Officer, School of Infantry or issued follow-on orders at the discretion of CMC (MMEA) in accordance with reference (i).

4. Marine Combat Instructor School (MCIS)

a. Curriculum. The course is designed to train and educate students in the leadership, knowledge, and skills required to formally train Marines in Marine Corps Common Skills. Upon completing the course, the Marine is awarded an AMOS of a Combat Instructor. The course instruction consists of:

(1) Individual and Crew Served Weapons, Optics, Combat Marksmanship.

(2) Fixed Site Security, Offensive/Defensive Tactics, Military Operations in Urbanized Terrain (MOUT), Immediate Actions, Improvised Explosive Device (IED) Training.

(3) Land Navigation, Combat Hunter, Scouting and Patrolling.

(4) Communications.

(5) Cardiopulmonary Resuscitation and Tactical Combat Casualty Care.

(6) Combat Conditioning, Performance Resiliency Program.

(7) Formal Schools Instruction.

b. Length. The MCIS is approximately nine (9) weeks long.

5. Second Tour Assignments. Marines returning to Combat Instructor duty, whose prior Combat Instructor tour was completed within the **last three years**, are not required to attend the full course of instruction. The Marine must however complete a 2d class PFT, pass the Standard Operating Procedures exam, complete Basic Instructor Course recertification, 20k hike within standard, and other required performance evaluated exams. Waivers for the MCIS attendance requirement will be considered on a case-by-case basis by Commanding Officers of the Schools of Infantry.

Chapter 7

Marine Corps Security Forces Guard Duty

1. General. Marines Corps Security Forces (MCSF) Guards are assigned to units within Marine Corps Security Forces Regiment and Marine Barracks Washington. MCSF Guards conduct offensive infantry tactics in confined spaces, ashore and afloat, to restore breached security and provide the final barrier/element of an integrated security plan for the asset being protected.

a. Basic Duties Description

(1) Conduct Fleet Antiterrorism Support Team (FAST) activities, to include visit, board, search, and seize of vessels, recapture of vital assets, and reactions to civil disturbances.

(2) React to contingency and combat operations by establishing maritime, pier side, or fixed site security and conducting convoy and patrolling operations.

(3) Provide Nuclear Weapons Security, to include controlling restricted areas, conducting recovery and recapture operations, and conducting dynamic entry into exclusion structures.

b. Tour Length. The normal tour length is 36 months. The tour begins upon completion of the Basic Security Guard (BSG) School. Requests for voluntary tour extensions are considered on an individual basis.

c. Locations. Marines may be stationed within the Marine Corps Security Forces Regiment units across the US and some overseas locations. Additionally, qualified Marines may be stationed with Marine Barracks Washington in the National Capital Region.

(1) MCSFs Guard may be assigned to FAST Companies and Platoons located in the Norfolk, VA, Yorktown, VA, Yokosuka, Japan, Guantanamo Bay, Cuba, Rota, Spain, and Bahrain.

(2) MCSF Guards may also be assigned to one of the Marine Corps Security Forces Battalions in Bangor, WA, Kings Bay, GA, or MCSF Regiment Headquarters in Yorktown, VA.

(3) MCSF Guards selected for Presidential Support duties (PSD) will be stationed with Marine Barracks Washington, D.C.

2. Eligibility Requirements. Screening of Marines for MCSF Guard duty will be conducted using NAVMC 11709, Commanding Officer's Screening/Interview Guide - MCSF Guard Duty and using Naval Military Personnel Manual (MILPERSMAN) Article 1300-320 and Navy Personnel (NAVPERS) 1300/27. Reference (1) identifies preliminary screening requirements for potential assignment of MCSF Guards to MCSF Personnel Reliability Program (PRP) billets. Marines found not eligible for MCSF PRP duties, but eligible for all other MCSF duties, may be assigned at the discretion of CMC (MMEA) and Commanding Officer, MCSF Regiment.

a. Military Occupational Specialty (MOS) Requirement. Marines assigned as MCSF Guards must hold a MOS of 0311, 0331, 0341, 0351, 0352, or 0369.

b. Grade Requirement. All Privates through Gunnery Sergeants are eligible to volunteer for or be assigned to MCSF Guard duty.

c. Academic Potential. While at BSG School, Marines must be able to understand and effectively use references. ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

d. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Commanding Officers must state whether the Marine's character is not suitable for MCSF Guard duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the current enlistment and no NJPs within 180 days of the date of detachment.

(3) No more than two (2) adverse page 11 entries in career and none within 180 days of detachment regarding bad checks, letters of indebtedness, or financial irresponsibility.

(4) Not pending disciplinary action.

(5) No in-service instances of drug abuse.

(6) No in-service instances of alcohol abuse or dependence. Commanding Officers may recommend a waiver if required aftercare program has been successfully completed without failure to abstain from alcohol.

(7) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from MCSF Guard duty.

e. Financial Stability. Financial stability is an indicator of Marine's maturity and judgment. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges. Commanding Officers may request an exception to policy for financially stable Marines who do not meet this requirements, but demonstrate maturity and good judgment.

f. Medical and Dental Qualification. 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 Form 2807-1 and 2808 must be completed. A Medical Officer will certify in block 74.a DD Form 2808 that the Marine is "physically qualified for all duties at sea and in the field."

g. Tattoos. Marines must be in compliance with the Marine Corps Tattoo Policy. Tattoos are disqualifying if they prevent the Marine from reenlisting/extending to gain sufficient obligated service to execute their assignment.

h. Security Clearance Requirement. While on MCSF duty, Marines will be required to safeguard national security assets. Marines are required to have a favorably adjudicated NACLIC, or successor Tier 3, before executing orders to MCSF duty. Marines whose security clearance has been revoked or denied are not eligible. A Security Manager's letter will be attached to the application verifying eligibility.

i. Marine Barracks Washington Requirements. Marines requesting assignment to Marine Barracks Washington in the ceremonial units or PSD, must meet additional eligibility criteria captured within NAVMC 11709, Commanding Officer's Screening/Interview Guide - MCSF Guard Duty. This criteria includes additional restrictions for family stability, physical characteristics, personal conduct, and security clearance eligibility.

j. Personnel Reliability Program Commands. Marines requesting assignment to PRP Commands within MCSF Regiment must meet additional eligibility criteria captured within the reference (af) and NAVPERS 1300/27 checklist. This criteria includes additional restrictions on prior drug use, alcohol abuse, contemptuous attitude, security clearance eligibility. Reference (l) contains clarifying instructions and definitions in regards to PRP screening.

k. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on duty. Additionally, Marines found not qualified for a PRP assignment may be assigned to non-PRP billets within the MCSF, at the discretion of the Commanding Officer, MCSF Regiment. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process. Marines may volunteer or be assigned to MCSF duty by CMC (MMEA), based on individual information captured in MCTFS and the needs of the Marine Corps. All Marines must be screened in accordance with the guidance provided in paragraph 2, using NAVMC 11709, Commanding Officer's Screening/Interview Guide. Prior to assuming their duties Marines must successfully complete the prescribed course of instruction.

a. Application Requirements

(1) Completed NAVMC 11709, Commanding Officer's Screening/Interview Guide - MCSF Guard Duty.

