

## APPENDIX E

COMMANDING OFFICER'SSCREENING/INTERVIEW GUIDE - INDEPENDENT DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORM IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORMAT IS TO BE DESTROYED UPON THE MARINE'S ARRIVAL AT THE INDEPENDENT DUTY ASSIGNMENT OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THE FORM WILL BE SENT TO THE CMC (MMEA) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. Independent duty is primarily defined as duty with inspector-instructor staffs, Marine Corps District Headquarters, Marine Corps Recruiting Stations and 4th Marine Air Wing (MAW) units. Permanent change of station orders directing the transfer of Marines to other isolated assignments may require screening for independent duty in accordance with this order when directed by the Commandant of the Marine Corps.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to independent duty. The results of the completed screening will be reported to the gaining command and info CMC (Code MMEA-8). Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for independent duty. The command will contact the CMC (Code MMEA) via naval message when there is a change in the Marine's status. The gaining command should make every effort to contact the losing command to ensure the inbound Marine remains qualified. Upon request, certain criteria may be waived by the CMC (MMEA-8).

<u>RANK</u>	<u>NAME</u>	<u>SSN/MOS</u>
<u>PREREQUISITE</u>	<u>REMARKS</u>	<u>QUALIFIED</u>
MINIMUM AGE OF 21	Although age is not a prime indicator of maturity, it is a fairly reliable measure of experience. In this respect, the more experienced the independent duty Marine, the better the individual is able to cope with additional duties which are assigned; i.e., burial details,	
MINIMUM PRO/CON MARKS AVERAGE IN SERVICE - 4.4/4.4 PRO/CON MARKS: _____		

processing of Marine absentees and deserters, and color guard details, to name a few. yes/no

MAXIMUM DEPENDENTS SGT/BELOW (2); SNCO (4) This is a precaution to avoid potential financial hardships. This Marine will not be authorized special duty assignment pay or cost of living allowance. (If financially stable can be waived by MMEA) yes/no

NUMBER OF FAMILY MEMBERS: \_\_\_\_\_

**DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT**

1. COURT-MARTIAL 5 or more years has elapsed since the offense occurred. (A court-martial conviction may be waived) yes/no
  
2. NJP Not more than two NJPs in the past 5 years. Not more than one NJP in the 12 months preceding the detachment date. yes/no
  
3. DRUG/ALCOHOL RELATED INCIDENT(S) No drug related incidents within the last 5 years. No alcohol related incidents within the last 2 years preceding the detachment date. (A waiver granted for reenlistment is not valid for assignment to independent duty. A separate waiver must be requested.) yes/no

**MEDICALLY AND PHYSICALLY QUALIFIED FOR DUTY**

DATE OF LAST PHYSICAL: \_\_\_\_\_ Marines may be assigned to an area far removed from the nearest government medical facility. The Marine must be medically fit. All Marines must be physically examined within 12 months preceding the reporting date. Standard Forms 88 and 93 must be completed. A medical officer will certify in block 77 of Standard Form 88 that the Marine is physically qualified for independent duty. Commanding Officers will personally screen the Marine's medical record. Attention should be directed towards any indication of alcohol related

DATE OF MOST RECENT PFT: \_\_\_\_\_

SCORE: \_\_\_\_\_

(MUST SCORE A THIRD CLASS OR BETTER NO MORE THAN 30 DAYS PRIOR TO DATE OF DETACHMENT)

or psychological problems. yes/no

**DENTALLY QUALIFIED  
(CLASS I OR II)**

The Marine must be dentally qualified (Class I or II). Since this Marine may be far removed from a government-supported medical facility, dental problems may translate into an increased financial burden. All dental treatment shall be completed prior to detachment from the Marine's parent command. Marines considered permanent Dental Class III IAW NAVMEDCOMNOTE 6600 of 8 Sep 1987 are qualified for the purpose of this order.

yes/no

**MARINE'S FAMILY  
SHOULD NOT REQUIRE  
UNUSUAL OR  
RECURRENT MEDICAL  
OR DENTAL CARE**

Commanders should consider this requirement equally important to the individual Marine's fitness for duty. Consideration must be given to serious physical conditions or abnormalities which require specialized medical or dental treatment or specialized training (i.e., handicapped children) that are not likely to be available in the absence of Navy or other Armed Forces medical treatment facilities without considerable expense.

yes/no

**VALID STATE MOTOR  
VEHICLE OPERATOR'S  
LICENSE AND A U.S.  
GOVERNMENT MOTOR  
VEHICLE OPERATOR'S  
IDENTIFICATION  
CARD, STANDARD  
FORM 46**

The potential independent duty Marine will need both civilian and government operator's permit to carry out daily routine functions. The government license (SF 46) must authorize operation of tactical vehicles M998 series 1 1/4 ton HMMV and M1008 1 1/4 ton CUCV.

yes/no

**FINANCIALLY  
RESPONSIBLE**

The Marine has demonstrated an ability to manage personal financial affairs with maturity and judgment. Does not exhibit a pattern of indebtedness or frequently write checks without sufficient funds. Marines on independent duty may face additional expenses

due to the non availability of major military support facilities. They should have approximately \$550.00 net available funds after completing the Commanding Officer's Financial Worksheet. yes/no

**HAS A MINIMUM OF 3 YEARS OBLIGATED SERVICE REMAINING**

EAS: \_\_\_\_\_

To ensure continuity in these isolated duty stations, Marines must have at least 3 years obligated service remaining upon reporting. yes/no

**MEETS PERSONAL APPEARANCE AND HEIGHT AND WEIGHT**

HT: \_\_\_\_\_

WT: \_\_\_\_\_

**BODY FAT:** \_\_\_\_\_

(indicate body fat if Marine is over prescribed weight standards)

The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10\_. No unresolve history of assignment to weight control of personal appearance programs is authorized. Marines will be weighed in P.T. gear, no shoes. yes/no

**PROFICIENT IN PRIMARY MILITARY OCCUPATIONAL SPECIALTY (PMOS)**

Marines must possess a high degree of proficiency in their primary MOS. The Marine may be the only Supply Administrative person (MOS 3043), or Personnel Chief (MOS 0193) authorized at the independent duty station. yes/no

**MEDIUM BLUE UNIFORM ALLOWANCE**

Prior to transferring a Marine to independent duty, the medium blue uniform allowance must be issued or ordered IAW with MCO P10120.28\_, paragraph 02055.11. yes/no

I have personally screened \_\_\_\_\_.

GRADE NAME SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine does not meet the requirements, explain below.

\_\_\_\_\_  
\_\_\_\_\_

(Ensure the following signature page is attached.)

\_\_\_\_\_  
Battalion/Squadron SgtMaj's Printed Name

\_\_\_\_\_  
Battalion/Squadron SgtMaj's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commanding Officer's Printed Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Billet (\*)

\_\_\_\_\_  
Commanding Officer's Signature

\_\_\_\_\_  
Date