
Headquarters, U.S.
Marine Corps

MCO P1326.6D
PCN 10201100400



**SELECTING, SCREENING, AND PREPARING
ENLISTED MARINES FOR SPECIAL DUTY
ASSIGNMENTS AND INDEPENDENT
DUTIES
(SHORT TITLE: SDAMAN)**

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
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MMEA-85
12 SEP 1999

MARINE CORPS ORDER P1326.6D W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR
SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT
TITLE: SDAMAN)

Ref: (a) MCO P1020.34F
(b) MCO P10120.28F
(c) MCO P1040.31G
(d) MCO 7220.12M
(e) MCO 1300.8R
(f) MCO 5512.4N
(g) Manual of the Medical Department
(h) NAVMEDCOMINST 1300.1C
(i) MCO 5000.12D
(j) OPNAVINST 5510.1H
(k) MCO P3000.1E (NOTAL)
(l) BUMEDINST 6230.1H
(m) MCO 5521.3G
(n) SECNAVINST 5510.35
(o) MCO P1070.12J

Encl: (1) LOCATOR SHEET

1. Purpose. To establish criteria and instructions relative to selecting, screening and preparing enlisted Marines for assignment to Special Duties (Drill Instructor, Recruiting, Marine Security Guard, Marine Corps Security Forces) and Independent Duties.

2. Cancellation. MCO 1326.6C, MCO 1306.2N, and MCO 1300.20H

3. Background. Every career Marine should expect to be screened or volunteer for a special duty such as Drill Instructor, Recruiting, Marine Security Guard, or Marine Corps Security Forces. In addition every Marine can be screened for an Independent Duty as well, due to the continuing need for qualified Marines to serve in these types of duty. The experience gained from successful completion of these assignments can significantly enhance career development.

4. Summary of Revision. This manual is a consolidation of three Marine Corps orders with significant changes. The major changes are:

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a. MCO 1326.6C has been modified to include Marine Security Guard and Marine Corps Security Force Special Duty Assignments.

b. The Drill Instructor duty chapter now includes specifics on Assistant Marine Officer Instructor (AMOI) duty, responsibilities, and prerequisites for application to the program.

c. The Commanding Officer's Screening/Interview Guide for Drill Instructors is revised with an additional Commanding Officer's Medical Screening Guide.

d. The Commanding Officer's Screening/Interview Guide for Recruiting Duty is revised.

e. The Commanding Officer's Screening/Interview Guide for Marine Security Guard is revised.

f. The Commanding Officer's Screening/Interview Guide for Marine Corps Security Force duty with Personnel Reliability Program (PRP) Screening guidance is revised.

g. The Commanding Officer's Screening/Interview Guide for Independent duty is revised.

h. Financial Worksheet is revised.

i. Height/weight standards have been revised.

5. Action

a. Commanding Officer

(1) The commanding officer (CO) plays the most important role in the screening process. The CO is responsible for the initial screening (personal interview) of his/her Marines. The CO has access to the Marine's records, financial information, and other current information not available to HQMC. The CO must be at least a Battalion or Squadron level commander with Courts Martial Authority, or an Officer in Charge with message releasing authority. Appendixes A through J are provided for the CO to report specific information, allowing HQMC to make the best assignment. This cannot be delegated.

(2) One copy of the completed Commanding Officer's Screening/Interview Guide (duty specific), Medical Screening Guide (Drill Instructor Duty), and Financial Worksheet (Appendix F), will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer. The commanding officer will re-certify that the Marine is still qualified for special or independent duty assignment 30 days prior to the Marine's transfer. For independent duty assignments forward one copy of the Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and

Financial Worksheet, along with certified copies of the Marine's page 11, 12 and 13 to the CMC (MMEA-82, MMEA-83, MMEA-84). For Marines assigned to special assignments, copies of the same information will be forwarded to the CMC (MMEA-85). Commanders will contact the CMC (MMEA-8_) via naval message when there is a change in the Marine's status. CMC (MMEA-8) has the authority to waive certain checklist criteria based upon the needs of the Marine Corps.

(3) Commanding Officers will ensure that a comprehensive program exists to publicize these assignments and encourage qualified Marines to apply. In this regard, commanding officers should view each Marine as potentially eligible for a special duty or independent duty assignments. Individual shortcomings or deficiencies should be noted early in a Marine's career, and counseling should be provided to correct specific problem areas.

b. Directors of Recruiters School, Drill Instructor School, Marine Security Guard School and Marine Corps Security Forces School.