(2) Completed PRP Suitability Preliminary Screening, contained in NAVPERS 1300/27.

(3) Completed NAVMC 11711, Commanding Officer's Financial Worksheet.

(4) Records of disciplinary actions contained in the Marine's service record.

(5) Security Clearance Eligibility Verification Letter.

(6) DD Forms 2807-1 and 2808 Medical Officer's Screening (file in medical record; do not submit to HQMC)

b. Marines applying for assignment to Marine Barracks Washington must contact the Adjutant, Marine Barracks Washington D.C., and conduct preliminary screening for duty. Screening endorsement will be attached to the original application.

c. Commanders Screening. Commanding Officer input is vital in determining a Marine's potential for success on MCSF Guard duty. Within 60 days of receipt of orders, Commanding Officers will conduct a personal interview with the Marine, using the Screening/Interview Guide provided in NAVMC 11709. Commanders will review all pertinent records and make a qualitative assessment for of the Marine's potential for success on MCSF Guard duty. Completed checklist and supporting documentation will be submitted to CMC (MMEA) (PLA: CMC MRA MM MMEA EIGHT FIVE WASHINGTON DC) via the AMHS and a copy will be sent to the gaining command (MCSF Regiment PLA: MCSF TRNG CO MCSF REGT or Marine Barracks Washington PLA: MARBKS WASHINGTON DC). Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or initiation of security clearance investigations.

d. Assignment and Validation

(1) Volunteers. Marines may request assignment to MCSF Guard duty by submitting their application via the TFRS to CMC (MMEA). Upon receiving the Marine's volunteer application, CMC (MMEA) will review the application, process exceptions to policy, and issue orders.

(2) Directed Assignments. CMC (MMEA) may make directed assignments to MCSF Guard duty, for qualified Marines, after screening individual information contained in the MCTFS.

e. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for MCSF Guard duty. Commanding Officers may request a deferment, waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements or require more time to become eligible. Completed applications and supporting documentation will be provided with any requests for deferral or cancellation of orders.

f. Formal School Screening and Training. Upon reporting at the BSG Course at MCSF Regiment Training Company, Marine's application, supporting documentation, and approved exceptions to policy will be reviewed by Commanding Officer, Training Company before Marines are accepted for training. Preliminary PRP screening for assignment to PRP commands will be conducted to ensure that Marines remain eligible. Marines who are not accepted may be recycled at the discretion of the Commanding Officer, MCSF

Regiment, or issued follow-on orders at the discretion of CMC (MMEA) in accordance with reference (i).

4. Basic Security Guard (BSG) Course. Marines must successfully complete the BSG Course prior to executing their duties. Marines may attend BSG course via TAD or Temporary Duty Under Instruction (TEMINS) orders, depending on the Marine's entitlements or at the discretion of CMC (MMEA).

a. Curriculum. The course provides instruction for Marines assigned to MCSF duty in implementing antiterrorism measures, performing security functions, and employing weapons and protective equipment. Upon completing the course, Marines are awarded an AMOS of MCSF Guard and then assigned to one of the MCSF units.

b. Length. The course takes place multiple times throughout the year for a period of seven (7) weeks.

5. Second Tour Assignments. Marines returning to MCSF duty, whose prior MCSF tour was completed within the last three (3) years, are not required to attend the full course of instruction. Waivers for the MCSF BSG course attendance requirement will be considered on a case-by-case basis by the Commanding Officer, MCSF Regiment.

Chapter 8

Staff Noncommissioned Officer Academy Faculty Advisor and Curriculum Developer

1. General. Duties within the Marine Corps University SNCO Academy or Enlisted Professional Military Education (EPME) Branch are very demanding and rewarding assignments. These Marines are directly responsible for formally educating the enlisted force in professional military education and preparing Marines for assignments of increased responsibility.

a. Basic Duties Description

(1) Faculty Advisor. Faculty Advisors deliver courseware developed by the EPME branch, facilitate small group discussions, mentor students, and serve as role models.

(2) Curriculum Developer. Curriculum developers have the unique opportunity to impact the enlisted force through the development and delivery of resident and non-resident courseware. Marines who serve this billet will develop curriculum for the resident SNCO Academies.

b. Tour Length. The normal tour length for a Faculty Advisor or a Curriculum Developer is 24 to 36 months, at the discretion of CMC (MMEA). Requests for voluntary tour extensions are considered on an individual basis.

c. Locations

(1) Faculty Advisors may be assigned to the regional SNCO Academies located in Camp Pendleton, CA, Camp Lejeune, NC, Okinawa, Japan, Kaneohe Bay HI, 29 Palms, CA, and Quantico, VA. Marines may be assigned to any SNCO Academy, based on the Marine's preference and the needs of the Marine Corps.

(2) Curriculum Developers are assigned to the EPME Branch, Marine Corps University in Quantico, VA.

2. Eligibility Requirements. SNCO Academy Faculty Advisor Screening Checklist, provided at <https://www.usmcu.edu/epme/snco-academies/quantico>, will be utilized to capture the following eligibility requirements.

a. Grade Requirement. All Staff Sergeants through Master Gunnery Sergeants are eligible to volunteer for or be screened and assigned to Faculty Advisor or Curriculum Developer duty.

c. Experience. Marines must have completed required PME for current grade. Bachelors or Associates degree, previous instructor experience, or previous completion of instructor courses are preferred, but not required.

d. Communication Skills. Marines assigned as Curriculum Developers must have strong verbal and written communication skills and be proficient at using word processing and presentation software.

e. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Commanding Officers must certify whether the Marine's character is suitable for Faculty Advisor duty or may request an exception to policy

for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the class report date. No NJPs in the last 24 months preceding the class report date.

(3) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from Faculty Advisor or Curriculum Developer duty.

f. Physical Fitness and Height/Weight Standards. Marines must pass a PFT, be physically capable of participating in the physical fitness program, and be within height and weight standards.

g. Tattoos. Marines must be in compliance with the Marine Corps Tattoo Policy. Tattoos are only disqualifying if they prevent the Marine from reenlisting/extending to gain sufficient obligated service to execute their assignment.

h. Security Clearance Requirement. Per reference (j), Marines selected for duties in connection with formal programs involving the education and training of military personnel must have a favorably adjudicated NACLIC, or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable adjudication, and be subject to continuous evaluation. A Marine 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. A Security Manager's letter will be attached to the application verifying eligibility.

i. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on duty. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process. Marines may volunteer or be assigned to Faculty Advisor or Curriculum Developer duty by CMC (MMEA) based on individual information captured in the MCTFS. All Marines must complete the SNCO Academy Faculty Advisor Screening Checklist and submit required documents to CMC (MMEA).

a. Application Requirements

- (1) Completed EPME SNCO Academy Faculty Advisor Screening Checklist.
- (2) Records of disciplinary actions contained in the Marine's service record.
- (3) Security Clearance Eligibility Verification Letter.

b. Commanding Officer Screening. Commanding Officers will personally interview Marines volunteering for Faculty Advisor or Curriculum Developer duty or being screened and assigned. Commanders will review all pertinent records and ensure that the SNCOA Faculty Screening Checklist is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on duty. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, and initiation of security clearance investigations.

c. Local Staff Noncommissioned Officer (SNCO) Academy Interview. Prior to submitting completed applications to HQMC, the Marines will conduct an interview with the Director of their local SNCO Academy, who will endorse the application. Marines located at installations without a local SNCO Academy, may conduct an interview telephonically, at the discretion of the SNCO Academy Director.

d. Review and Assignment. Upon receiving the Marine's application, the CMC (MMEA) will review the application, process exceptions to policy, and make assignment to SNCO Academy. When making the assignment, CMC (MMEA) will consider the Marine's preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

4. Instructor Training. After reporting at the assigned SNCO Academy, Marines will complete service-level training and education requirements dictated by reference (m).

