

SDAMAN

**PHASE I PRE-SCREENING
PRE-REQUISITE QUALIFICATION**

1. The Marine has read, been counseled, and understands the provisions of MCO P1326.6E Chapter 4, Appendix C and F relative to assignment. YES/NO

2. Marine is a volunteer. YES/NO

3. Scored third class or better on the Physical Fitness Test. YES/NO

Date administered: _____ Score: _____

4. Marine is within the Marine Corps height and weight standards. No unresolved history of assignment to weight control or personal appearance programs is authorized.

HT: _____ WT: _____ NECK: _____ WAIST: _____

HIPS: _____ (Females Only) DATE MEASURED: _____

QUAL/UNQ

5. (*)Marine has a Final adjudicated Secret Clearance, as indicated in the Defense Clearance Investigation Index (DCII), or has an adjudication message from the Department of the Navy Central Adjudication Facility (DONCAF). YES/NO

a. If no above, date action was initiated to obtain a Final adjudicated Secret Clearance. (date _____)

6. (*)Marine's average conduct and proficiency markings are at least 4.2/4.2, respectively. YES/NO

7. (*)Marine's AFQT/GT score is 90 or above. YES/NO

8. (*)Sergeants and below will have at least 32 months of obligated active service upon reporting to MSG school. YES/NO

9. Marine is a United States citizen (by birth or naturalized) and not a citizen of any other country. YES/NO

SDAMAN

10. Marine has in his/her possession a valid birth certificate filed within one year of birth from a state agency containing a file number, the registrar's signature and a raised, impressed or multicolored seal of the person's office. In lieu of a birth certificate a United States passport may be substituted. If not available see Chapter 4 paragraph 4004.4(a) and (b). YES/NO

11. (*)Marine meets rank criteria (not a staff sergeant select, staff sergeant with less than one year time in grade, first sergeant or first sergeant select, sergeant major, or master gunnery sergeant with over 27 years of service). YES/NO

12. Integrity/Judgment. Marine demonstrates sound integrity and judgment. YES/NO

13. Core Values. Marine thoroughly embraces and exemplifies our core values and leads by example in this area. YES/NO

14. (*)Tattoos. Marine does not have: excessive or offensive tattoos, body piercing, or any other markings that could be construed as inconsistent with the Marine Corps Uniform Regulations. YES/NO

APPLICABLE TO SNCO'S

1. If married, SNCO does not have more than four family members to include spouse. (Family members will accompany SNCO's to post. Parental family members are not authorized to accompany SNCO's to post. Unaccompanied tours are not authorized for married SNCO's.) QUAL/UNQ

2. Family members to accompany SNCO overseas are United States citizens. (They may be naturalized Citizens or hold dual citizenship.) QUAL/UNQ

3. Family members have requested or have in their possession a birth certificate from a state agency containing a file number, the registrar's signature and a raised, impressed or multicolored seal of the person's office. If applicable a copy of the request will be attached to the checklist. (In lieu of a birth certificate, a United States passport may be substituted. If not available see Chapter 4 paragraph 4004.4(a) and (b). YES/NO

SDAMAN

4. Staff noncommissioned officer informed that family members and household effects cannot be moved at Government expense until ultimate duty station orders are received at MSG Battalion. YES/NO
5. (*)Staff noncommissioned officer has at least 39 months obligated service upon reporting to the MSG school. YES/NO
6. The Marine's family members do not require unusual or recurrent medical and dental care in accordance with paragraph 4003.3a. QUAL/UNQ
7. The Marine is not currently enrolled in a command directed stress/anger management course or undergoing marital counseling to include separation or divorce. QUAL/UNQ

Note: Single parents with custody of the children, are not eligible for MSG duty.

MEDICAL AND DENTAL QUALIFICATION. IAW reference (h).

a. Medical. Marine must be medically qualified (see medical screening guide for MSG duty, pg. C-9 and C-10)

PHASE I MEDICAL SCREENING (completed prior to screening interview)

- (1) SF 88 and 93 Completed and Reviewed. YES/NO
- (2) Physical Exam completed within the past 5 years
Date: _____ YES/NO
- (3) G-6-PD Documented. Date: _____ YES/NO
- (4) Sickle Cell Testing Documented. Date: _____ YES/NO
- (5) PAP/Pelvic Exam Completed with results indicating within normal limits, no repeat or culposcopy required
Date: _____ YES/NO
- (6) Audiogram Documented. Date: _____ YES/NO
- (7) Blood Typing Completed and Documented.
Date: _____ YES/NO
- (8) HIV Test Completed. Date: _____
- (9) PPD Test Completed. Date: _____

SDAMAN

(10) DNA Specimen Collected and Documented.
Date: _____

(11) Immunizations up to date to include:

Yellow Fever _____
(within 10 yrs)

Typhoid (within 3 yrs) _____

Tetanus (within 10 yrs) _____

Hepatitis A (Completed) _____

Hepatitis B (Completed) _____

(12) Eye exam conducted. Date: _____

a. Marine has two pair of military eyeglasses and universal field protective mask inserts (M9 and MCU-29) if required upon reporting to MSG school. YES/NO

(13) Dental Classification: _____

Exam Date: _____

This Marine does/does not meet the requirements listed in MCO 1326.6E.