Directors will complete and submit a drop report (Appendix J) whenever a student is not accepted for training or is disenrolled. Submission of this report by electronic means is acceptable. Paragraph 4 of Appendix J will specifically state whether or not the Marine's status has changed since being screened by the parent command. Reasons for initial drop or disenrollment from a formal Marine Corps school will be listed in sufficient detail for future reference. If noncompliance is apparent, the specific reasons will be stated and explained.

6. Application

a. Submit applications for special duty or independent duty assignments to the CMC (Code MMEA) via the chain of command. Applications may be submitted by administrative action form (NAVMC 10274 (Rev. 3-93)) or naval message.

b. Marines serving overseas or in an assignment with a fixed tour length should apply for a special duty or an independent duty assignment 6 to 8 months prior to current tour completion. Specific application requirements for Marine Security Guard volunteers are addressed in Chapter 4.

7. Record Disposition

a. Retention period for record copies of the Commanding Officer's Screening/Interview Guide:

(1) "A" Billet holders. Destroy after arrival at independent duty station.

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(2) "B" Billet holders. Destroy after completion of Drill Instructor, Recruiter School, Marine Security Guard School, and Marine Corps Security Forces School.

(3) When a determination is made by CMC that the Marine will not be assigned to duty. Retention period: 5 years.

b. For record copies of those Marines not accepted/dropped from training. Retention period: 5 years.

8. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

9. Certification. Reviewed and approved this date.



T. P. MURRAY
By direction

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MMEA
13 Mar 01

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To: Distribution List

Subj: SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTIES (SHORT TITLE: SDAMAN)

Encl: (1) New page insert to MCO P1326.6D

1. Purpose. To transmit a new page inserts to the basic Manual.

2. Action

a. Remove pages 1-5 and 1-6 of the basic Manual and replace it with the corresponding pages contained in the enclosure.

b. Effect the following changes to paragraph 4003:

(1) Delete the period after the word ELIGIBILITY and re-number the paragraph as 1.

(2) Add new paragraph:

2. Gunnery Sergeants with more than one and a half years time in grade and pursuing a "First Sergeant" career path may apply for MSG Duty. However, due to the time and effort required to screen and train Detachment Commanders, the feasibility of those Marines to complete the required 36 month tour will be closely scrutinized and will be a major consideration in an assignment to the program. A Marine initially found unqualified due to his/her inability to complete a tour as Detachment Commander may voluntarily change their career path in order to comply with time-on-station requirements.

(3) Pen change the existing paragraphs as follows: 4003.1 to 4003.3; 4003.2 to 4003.4; 4003.3 to 4003.5.

c. Effect the following changes to Appendix C:

(1) PREREQUISITES Paragraph 9a (8) delete the words: with results

(2) APPLICABLE TO SNCOs add new paragraph:

8. Gunnery Sergeants must be able to meet the 36 months tour of duty requirement as a Detachment Commander.

yes/no

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3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Manual.



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ENCLOSURE (1)

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CHAPTER 4

MARINE SECURITY GUARD

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CHAPTER 4

MARINE SECURITY GUARD

4000. GENERAL. The Marine Corps has a continuing requirement to provide qualified enlisted Marine volunteers as Marine Security Guards at the Department of State's overseas installations listed in Appendix G. This duty involves protection of classified material and United States property and personnel.

4001. TOUR LENGTHS

1. Thirty-six months for married and single SNCOs; 18 months at two posts.
2. Thirty months for sergeants and below; 15 months at two posts.

4002. ASSIGNMENTS. Graduates will be transferred to their assigned posts immediately after graduation from the school. Therefore, delay enroute will be taken prior to reporting to MSG school.

>CH 1 4003. ELIGIBILITY

1. Only mature and qualified Marines in the grade of lance corporal or higher (with the exception of sergeants major, master gunnery sergeants with more than 27 years total active service, first sergeants, first sergeant selects, staff sergeants with less than 1 year in grade, and staff sergeant selects) are eligible to apply for the program. Mature and qualified privates first class may be granted a waiver by the Commandant of the Marine Corps (MMEA-85) and will be promoted to lance corporal upon successful completion of MSG school. SNCOs are not eligible to apply if their spouse is an active member of the Armed Forces, to include the United States Coast Guard, National Guard, or a member of an active Reserve component of the Armed Forces. Single parents are not eligible to apply.