Chapter 9

Formal School Instructor

1. General. Marine Corps Formal Schools Instructors ensure achievement of Marine Corps learning requirements through balanced integration of training and education at colleges, schools, and academies, in accordance with reference (m).

a. Definition. Reference (m) defines a Formal School as an institution that develops and presents programs of instruction or curricula approved by the appropriate general/flag officer to meet a specified training and education requirement.

b. Basic Duties Description. The Formal School Instructor is responsible for facilitating MOS knowledge and skills to entry-level and career-progression Marines. They are also responsible for sustaining the transformation of entry-level Marines.

c. Tour Length. The normal tour length for a Formal School Instructor is 36 months. However, some occupation specialties may have longer instructor tours. Requests for voluntary tour extensions are considered on an individual basis.

d. Locations. Formal Schools are located across the US and some overseas locations. Specific MOS Roadmaps outline current locations of specific Formal Schools.

2. Eligibility Requirements. Marines assigned to Formal School Instructor duty must possess a high degree of maturity, leadership, judgment, and professionalism. They must also be able to clearly communicate and be proficient in their MOS. Additionally, they must be in good physical condition in order to lead regular PT sessions. General eligibility requirements and guidance is provided as follows:

a. Security Clearance Requirement. Per reference (j), Marines selected for duties in connection with formal programs involving the education and training of military personnel must have a favorably adjudicated NACLIC, or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable adjudication, and be subject to continuous evaluation. A Marine 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. A Security Manager's letter will be attached to the application verifying eligibility.

b. Academic Potential. Marines must be able to understand and effectively use references and methods of instruction. ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine's current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine's current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education

courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

c. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns of questionable character and integrity violations. Commanding Officers must state whether a Marine's character is not suitable for Formal Schools Instructor duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the class report date. Not more than one (1) NJP in the last 12 months preceding report date.

(3) No drug- or alcohol-related incidents within the last two (2) years preceding the report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from Instructor duty.

d. Financial Stability. Financial stability is an indicator of Marine's maturity and judgment. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges. Commanding Officers may request an exception to policy for financially stable Marines who do not meet this requirements, but demonstrate maturity and good judgment.

e. Family Stability. Family instability in itself is not a disqualifier from Formal Schools Instructor duty; however, it may have a significant negative impact on the Marine's ability to communicate clearly and articulately with their students. Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with their duties as an instructor.

f. Physical Fitness and Height/Weight Standards. During screening, Marines should have no difficulty in passing a PFT and be within height and weight standards. Endurance and physical stamina are necessary for Formal School Instructors in order to endure sustained periods on their feet while instructing and lead regular organized PT sessions with students.

g. Communication Skills. Marines should be able to converse in a clear manner, not stutter or have other significant speech impediments.

h. High Risk Training (HRT). Marines ordered to Formal Schools that perform approved High Risk Training (HRT) must meet HRT Instructor requirements identified in reference (m).

i. Entry-level Military Occupational Specialty (MOS) Schools. Entry-level schools instructors are placed in sensitive positions that directly and regularly engage with entry level Marines attending MOS training. Marines ordered to entry-level schools will have their records screened by CMC (MMEA) for proficiency and maturity.

j. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet prescribed eligibility criteria, but possess a strong character and are expected to be successful on duty.

3. Screening Process. Marines may volunteer or be assigned to Formal School Instructor billets by CMC (MMEA), based on individual information captured in MCTFS. All Marines must complete NAVMC 11713, Commanding Officer's Screening/Interview Guide in accordance with the guidance provided in paragraph 2.

a. Application Requirements

(1) Completed NAVMC 11713, Commanding Officer's Screening/Interview Guide - Formal School Instructor Duty.

(2) Completed NAVMC 11711, Commanding Officer's Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine's service record.

(4) Security Clearance Eligibility Verification Letter.

b. Commanders Screening. Commanding Officers will personally interview Marines, being directed for screening or volunteering for Formal Schools Instructor duty, during volunteer submission or within 60 days of receipt of orders. Commanders will review all pertinent records and ensure that NAVMC 11713 is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on Formal School Instructor duty. Completed checklist and supporting documentation will be submitted to CMC (MMEA) via AMHS and a copy will be sent to the gaining command. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or initiation of security clearance investigations.

c. Assignment and Validation

(1) Volunteers. Upon receiving the Marine's volunteer application, CMC (MMEA) will review the application, process exceptions to policy, and make an assignment to Formal School Instructor duty. When making the assignment, CMC (MMEA) will consider Marine's preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

(2) Directed Assignments. CMC (MMEA) may make directed assignments to Formal School Instructor duty, for qualified Marines, after screening individual information contained in the MCTFS.

d. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify

that a Marine remains qualified for Formal School Instructor duty. Commanding Officers may request a deferment, waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements or require more time to become eligible. Completed applications and supporting documentation will be provided with any requests for deferral or cancellation of orders.

4. Instructor Training. After reporting at the assigned Formal School, Marines assigned to selected Formal School Instructor billets will complete service-level training and education requirements in accordance with reference (m). Additionally, Formal School Instructors will undergo orientation and certification prior to teaching students.

Chapter 10

Inspector-Instructor Duty

1. General. Marines assigned to I&I duties instruct and assist SMCR units to maintain a continuous state of readiness for mobilization. They inspect and render technical advice in command functions including administration, logistical support, and public affairs; and execute such collateral functions as may be directed by higher authority, in accordance with reference (n).

a. Basic Duties Description. Marines assigned to I&I duty are considered to be highly proficient in their primary MOS and must be familiar with every facet of their specialty. Additionally, Marines may be required to perform collateral duties within Marine Forces Reserve.

b. Tour Length. Normal tour length for a Marine on I&I duty is 36 months.

c. Locations. I&I units are located in a multitude of locations across the US.