I have personally screened _____
Rank Name SSN/MOS

Battalion/Squadron SgtMaj's Printed Name

Battalion/Squadron SgtMaj's Signature Date

Commanding Officer's summary of the Marine: (A concise appraisal of the professional character of the Marine).

Commanding Officer's Printed Name Rank Billet(*)

Commanding Officer's Signature Date

SDAMAN

**PHASE II PRE-SCREENING
MSG PRE-SCREENING INTERVIEW AND RECOMMENDATION**

1. Date _____ IN PERSON/PHONE INTERVIEW

Recommended for orders to MSG School: _____

Recommended Class (MSG Monitor): _____

Comments:

Phase III SCREENING:

SUPPORTING CRITERIA AND MEDICAL SCREENING. To be completed once the Marine is in receipt of orders to MSG school.

1. The final phase of processing a Marine for assignment to MSG duty is to ensure all administrative actions have been completed upon receipt of orders to include:

a. Waived overseas control date on page 11 of SRB, if applicable. YES/NO

b. The following agreement/statement has been entered on page 11 of the Marine's service record book and signed:

(1) Sergeants and below - "I have read and understand the contents of MCO P1326.6E Chapter 4, Appendix C and F. I am a volunteer. I am not married, and in accepting assignment to the Marine Security Guard Program, I agree to remain unmarried until completion of my tour on the program or until I have obtained written authorization to marry from my company commander." YES/NO

SDAMAN

- (2) Staff Noncommissioned Officers - "I am a volunteer and I have read and understand the contents of MCO P1326.6E Chapter 4, Appendix C and F. YES/NO
2. Marine will have access to \$500 upon reporting to MSG school. YES/NO
3. Marine has a complete and serviceable minimum issue of uniforms. All uniforms must fit properly. YES/NO
4. Marine has been issued all large medals that have been awarded to them. YES/NO
5. Annual leave/delay in route should be taken prior to reporting to MSG school. If the Marine is overseas, and leave is not desired or is denied, then they should request deferred COT leave from HQMC. YES/NO
6. Marine does not have any of the disqualification criteria as listed in Chapter 4003.3. YES/NO
7. Family members have been physically and dentally examined and are qualified to accompany the member on isolated or remote overseas duty. (IAW BUMED Notice 1300 series) QUAL/UNQ
8. Staff Noncommissioned Officer has 20 passport photos for each family member. YES/NO
9. Marine has completed an Electronic Personnel Security Questionnaire SF 86 for a Single Scope Background Investigation (SSBI) and two fingerprint cards that are printed and administratively complete.
- a. If the Marine already has a Top Secret security Clearance and a Periodic Reinvestigation (PR) is required, prepare the PR for delivery to the MSG Battalion security Manager. Ensure that the SSBI and or PR paper-work is not submitted, but delivered by the Marine to the MSG Battalion security manager. YES/NO
10. Marine has a Final Secret Clearance.
Date: _____ YES/NO
- a. If no above, has the command made a reasonable attempt to obtain a Final Adjudicated Secret Clearance. YES/NO
11. Scored third class or better on the Physical Fitness Test 90 days prior to the class reporting date. YES/NO
- Date administered: _____ Score: _____

SDAMAN

PHASE III MEDICAL SCRENING (must be completed prior to detachment from current command)

Physical completed: _____
Date Medical Officer's Signature

Dental Class I Completed: _____
Date Dental Officer's Signature

Overseas Screening. MSG Battalion Medical serves as the receiving MTF for overseas screening purposes. Inquiries into local capabilities for any active duty member or family member identified as having chronic or long-term medical, psychological, or educational conditions must request approval from MSG Battalion Medical prior to completing overseas screening. Written reply will be provided via message, fax, letter, or email.

Overseas medical screening completed: _____
(Family members overseas screening conducted if required) Date Overseas screening coordinator's Signature

SDAMAN

MEDICAL SCREENING GUIDE FOR MARINE SECURITY GUARD (MSG) DUTY

Standard Forms 88 and 93 must be completed. A medical officer will sign block 77 of Standard Form 88 certifying that the Marine is qualified for MSG duty. In addition; NAVMED 1300/1, NAVMED 1300/2 and NAVPERS1300/16 must be completed in their entirety. A medical officer's signature must be present in the following locations: NAVMED1300/2 page 2, NAVPERS 1300/16 page 3 Part II. The Commanding Officer must sign NAVPERS 1300/16 Part III certifying that the proper medical screening has occurred and that the member is fit for transfer to MSG duty. Medical representatives must have a thorough appreciation of the rigors and physical demands of MSG duty, specifically:

1. The Marine Corps has a continuing requirement to supply Marines to the Department of State for duty as Marine Security Guards at the Department of State's overseas installations. Marines of the rank of Sergeant and below will serve two 15-month tours and Staff Non-commissioned officers and their family members will serve two 18-month tours. While on these tours the Department of State will be primarily responsible for the medical care of these Marines, often in isolated or remote countries with minimal host nation support facilities. For this reason, it is imperative that a comprehensive medical screening be conducted on each Marine and their family members if applicable.