2. Gunnery Sergeants with more than one and a half years time in grade and pursuing a "First Sergeant" career path may apply for MSG Duty. However, due to the time and effort required to screen and train Detachment Commanders, the feasibility of those Marines to complete the required 36 month tour will be closely scrutinized and will be a major consideration in an assignment to the program. A Marine initially found unqualified due to his/her inability to complete a tour as Detachment Commander may voluntarily change their career path in order to comply with time-on-station requirements.

3. Sergeants and Below. In addition to meeting all of the above eligibility requirements and those detailed in Appendix C, sergeants and below must be advised that they are not authorized to

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operate privately owned motor vehicles or motorcycles when overseas on the MSG Program. Because they travel overseas immediately upon graduation, sergeants and below will not bring vehicles to the MSG school.

4. Staff Noncommissioned Officers. In addition to meeting all of the above requirements and those detailed in Appendix C, SNCOs must be advised of the following:

a. Family members and household effects cannot be moved at Government expense until ultimate duty station orders are received at MSG Battalion. If family members are moved, they must be aware it is at their own expense. The transportation of family members

after graduation will only be from last duty station or port of entry if returning from overseas.

b. SNCOs are authorized to bring a vehicle to MSG school.

5. Disqualification. Any of the following will be considered disqualifying:

a. Spouse and dependent children not medically and/or dentally qualified for overseas assignment to remote areas upon applying for MSG duty per references (g) and (h). Some medical conditions, e.g. asthma, attention-deficit hyperactivity disorder, and other conditions requiring special educational support, are disqualifying. Questions should be referred to the MSG Battalion medical officer.

b. Conviction by general courts-martial.

c. Conviction by special or summary courts-martial within 5 years of applying for the program.

d. More than one nonjudicial punishment within 1 year of applying for the program.

e. A record of a civilian felony conviction within 12 months of applying for the program or action taken which is tantamount to a finding of guilt of an offense for which the maximum penalty under the Uniform Code of Military Justice is confinement in excess of 1 year or in which moral turpitude is involved.

f. A history of financial instability; i.e., written checks with insufficient funds, nonpayment of financial obligations, over extension, repossessions, bankruptcy, etc.

g. Pregnancy. (See reference (i).)

h. Any derogatory information in an applicant's background which may preclude obtaining a top secret clearance. (See reference (j)). If necessary, contact local S-2 for verification.

i. A history of alcohol abuse or alcohol related incidents. If the Marine has previously failed rehabilitation or has been diagnosed by competent medical or health authority as an alcoholic, alcohol dependent or chronic abuser then the Marine must successfully complete a rehabilitation program and totally abstain from alcohol for period of at least two years. (See reference (j) chapter 22 for other mitigating factors).

j. In-service drug use within the last 5 years, or drug trafficking, sales or distribution. Commanders should note that the use of certain steroids is not waiverable. If questions arise check with the command drug and alcohol representative. (See reference (j), chapter 22 for mitigating factors).

4004. APPLICATIONS

1. Time On Station. Applications will be submitted for general assignment to the program rather than for a specific location. Applications are desired from qualified personnel on a continuing basis. Marines serving on fixed tours, or in overseas billets, should apply 6 months prior to their rotation tour date or upon completing 2 years on station, whichever occurs first.

2. Interviews. Each applicant must be interviewed by the commanding officer. Commands are encouraged to conduct battalion/squadron level screening boards. It is recommended these boards consist of former Marine Security Guard detachment commanders or MSG company officers when possible. Careful consideration must be given to the maturity, stability, and motivation of the applicant. The initial forwarding endorsement will contain a recommendation regarding the applicant's suitability as determined by the commanding officer. The applicant interview guide is contained in Appendix H and should be used in conjunction with the Commanding Officer's screening/interview guide Checklist, Appendix C. Commanders will comment on any unique warrior or combat enhancing skills of Marine applicants in their endorsement. The completed Commanding Officer's Checklist will be hand carried by the Marine to MSG school and a copy forwarded to MC (MMEA-85), if assigned.