2. Eligibility Requirements. When making an assessment of a Marine's potential to succeed on I&I duty, Commanding Officers must look at all factors that contribute to that determination. The following requirements are intended to serve as guidelines for assessing this potential. Unless specifically stated, each requirement is not disqualifying if the Marine is capable of succeeding on I&I duty. NAVMC 11710, Commanding Officer's Screening/Interview Guide - I&I and Independent Duty and NAVMC 11711 Commanding Officer's Financial Worksheet will be utilized to capture the following eligibility requirements:

a. Military Occupational Specialty (MOS) Proficiency. To a greater degree than units in the active Operating Forces, I&I commands generally require assigned Marines to be familiar with and capable of all facets of their MOS in accordance with the appropriate Training and Readiness manual pertaining to their occupational field. This may require Marines to take steps to ensure they are fully prepared. Example: an Administrative Specialist (MOS 0111) coming from the Installation Personnel Administrative Center (IPAC) may only have experience with pay issues; however, I&I duty would require performing all other duties, to include correspondence, legal administration, separations, promotions, and any other functions of personnel administration.

(1) Losing commands bear responsibility for ensuring that Marines selected for I&I duty understand this and work to refresh required MOS skills.

(2) Gaining commands will maintain a Sponsorship Program in accordance with reference (w). This program will facilitate the Marine's relocation and will inform both the Marine and the losing command of unique billet requirements and any preparatory training needed to fulfill required duties.

b. Maturity. Marines may be required to perform multiple collateral duties that require a high degree of maturity, in addition to their primary responsibilities. These duties may include burial details, processing of absentees and deserters, color guard details, and others. It is recommended

that Marines assigned to I&I duty be at least 21 years old. Marines holding a rank of Corporal and below should have minimum in-service proficiency and conduct marks of 4.3/4.3.

c. Financial Stability. Marines may be assigned to locations where military housing, commissary, and exchange facilities are not available, making the cost of living potentially higher. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Excessive amount of family members may increase the risk for financial hardship. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges.

d. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Commanding Officers must state whether the Marine's character is not suitable for I&I duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the report date. Not more than one (1) NJP in the last 12 months preceding the report date.

(3) No drug-related incidents within the last five (5) years preceding the report date. No alcohol-related incidents within the last two (2) years preceding the report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from I&I duty.

e. Valid Driver's License. Marines on I&I duty must have a valid Drivers License to carry out daily routine functions. Marines under the age of 25 must have completed a Drivers Improvement Course.

3. Screening Process. Marines may volunteer or be assigned to I&I duty by CMC (MMEA/RAM) based on individual information captured in the MCTFS. All Marines must complete the Commanding Officer's Screening/Interview Guide - I&I and Independent Duty and be screened by their Commanding Officer. The results of the completed screening will be reported to the gaining command and info copy to CMC (MMEA/RAM).

a. Application Requirements

(1) NAVMC 11710 Commanding Officer's Screening/Interview Guide - I&I and Independent Duty.

(2) NAVMC 11711 Commanding Officer's Financial Worksheet.

b. Losing Command Screening. Commanding Officers will personally interview Marines directed to I&I duty within 30 days of receipt of orders. Commanders will review all pertinent records and ensure that the checklists,

provided in NAVMC 11710 and NAVMC 11711, are properly completed. Commanding Officer input is vital in determining a Marine's potential for success on I&I duty. Commanding Officers may request a deferment, waiver/exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements or require more time to become eligible. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or gaining sufficient MOS proficiency. A copy of the completed I&I duty checklist will be forwarded to the gaining command and CMC (MMEA/RAM) via naval message within 60 days of the receipt of the orders. Sixty days prior to transfer, Commanding Officers will re-certify the Marine to ensure that the Marine remains qualified or identify any changes in the Marine's status.

c. Gaining Command Screening. The gaining command will contact the losing command to ensure the inbound Marine remains qualified.

4. Training and Certification

a. Individual Preparations. Marines selected for assignment to I&I duty do not normally attend any type of formal instruction to prepare them for this type of duty. However, it is recommended that Marines make every effort to familiarize themselves with all facets of their MOS, in accordance with the appropriate Training and Readiness manual pertaining to their occupational field. Early engagement with the leadership of the gaining command can help focus those efforts. Nevertheless, inability to gain additional experience should not prevent the Marine from executing orders.

b. Losing Command Responsibilities. Commanding Officers should assist the Marines with gaining additional experience and training to be successful on I&I duty. This may include enrollment and funding of appropriate formal career level schools, completing of non-resident education, or simply allowing time away from primary duties.

c. Gaining Command Responsibilities. Commanding Officers of gaining commands should contact the Marine and the losing command to facilitate the Marine's relocation and inform the Marines and losing commands of billet requirements and facilitate preparatory training needed to fulfill required duties. Upon request, certain criteria may be waived by CMC (MMEA/RAM).

d. IPAC Validation of I&I Requirements. IPAC Director will validate that the specific I&I requirements have been met prior to issuing detaching orders.

Chapter 11

Second Tour Drill Instructor Duty

1. General. Marines that have previously completed a successful tour as a Drill Instructor fulfill a number of critical roles. Experience, perspective and seniority make these Marines optimally suited to serve as Chief Drill Instructors at one of the MCRD. Additionally, these Marines serve as mentors for future Marine and Naval Officers while serving as Instructors at Marine Corps OCS, Officer Training Command Newport (OTCN), Assistant Marine Officer Instructors (AMOI), and as Senior Enlisted Advisors at service schools and academies. The unique responsibilities associated with these critical duties distinguish these Marines from those serving on an initial tour as a Drill Instructor.

a. Basic Duties Description

(1) Chief Drill Instructor. Prior Drill Instructors assigned to MCRDs are generally placed in billets that focus on supervision and evaluation of training events and performance of Drill Instructors and Drill Instructor School students. The following are general duties that a second tour Drill Instructor can be expected to perform, in accordance with reference (p).

- (a) Evaluate and supervise periods of instruction.
- (b) Train and evaluate Drill Instructors and students.
- (c) Lead recruit training series.

(2) OCS and OTCN Instructor. Prior Drill Instructors assigned to the OCS and OTCN are responsible for training, educating, evaluating, and screening officer candidates for the leadership, moral, mental, and physical qualities required for commissioning as Marine Corps and Naval Officers. Instructors can be expected to deliver periods of instruction, counsel, evaluate, and inspect officer candidates, in accordance with reference (p).

(3) Assistant Military Officer Instructor (AMOI). AMOI serves as primary assistant to the Marine Officer Instructor (MOI) in the professional development of future Marine Corps and Naval Officers. This duty entails numerous weekends and off duty hour commitments. Furthermore, AMOI is the SNCOIC for all Marine Enlisted Commissioning Education Program (MECEP) students. The following are the general duties that an AMOI can be expected to perform.

- (a) Serve as the primary instructor for rifle and pistol teams. Coordinate and supervise matches with other Naval Reserve Officers Training School (NROTC) units. Ensure the overall personnel safety, equipment security, and proper upkeep of all weapons.
- (b) Serve as the primary instructor for weekly conduct of drill periods. Coordinate and supervise drill competitions with other NROTC units. Ensure that appropriate arrangements are made for parades, ceremonies, and the presentations of the colors.
- (c) Assist in organizing and training of Midshipmen for the semiannual Physical Readiness Test (PRT).