2. Complete physical, dental and eye examinations are required for all Marines and their family members prior to detachment for MSG school to ensure that all applicants are qualified for overseas assignment to remote areas. The MSG school is followed by immediate assignment upon graduation and does not allow for completion of medical, dental or eye examinations while in a student status. 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 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 overseas remote duty assignment will be cause for appropriate consultation and possible cancellation of orders.

3. Marines and family members must be screened per BUMEDINST 1300.2. Any Marine or family member not found medically or dentally qualified for overseas assignment to remote areas upon applying for the duty may be found unqualified. Some medical conditions which require recurrent medical appointments or special education requirements, (e.g. asthma, attention deficit disorder with or without hyperactivity), are disqualifying.

SDAMAN

4. MSG Battalion 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 MSG Battalion prior to completing the overseas screening. Written response will be given via message, fax, e-mail, or letter.

5. Dental screening will be documented on NAVMED 1300/1 Part II. The Marine or their family member must be examined and dentally qualified for Dental Class 1 within the last 90 days prior to reporting to MSG school.

I have personally screened:

Rank	Name	SSN/MOS
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I found him/her medically qualified/unqualified. The finding of Unqualified is explained in the remarks below.

Medical Officer's Printed Name	Grade	Billet
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Medical Officer's Signature	Date
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Remarks by Medical Officer:

SDAMAN

PHASE IV QUALIFICATION

Commanding Officer's Recertification: (To be completed not later than 30 days prior to the Marine's detachment date). This Marine is/is not qualified for assignment as a student to MSG School. This Marine's qualification for assignment to MSG duty has/has not changed since my initial interview and screening of his/her records. This Marine does/does not meet the requirements listed in MCO P1326.6E. (If the Marine no longer meets the requirements, contact HQMC (MMEA-85) via message.)

Commanding Officer's Signature*

Date

DSN Phone number

Note: * Denotes must be at least Battalion/Squadron level with courts martial convening authority.

SDAMAN

- h. Allotments _____ + _____ . _____
(Note 4) _____ + _____ . _____
- i. Advance Pay..... + _____ . _____
(Balance: \$ _____ . _____)
- j. Child Support/Alimony..... + _____ . _____
- k. Other..... + _____ . _____
(Explain: _____)
- l. **Total Mandatory Monthly Deductions..... \$ _____ . _____**

4. MONTHLY CREDIT PAYMENTS/RECURRING BILLS & OBLIGATED DEBTS
(Note 5)

- a. Car #1..... \$ _____ . _____
- b. Car #2..... + _____ . _____
- c. Car Insurance..... + _____ . _____
- d. Personal Life Insurance..... + _____ . _____
- e. Credit Cards: _____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
- f. Loans: _____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
- g. Other: _____ + _____ . _____
_____ + _____ . _____
- h. **Total Monthly Credit Payments..... \$ _____ . _____**

SDAMAN

5. NET AVAILABLE FUNDS

- a. Total Monthly Income.....\$ _____ . _____
- b. Total Mandatory Monthly Deductions..... - _____ . _____
- c. Total Monthly Credit Payments..... - _____ . _____
- d. **NET AVAILABLE FUNDS**.....\$ _____ . _____

6. ADDITIONAL INFORMATION (Note 6)

- a. Savings Account(s): _____ \$ _____ . _____
- b. Checking Account(s): _____ + _____ . _____
- c. Investments: _____ + _____ . _____
- d. Total Amount Available.....\$ _____ . _____
- e. Spouse Income.....\$ _____ . _____
This Income contributes to credit
Payments (Transferable Skill?)
- f. Do you own a home or mobile home?
yes/no
When Purchased? _____
- g. If yes, monthly payment.....\$ _____ . _____
(Mortgage Balance: \$ _____ . _____)

NOTE 1: Do not include BAH in computing monthly income. BAH payments are considered to adequately cover housing expenses.

NOTE 2: Normally those deductions found on the LES.

NOTE 3: NRS, CFC, USN/MC Retirement Home, etc.

NOTE 4: Explain the type of allotment. Do not include Dependent allotments. (i.e. child savings bonds, etc.)

NOTE 5: Do not include those creditors that are paid by an allotment listed under MANDATORY MONTHLY DEDUCTIONS. Do not include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.

NOTE 6: The items listed under ADDITIONAL INFORMATION are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments.)

SDAMAN

Signature of Marine

Date

Based upon my assessment, I find this Marine financially Qualified/Unqualified. The finding of UNQUALIFIED is amplified in the remarks below.

Signature of Commanding Officer _____