3. MSG Screening Team. Each applicant must also be interviewed by a member of the Marine Security Guard Battalion Screening Team during a visit to the command. The MSG Screening Team will explore an applicant's professional, personal, medical, dental, psychological, and criminal history to determine basic eligibility for a security clearance and overall suitability for the MSG Program. The senior member of the MSG Screening Team is authorized to accept or reject an applicant from further consideration for the program with the option to consider the applicant at a later date. If the applicant is not available for interview during the MSG Screening Team's visit, the interview may be accomplished by telephone with the Chief Instructor of the Marine Security Guard School

4. Citizenship
 - a. The applicant must have proof of United States citizenship upon arrival at MSG school. In addition, married SNCOs must also have in their possession proof of United States citizenship for their dependents. If such primary evidence of citizenship is not obtainable, a notice from the registrar shall be submitted stating no birth record exists. The notice shall be accompanied by the best obtainable secondary evidence such as a baptismal certificate, a certificate of circumcision, a hospital birth record, affidavits of persons having personal knowledge of the facts of the birth, or other documentary evidence such as early census, school or family Bible records, newspaper files and insurance papers. A personal knowledge affidavit should be further supported by at least one

public record reflecting birth in the United States. Secondary evidence should be created as close to the time of birth as possible.

b. All documents submitted as evidence of United States citizenship by birth shall include the given name, surname, place and date of birth of the applicant, if this is customary, and the signature of the person before whom such documents were executed or by whom they were issued. The documents must also bear the seal of office of the issuer.

5. Physical

a. Complete physical, dental, and eye examinations are required for all Marines prior to detachment to ensure applicants will be qualified for assignment. The MSG school curriculum is followed by immediate assignment upon graduation and does not allow for completion of medical, dental, or eye treatment while in a student status. Particular emphasis will be given to detecting abnormalities which would interfere with or restrict full performance of duties. In addition, a thorough screening of the 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 isolated or remote area, will be cause for appropriate consultation and possible cancellation of orders.

b. For married SNCOs, the same requirements above, must be completed for dependents. Dependents reporting to an overseas post should have no significant dental disease to reduce the potential of having a dental emergency. Dependents will not have braces on their teeth. The yellow fever vaccination is required for entrance into many of the countries where MSGs are assigned. For this reason, spouses and children over one year of age must have the yellow fever vaccine prior to the active duty member reporting to MSG School.

6. Background Investigation. Applicants must begin collecting the information required for submission of a Single Scope Background Investigation (SSBI) prior to reporting to school. The requisite form is a computer-generated version of the SF-86, Electronic Personnel Security Questionnaire (EPSQ). The applicant should contact their unit Security Manager or S-2 section for the latest electronic version. In addition to EPSQ, the applicant must obtain two DD 258 Fingerprint Cards and have them completed at their local installation's Provost Marshal office. Once the requisite forms are completed, the applicant will hand carry both the EPSQ/SF-86 (3.5 inch disk and paper copy) and the Fingerprint Cards, and present them to the MSG Battalion Security Manager. It is imperative the applicant's parent command does not submit the SSBI package. This could delay the completion of the SSBI.

7. Obligated Service. Once approved and assigned to MSG school, extension of enlistment, or reenlistment, and waiver of overseas control date should be effected, if required, prior to transfer.

4005. MARINE SECURITY GUARD SCHOOL

1. Instruction. Prior to assignment, Marines must successfully complete a course of instruction at the Marine Security Guard (MSG) School. The course is 8 weeks long for staff noncommissioned officers (SNCOs) and 6 weeks long for sergeants and below. Instruction is presented jointly by the Marine Corps and the Department of State. The school provides training in Marine Security Guard duties and indoctrination for living in an overseas environment. During the training period, final administrative processing for passports, visas, supplemental uniforms, civilian clothing, and immunizations is also accomplished.

2. Reporting Requirements. All personnel reporting for MSG school will hand carry the following: service record book with a completed Commanding Officer's Screening/Interview Guide, personal financial disclosure statement (Appendix F), a copy of their latest leave and earnings statement (LES), health record (with physical exam conducted for MSG duty and SF 600 entry documenting overseas screening), dental record, orders, training record, completed Electronic Personnel Security Questionnaire (SF 86) data file on 3.5 inch disk and paper copy, and two completed Form 258 Fingerprint Cards. Additionally, all students must have their birth certificate in their possession upon arrival at MSG school. SNCOs must also ensure their dependent's birth certificates and passport photos are in their possession.

4006. ADDITIONAL INFORMATION. Appendix I, MSG Informational Handout, is general background information on the Marine Security Guard Program. It is for reproduction and distribution to Marines during training sessions, career planning interviews, and for Marines who are interested in the program.