(d) Coordinate and supervise execution of transportation of students and staff to special events.

(e) Perform the duties of the Physical Security Manager, to include overall physical security, maintenance, upkeep, and cleanliness of all work spaces.

(f) Assist in coordinating and administering the required preparatory training for all incoming freshmen.

(g) Serve as OCS Sergeant Instructor for OCS at Quantico each summer, as required.

(h) Assist in the training of all Midshipmen in essential subjects during training exercises.

(4) Senior Enlisted Advisors and Instructors at service schools and academies perform in leadership roles for midshipmen or students. Senior Enlisted Advisors and Instructors are expected to lead, mentor, and teach students or Midshipmen on variety of Marine Corps-specific subjects. They observe and evaluate performance of each student and enforce rules and regulations.

b. Tour Length

(1) The normal tour length for a second tour Drill Instructor assigned to MCRD is 24 months. Requests for voluntary tour extensions are considered on an individual basis.

(2) The normal tour length for all other second tour Drill Instructor billets is 36 months. Requests for voluntary tour extensions are considered on an individual basis.

c. Locations

(1) Second tour Drill Instructors assigned to MCRD may be stationed at MCRD San Diego, CA, or MCRD Parris Island, SC.

(2) OCS Sergeant Instructors may be assigned to OCS, Quantico, VA, or US Navy Officer Training Command, Newport, RI.

(3) AMOIs may be assigned to Navy Reserve Officer Training Corps units at colleges and universities across the United States and some overseas locations. A listing of vacancies at specific locations is published annually by CMC (MMEA).

(4) Senior Enlisted Advisors and Instructors may be assigned to United States Naval Academy (USNA), Annapolis, MD, Naval Academy Preparatory School (NAPS), Newport, RI, US Merchant Marine Academy, Kings Point, NY, Naval Chaplaincy School, Ft. Jackson, SC. A listing of vacancies at specific locations is published annually by CMC (MMEA).

2. Eligibility Requirements. Marines holding an AMOS of a Drill Instructor are expected to maintain qualifications and eligibility criteria required to perform Drill Instructor duties per reference (p). NAVMC 11705, Commanding Officer's Screening/Interview Guide - Drill Instructor Duty, will be utilized to capture the following eligibility requirements:

a. Performance. Marines assigned to second tour Drill Instructor duty are frequently placed in positions of significant authority and trust. Successful performance during the initial Drill Instructor tour is a key indicator of future strong performance.

(1) Marines being screened for assignment to Chief Drill Instructor billets must have exhibited solid performance among peers during their first tour. Their records should have no evidence of prolonged duty on quota or excessive time away from training company and no reliefs.

(2) Marines being screened for all other second tour Drill Instructor billets must have had a successful tour of duty as a Drill Instructor.

b. Primary Military Occupational Specialty (PMOS) Experience. Marines must have a minimum of three years PMOS experience following their first tour on Drill Instructor duty. This is necessary to avoid negative impacts on the Marine's primary MOS progression.

c. Grade Requirement. All Staff Sergeants through Master Sergeants are eligible to be assigned to AMOI and Senior Enlisted Advisor duty. Staff Sergeants through Gunnery Sergeants are eligible for Chief Drill Instructor or OCS Sergeant Instructor duty.

d. Academic Potential (AMOI only). While serving as AMOIs, Marines must be able to understand and effectively use references and methods of instruction. Additionally, Marines may require to be accredited by the local institution. AFQT GT score is used to assess a Marine's ability to be successful in this academic environment. A minimum score of 100 is required for assignment to AMOI duty. An exception to policy should be requested for Marines who successfully completed resident professional military education courses or off duty education courses. There is no minimum GT score requirement for Marines being screened for other second tour Drill Instructor duties.

e. Family Stability

(1) Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at Drill Instructor School or on duty. Commanders must annotate when the Marine's family instability is expected to be resolved in order to allow sufficient time before next assignment.

(2) Single Parents. Single parents are eligible based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines. A strong family care plan is required for single parents that supports extended work hours associated with Drill Instructor duty, per reference (f). Commanding Officers must annotate whether a Marine requires additional time to establish a sufficient family care plan or whether the Marine is being processed for administrative separation in accordance with reference (g).

(3) Exceptional Family Member Program (EFMP). Enrollment of family members in EFMP is not a disqualifier from Drill Instructor duty. It assists CMC (MMEA) in proper assignment of Marines to meet the mission of the Marine Corps while ensuring continuum of care for family members enrolled in the program per reference (h). Marines with EFMP members must ensure that their EFMP enrollment is complete and current.

(4) Joint Household. Although the importance of family unity is recognized, military service by its very nature involves family separation. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service in accordance with reference (i).

f. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Drill Instructor duty places Marines in highly visible positions of special trust, while exposing them to stressful situations. Commanding Officers must state whether the Marine's character is not suitable for Drill Instructor duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below.

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the report date. No NJPs or adverse page 11 entries in the last 24 months preceding the report date.

(3) No drug or alcohol related incidents within the last three (3) years preceding the report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified.

g. Physical Fitness and Height/Weight Standards. Marines must be within height and weight standards and should have no difficulty in passing a PFT. Endurance and physical stamina are necessary for all second tour Drill Instructors in order to conduct physical training, instruct drill movements, and lead by example while training Officer Candidates, supervising first tour Drill Instructors, or advising at service schools and academies. The physical standards expected of second tour Drill Instructors vary based on the gaining command and the billets they are expected to perform.

(1) Second tour Drill Instructors assigned as Sergeant Instructors at OCS are expected to lead and supervise Officer Candidates while participating in most training events. Physical training events performed at OCS are substantially more challenging than those performed at MCRDs. Second tour Drill Instructors assigned to OCS must score at least 250 on the most recent PFT. Exceptions may be granted for second tour Drill Instructors expected to perform in academic roles.

(2) Second Tour Drill Instructors assigned to leadership positions at MCRDs and NROTC units are primarily assigned to serve in supervisory and mentorship roles where physical training is delegated to first tour Drill Instructors. Second tour Drill Instructors assigned to MCRDs and NROTC units must score at least 215 on the most recent PFT.

h. Medical and Dental Qualification. Marines must be medically and dentally fit. A physical exam must be conducted within 12 months of the reporting date. DD Forms 2807-1 and 2808 must be completed and provided to the Commanding Officer for final recommendation to CMC (MMEA/RAM). A Medical Officer will certify in block 74.a of DD Form 2808 that the Marine is "physically qualified for Drill Instructor duty" based on the guidelines listed below.

(1) Medical Officer

(a) Marines assigned to second tour on Drill Instructor duty must be capable of prolonged hours walking, marching, and running, in addition to the duties described in paragraph 1.a. Marines with a chronic history of lower-body injuries and stress-related problems such as depression, suicidal ideations, nervous breakdowns, and anger management issues should not be recommended. Use of blood pressure medications and psychotropic medications is allowed for non-psychiatric reasons (i.e., migraine headaches, hypertension, etc.) if treatment does not interfere with the Marine's ability to adequately perform required duties, deploy, or reenlist. Medical Officer will address all relevant factors when providing a recommendation to the Commanding Officer, to include suitability to perform the duties listed in paragraph 1.a, as well as the duties of the Marine's primary specialty, in order to assess the Marine's potential for further service by addressing significance of the condition, duration of the symptoms, resolution through treatment, and stability.

(b) During all initial screenings, Medical Officers will review records and conduct a personal interview to determine if a mental health evaluation by a mental health professional is deemed appropriate. A mental health evaluation will be directed when any of the following conditions are met during initial screening or final certification:

1. Any condition disqualifying further service listed in reference (ae).
2. Any history of psychiatric hospitalization, to include drug and alcohol rehabilitation.
3. Any history of outpatient mental health treatment.
4. Any history of psychotropic medication for treatment of a mental health condition.

(c) Mental health professional who conducts the evaluations will make a determination for assignment using the description of duties described in paragraph 1.a. and clinical judgment to determine suitability. Mental health professional will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects. During final certification Medical Officers will confirm there has been no change in status from initial screening.

(2) Commanding Officer. Conduct final certification by personally interviewing the Marine. For those requiring mental health professional evaluation or those prescribed psychotropic medications, Commanders will consider the evaluation recommendation, significance of the condition, duration of the condition, resolution via treatment and medication, and

stability of the individual Marine. Commanders will ensure that every Marine assigned to second tour Drill Instructor duty is screened for mental health conditions. When a mental health evaluation is required or if psychotropic medications are prescribed, it is not an immediate disqualifier until the Commander reviews health professional recommendations. Commanders may seek an exception to policy for worldwide deployable Marines whose condition is stabilized with medications and who are eligible for reenlistment/ retention. For those Marines found unqualified, Commanding Officers will identify in comments when the Marine's condition is estimated to be resolved.

i. Tattoos. Marines serving on Drill Instructor duty must present a positive image and example of appearance to all future Marines. Reference (d) will be used when screening all tattoos on a Marine's body for placement and content. Marines with noncompliant tattoos will not normally be considered for second-tour Drill Instructor duty. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine's tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d).

j. Security Clearance Requirement. Per reference (j), Marines selected for duties in connection with formal programs involving the education and training of military personnel must have a favorably adjudicated NACLIC, or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable adjudication, and be subject to continuous evaluation. A Marine 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. A Security Manager's letter will be attached to the application verifying eligibility.

k. Exceptions to Policy/Waivers. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet one or more eligibility criteria, but possess a strong character and are expected to be successful on duty. A recommendation should be explicitly stated in the Commanding Officer's comments within the checklist.

3. Screening Process. Marines may volunteer or be assigned to second tour Drill Instructor duty by CMC (MMEA) based on individual information captured in the MCTFS. All Marines must complete NAVMC 11705, Commanding Officer's Screening/Interview Guide and be screened by their Commanding Officer. The results of the completed screening will be reported to CMC (MMEA).

a. Second Tour Drill Instructor Board. Annually, CMC (MMEA) will announce all second tour Drill Instructor vacancies and will solicit a list of preferences from qualified volunteers for consideration by the Second Tour Drill Instructor Board. Volunteers and eligible prior Drill Instructors will be considered based on the submitted preferences and personal information captured in MCTFS. In making its determination, the board makes an assumption that Marines holding an AMOS of a Drill Instructor, generally remain qualified for Drill Instructor duty. Marines found indefinitely disqualified from Drill Instructor duty may have their AMOS voided in accordance with reference (p). The board results will include approved assignments for volunteers based on submitted preferences and directed assignments for those screened and qualified to remaining vacancies based on the needs of the Marine Corps.

b. Commander's Screening. Commanding Officers will personally interview selected Marines and ensure that NAVMC 11705, Commanding Officer's Screening/Interview Guide is properly completed. Commanding Officer input is vital in identifying disqualifying factors and requesting deferment to the issued orders. Commanding Officer comments should include recommended exceptions to policy or projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or initiation of security clearance investigations.

c. Commanders Re-certification. No earlier than 60 days and no later than 45 days prior to detachment, Commanding Officers will re-certify that a Marine remains qualified.

4. Training and Certification

a. Marines selected for assignment to Second Tour Drill Instructor billets will receive orders to the appropriate location and will attend necessary certification training after report date, as required.

b. Marines selected for AMOI duty should expect to augment OCS summer training after reporting to their units.

Chapter 12

Marine Corps Special Operations Command (MARSOC) Duty

1. General. The Marine Corps has a continuing requirement to provide qualified Marines to serve at MARSOC in Critical Skills Operator (CSO) billets (PMOS 0372), Special Operations Capabilities Specialist (SOCS) billets (Necessary MOS 8071), and Combat Service Support (CSS) billets (PMOS). The Special Operations Forces (SOF) missions assigned to MARSOC require Marines to undergo extensive special skills training to ensure they have the requisite technical special operations capabilities to accomplish their mission. Marines serving in MARSOC billets operate with the understanding that the Marine Corps values of Honor, Courage, and Commitment and the following SOF "truths" serve as the bedrock for service with MARSOC: humans are more important than hardware; quality is better than quantity; competent SOF cannot be created after crisis occurs; SOF cannot be mass produced.

a. Operating Force (OF) Billet Requirements

(1) Operating Force Bravo (OF-B). SOCOM designated personnel from the Marine component that serve as operators. CSOs (PMOS 0372) execute missions in the Special Operations Core Operations and Activities of Foreign Internal Defense/Security Force Assistance, Direct Action, Special Reconnaissance, Counter-Terrorism, support to Information Operations, support to Unconventional Warfare, and support to Countering Weapons of Mass Destruction as part of the Marine Corps component to USSOCOM.

(2) Operating Force Delta (OF-D). SOCOM designated personnel from the Marine component that serve as tactical force enablers integrated at all operational levels with the Marine Special Operations Forces (MARSOFF). Marines assigned to SOCS billets receive specialized individual SOF skills training at the Marine Raider Training Center (MRTC) prior to assignment to authorized 8071 billets.

b. Non-operating Force. CSS personnel are assigned to all operational commands within MARSOC. Personnel serve in their PMOS and normal service assignment policies apply.

c. Tour Length. Tour lengths for a SOCS personnel are established at 60 months post SOCS pipeline training at MRTC. Marines assigned to CSS billets will be assigned normal tour lengths in accordance with reference (i).

d. Locations. While a member of MARSOC, Marines may serve at the following commands while assigned to CSO, SOCS, and CSS billets:

(1) Camp Pendleton, CA: 1st Marine Raider Battalion, 1st Marine Raider Support Battalion.

(2) Camp Lejeune, NC: Marine Raider Regiment, 2d Marine Raider Battalion, 3d Marine Raider Battalion, Marine Raider Support Group, 2d Marine Raider Support Battalion, 3d Marine Raider Support Battalion, MRTC, and Marine Corps Forces Special Operations Command Headquarters.

2. Eligibility Requirements

a. Operating Force Bravo - CSO

(1) MARSOC has the primary responsibility to recruit, screen, and select uniquely qualified volunteer Marines to fill these billets. Marines from most PMOSSs are eligible for CSO duty. CMC (MMEA), in conjunction with MARSOC, will ensure candidates meet all assignment prerequisites. Marine Enlisted Reservists (Individual Ready Reserve (IRR), SMCR, or Individual Mobilization Augmented (IMA)) interested in MARSOC should refer to current MARADMIN detailing Reserve Enlisted Opportunities within MARSOC for further guidance.

(2) Marines must submit a "MARSOC Commanding Officer's Screening Checklist -- CSO/Special Operations Officer (CSO/SOO)" to one of the MARSOC recruiting stations. MARSOC and CMC (MMEA) will ensure applicants meet all assignment prerequisites to include lateral move authorization. Marines who do not meet assignment prerequisites will be informed via MARSOC Recruiting & Advertising (R&A) Branch Recruiting Station that they have been either denied to continue in the application process or may reapply at a later date.

(3) Current assignment prerequisites include:

(a) Must have a GT score of 105 or higher.

(b) Must possess a minimum PFT score of 235. No class 9 PFTs scores will be accepted.

(c) Must possess minimum Ground Combat Arms Classification Standard (MCS): Pull-ups (6) minimum, 3 mile run (24:51) minimum, Ammo-cam Lifts (60) minimum, Movement to Contact (3:26) minimum, Maneuver Under Fire (3:12) minimum.

(d) Lance Corporals may attend A&S, but must be a Corporal to receive orders to an ITC.

(e) Corporal through Sergeant

1. Corporals must attend and submit a lateral move package prior to five (5) years' time in service.

2. Sergeants must have no more than 1.5 years of time in grade upon checking into an ITC and have less than eight (8) years' time in service at end of contract.

(f) Minimum obligated service: Must have a minimum of three (3) months remaining on current contract or by extension to participate in the assigned A&S. If selected at A&S, Marines eligible for reenlistment will submit a 60-month (maximum) reenlistment lateral move. Marines not eligible for a reenlistment will submit a 23-month extension lateral move. Obligated service may require ECFC waiver.

(4) Orders. Approved CSO applicants will be assigned to an A&S Course. Active Duty applicants will attend A&S in a Temporary Active Duty (TAD) status, funded by MARSOC. Marines who are "selected" at A&S will be given the training event code of MA (A&S Selected), and will be assigned to the earliest available ITC (MCC KAT) via Web Orders.

(5) Upon return to parent unit from A&S, the enlisted Marines working through the unit Career Planners must submit a RELM request to HQMC for ``MARSOC CSO Duty, Intended MOS (IMOS) 0372.'' Included in the RELM, the Career Planner must attach a copy of the Marine's A&S Certificate. Upon the RELM being approved and the Marine accepting the contract, the Marine will be assigned PMOS 0300 with IMOS 0372 and a Projected Training Completion Date (PTCD).

(6) Upon graduation of an ITC Marines will be awarded PMOS 0372. Currently, enlisted Marines will then attend a six (6) month Basic Language Course (BLC) prior to being assigned to a Marine Raider Battalion.

b. Operating Force Delta - SOCS. Marines assigned to SOCS billets are assigned by CMC (MMEA) in close coordination with COMMARFORSOC.

(1) Marines must possess the security clearance in accordance with their PMOS requirements.

(2) Marines must be able to successfully complete Special Operations Training Course (STC); Survival, Escape, Resistance, Evasion (SERE); and, SOF Level 1 training, as related to each candidate's PMOS.

(3) Assignable personnel will be issued TEMINS orders by HQMC, MMEA to CO, MRTC, MCC (KAT) for Individual SOF training via the SOCS pipeline. Upon graduation, Marines will be awarded the AMOS 8071 and will be assigned to one of the MARSOC operational commands.

c. Non-Operating Force CSS Billets. Normal Service assignment and tour length policies and procedures contained in reference (i) apply.

Chapter 13

Other Screen-able B-Billets

1. Equal Opportunity Advisor (EOA)

a. Basic Duties Description. The primary mission of Equal Opportunity Advisors (EOA) is to provide advice to supported commanders. Upon graduation from the Defense Equal Opportunity Management Institute (DEOMI), EOAs serve as Program Managers responsible for managing command compliance with program requirements. They act as subject matter experts on investigations and allegations of prohibited activities and conduct involving harassment (to include sexual harassment), discrimination and abuse (specifically hazing, bullying, ostracism retaliation, wrongful distribution or broad casting of intimate images and certain dissident and protest activity (to include supremacist activity)). EOAs advise commanders and military personnel on complaint resolution procedures; conduct inspections of command level MEO programs, as directed by cognizant authority; assist in unit DEOCS climate assessment, as directed by cognizant authority; assist the command's EO representatives with unit EO training, cultural events or celebrations on those days set aside for recognition of contributions of various groups; and provide input into policies and programs for supported commands. EOAs assist commanders, at all levels with monitoring organizational EO climate, identifying trends and areas of concern, and suggesting methods for improving command climate. EOAs conduct trainings and seminars on a variety of human relations topics, and serve as the command point of contact for MEO training resources and materials.

b. Tour Length. EOAs are assigned for a period of 36 months and will be assigned an AMOS upon successful completion of the formal school. Marines generally will not be assigned back-to-back EOA tours. Marines may request an extension on EOA duty by submitting a request to CMC (MMEA-25) in accordance with reference (q). EOAs requesting retirement or transfers prior to the completion of their tour will not receive favorable consideration.

c. Locations. EOAs will be assigned to the commanding general/commander of commands where EOA billets have been approved by HQMC and established by CG MCCDC. CMC (MPE) is the EOA occupational field sponsor and is responsible to coordinate and recommend to CMC (MMEA-25) the scheduled replacement of EOAs.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (q). Annually, CMC (MMEA) will announce all EOA vacancies, provide additional instructions, and will solicit applications for consideration by the EOA selection board.

2. Staff Noncommissioned Officer Degree Completion Program (SNCODCP)

a. Basic Duties Description. The goal of the SNCODCP is to provide qualified SNCOs to fill specific billets requiring baccalaureate degree/4-year level college training and maintain an inventory of SNCOs trained in specialized areas to meet requirements within the Marine Corps. Qualified SNCOs may be approved to attend an undergraduate school to complete a degree that would support the follow-on fields of utilization; to include safety, education and curriculum development, counseling, financial management, music, paralegal, and other duties required by the CMC.

b. Tour Length. SNCODCP utilization tour is 36 months, which begins immediately upon graduation of school.

c. Locations. Location of the undergraduate school is at the discretion of the individual Marine. SNCODCP utilization tour billets are located at major commands and installations across the Marine Corps.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (r). Annually, CMC (MMEA) will announce all SNCODCP vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

3. Congressional Fellowship Program (CFP)

a. Basic Duties Description. The CFP offers SNCOs the opportunity to gain experience while working in the legislative branch of the US government on the staff of a US Senator, US Representative, or Committee. Typical responsibilities include drafting legislation, floor debate preparation, planning and analysis of public policy, as well as serving as congressional liaison to constituents and industry.

b. Tour length. Total tour on the CFP is 36 months. This includes the formal assignment to the Congressional Fellowship Program for approximately 12 months, immediately followed by a utilization tour of approximately 24 months within the National Capital Region.

c. Location. CFP takes place in Washington, D.C.

d. Eligibility and Application Requirements. Annually, the Office of Legislative Affairs will announce CFP vacancies, identify updated eligibility criteria, provide additional instructions, and solicit applications for consideration by the appropriate selection board.

4. International Affairs Program (IAP)

a. General. The IAP oversees interrelated, international affairs specialties and defines a system that trains, tracks and coordinates assignment for Marines specializing in Language skills, Regional expertise, and Cultural knowledge (LREC). LREC professionals will maintain proficiency in their PMOS via a dual-track career. IAP specialties include the Foreign Area SNCO (FAS) and Personnel Exchange Program (PEP).

b. Basic Duties Description

(1) The FAS program provides MAGTF commanders enhanced LREC capability at the tactical level to effectively navigate increasingly complex cultural terrain. FASs develop professional LREC capabilities and insights to help commanders understand the human environment where Marines deploy.

(2) Personnel exchanges represent dedicated, long term Marine Corps engagement with allied partners to exchange and standardize operational procedures between coalition partners. Marine Corps exchange personnel embed with partnered military units while foreign counterparts embed with Marine Corps units, to develop and enhance worldwide security cooperation.

c. Tour Length. IAP tours are normally two (2) to three (3) years long. Time assigned to the IAP program may include additional language, regional, and other training.

d. Locations. Specific locations for IAP billets are contained within reference (s), annual IAP solicitation messages, or current Marine Corps Table of Organization.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (s). Annually, CMC (PLU) will announce all IAP vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

5. Defense Attaché System (DAS) Program

a. Basic Duties Description. DAS provides the Defense Intelligence Agency with the best available Marines to represent both the Marine Corps and the US in our embassies around the world. DAS provides a more efficient system for the collection of intelligence information for DoD components, and preserves a channel for Service-to-Service and DoD representational matters of common interest.

b. Tour Length. DAS tours are normally two (2) to three (3) years long. Time assigned to the DAS program may include additional language, regional, and other training.

c. Locations. Specific locations for DAS billets are contained within reference (t), annual DAS solicitation message, or current Marine Corps Table of Organization.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (t). Annually, HQMC Intelligence Department will announce all DAS vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

6. Martial Arts Center of Excellence (MACE) Instructor

a. Basic Duties Description. The mission of the MACE is to serve as the functional proponent for Marine Corps Martial Arts Program (MCMAP); responsible for the development and implementation of policies, procedures, standards and execution of the program. MACE accomplishes this mission by training Marines, Martial Arts Instructors (MAI), and Martial Arts Instructor Trainers (MAIT). MMEA-25 assigns those MAITs who will continue the tradition and instruction that the MACE provides to the MCMAP program.

b. Tour length. There is a three year service obligation.

c. Location. MACE is located at Quantico, VA.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (u). Annually, CMC (MMEA) will announce all MACE vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

7. Force Fitness Readiness Center (FFRC) Instructor

a. Basic Duties Description. The FFRC instructors train and certify Marines to serve as unit Force Fitness Instructors (FFI), capable of designing individual and unit level programs. The FFRC produces FFIs that will leverage total fitness enablers and integrate with existing resources for nutrition, injury prevention, and sports medicine in addition to managing the daily physical fitness regimen of the unit. The FFRC FFI course targets leaders who exhibit motivation, leadership, maturity, and natural talent at the small unit level. CMC (MMEA-25) assigns those FFI Trainers who will continue the tradition and instruction that the Force Fitness Readiness Center (FFRC) provides to the FFI program.

b. Tour Length. Tour Length is 36 months.

c. Location. The FFRC is located at Quantico, VA.

d. Eligibility and Application Requirements. Eligibility requirements and program specifics are contained in the current edition of reference (v). Annually, CMC (MMEA) will announce all FFI vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

8. Marine Corps Shooting Team Competitor

a. Basic Duties Description. The purpose of the USMC Shooting Team is to gain and maintain The Marine Corps ability to compete and win, as teams and individuals, in inter-service and national matches; to provide competitors for US teams in international matches. The USMC Shooting Team also establishes a vehicle for the development and exchange of ideas resulting in improvements to equipment and shooting techniques.

b. Tour Length. Marines are assigned for a period of 36 months.

c. Locations. Marine Corps Shooting Team is located in Quantico, VA.

d. Eligibility and Application Requirements. Annually, CMC (MMEA) will announce all Shooting Team vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board.

9. Marine Corps Mounted Color Guard

a. Basic Duties Description. Since 1967, the US Marine Corps Mounted Color Guard has represented the Marine Corps and the Marine Corps Logistics Base Barstow in numerous events throughout the US. This is the only remaining Mounted Color Guard in the Marine Corps today and is strictly a ceremonial unit. The Marines are mounted on America's Living Legends "Wild Mustangs" of palomino color from the Bureau of Land Management's "Adopt a Horse" program. The Mounted Color Guard conducts 40-60 events every year such as rodeos, parades, sporting events, military ceremonies, school visits, and charitable events.

b. Tour Length. Marines are assigned for a period of 36 months.

c. Locations. Marine Corps Mounted Color Guard is located in Barstow, CA.

d. Eligibility and Application Requirements. Annually, CMC (MMEA) will announce all Marine Corps Mounted Color Guard vacancies, provide additional instructions, and will solicit applications for consideration by the appropriate selection board. NAVMC 11712, Commanding Officer's Screening/Interview Guide - Marine Corps Mounted Color Guard will be used to screen for eligibility requirements.

Example School Drop Report

From: Director, (Formal School)
To: Commandant of the Marine Corps (MMEA-25)
Subj: NOT ACCEPTED/DROPPED FROM TRAINING REPORT IN CASE OF SERGEANT FNAME
M.I. LNAME 12345/1234 USMC
Ref: (a) MCO 1326.6

1. In accordance with the reference, SNM was dropped from (class name and number) the medical/family instability/academic/security clearance reasons.

a. This condition(s) existed/did not exist prior to Marine's departure from parent command.

b. HQMC exception to policy was/was not granted for this condition.

c. Noncompliance with requirements outlined in the reference does/does not exist on behalf of the parent command.

d. SNM was/was not determined to be in violation of UCMJ, Article 92 (Failure to obey order of regulation). Corrective action was/was not taken by Director, (Formal School).

2. SNM is/is not recommended to return (no earlier than month/year)/(indefinitely).

3. The Marine has been counseled and does/does not provide a statement.

I. M. DIRECTOR