



U.S. MARINE CORPS FORCES SPECIAL OPERATIONS COMMAND (MARSOC)

COMMANDING OFFICER'S SCREENING CHECKLIST

APPLICATION INSTRUCTION SHEET

NOTE: Be sure to read each section carefully to ensure the accuracy and completeness of this checklist.

REQUIRED SIGNATURES: Battalion/Squadron Sergeant Major (Enlisted only) **and** Battalion/Squadron Commanding Officer (Officer/Enlisted)

NOTE TO SENIOR LEADERSHIP:

- Your signature on this checklist represents the validation and accuracy of all entries as well as the acknowledgment that the applicant will have the opportunity to attend Assessment & Selection in a temporary assigned duty (TAD) status for approximately six weeks. Enlisted applicants who are selected from A&S will be slated for the next available Individual Training Course (ITC).
- Upon selection of A&S, enlisted Marines will return to their command to await Permanent Change of Station (PCS)/Permanent Change of Assignment (PCA) orders to MARSOC upon Reenlistment-Extension-Lateral Move (RELM) into MOS 0372 from Manpower Management Enlisted Assignments (MMEA), Headquarters U.S. Marine Corps (HQMC). MMEA, **HQMC is the final authority regarding issuance of PCS/PCA orders upon completion of A&S and RELM 0372 MOS approval.**
- Officer applicants who are selected at A&S will be assigned PCS/PCA DUINS orders upon MMOA approval.
- Command remarks are taken very seriously, however: **HQMC MMEA/OA and MARSOC are the only disqualifying authorities.**

ADDITIONAL REQUIRED DOCUMENTS:

- Marine Corps Total Force System (MCTFS) Pages: **3270** printout of Basic Individual Record (**BIR**), Basic Training Record (**BTR**), Record of Service (**ROS**), Legal Report (**D119**), and **Education Page**.
- Service Record Book (SRB) Standard Pages, **NAVMC 10132** (Unit Punishment Book – AS REQUIRED), even if blank: **NAVMC 118(11)** (Administrative Remarks).
- Naval Special Warfare/Special Operations (NSW/SO) Duty Medical Examination must be complete prior to attendance at A&S. Completion is **NOT REQUIRED** to submit the Command Screening Checklist.

OFFICER APPLICANTS:

- Officer applicants will submit an application no later than two months prior to the A&S class to which the Officer is applying. The Officer should submit the application well in advance of this timeframe in order to ensure all documents are received, complete, and any timing issues are immediately resolved. Timing with respect to PCS/PCA eligibility, Time in Grade (TIG), Date Current Tour Began (DCTB), Time on Station (TOS), career designation, and limited A&S Officer slots means the process is highly competitive and these issues must be discussed with Recruiting Station OICs well in advance.

The following additional documents are required:

- Advance approval from the Officer's monitor via email (template available from Recruiting Station OIC)
- Last two observed NAVMC 10835 (USMC Fitness Report)
- Autobiography (2 pages maximum, addressed to "Officer-in-Charge, Recruiting & Screening Team East/West (as applicable)")
- Master Brief sheet (MBS) (version of which includes last two observed USMC Fitness Reports)
- Official Photo (taken within 12 months of application submission)

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a (2006), this notice informs you of the purpose for collection of information on this form. Accordingly, please read the notice before completing any forms.

AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to screen Marines for MARSOC Critical Skills Operator/Operational Forces Bravo (CSO/OFB) Billets and submit requests for Reenlistment-Lateral Move (RELM) 0372 MOS of CSO to Manpower Management Enlisted Assignments (MMEA), Headquarters U.S. Marine Corps (HQMC).

RETENTION: The collected information will be maintained by MARSOC Recruiting and Screening Branch with limited access. Records in this file system will only be retrieved by Recruiting and Screening Personnel, Marine Special Operations School personnel, or designated personnel within MARSOC that have a need to know the information contained therein in order to further your application. This information will be deleted or destroyed when no longer needed.

ROUTINE USES: None other than the blanket routine uses established by the Department of Defense (DoD) Privacy Policy Office and posted at <http://www.defenselink.mil/privacy/notices/blanket-uses.html>.

DISCLOSURE: Providing information on this form is voluntary. However, failure to provide the information required herein may result in you not being successfully screened & assigned to Assessment and Selection (A&S) or being reviewed for Reenlistment-Extension-Lateral Move (RELM) 0372 MOS of Critical Skills Operator (CSO).

COMMANDING OFFICER'S SCREENING CHECKLIST
Critical Skills Operator / Special Operations Officer (CSO/SOO)

LAST:	FIRST:	MI:	RANK:	MOS:
SSN:	EDIPI:	EAS:	UNIT:	
EMAIL (MIL or CIV)		PHONE:		

PREREQUISITE	REQUIREMENTS	QUALIFIED	
PFT Date: _____ Score: _____ Ht/Wt: _____ Bodyfat %: _____	Must possess a minimum PFT score of 225. No class 9 PFTs allowed.	YES	NO
GT Score: _____	Must be a 105 or higher. No waivers are available.	YES	NO
Legal History:	No NJP or adverse fitness reports within the last 12 months and no more than two on the current contract. No Court Martial in service	YES	NO

***Active Duty Marines required to travel to the Camp Lejeune area to attend A&S must be issued/utilize a GOVCC and begin the application process immediately.**

_____ Date of Periodic Health Assessment (PHA)		
_____ Date Special Operation (SO) physical initiated		
Medical Representative: _____		
Signature	Print Name	Date
Security Clearance	Marine must have an adjudicated eligibility Secret in JPAS or command NACLC submitted date.	
Level: _____ Date: _____	SSO Signature: _____	
CAREER PLANNER PRINTED RANK AND NAME: _____		
EMAIL: _____	PHONE: ()	COMM/DSN (circle one)

Sergeant Major Recommendation and Concerns

_____ _____ _____		
SGTMAJ'S PRINTED NAME & RANK: _____		SGTMAJ'S SIGNATURE: _____
DATE: _____	EMAIL: _____	PHONE: ()

Commander Recommendation and Concerns

_____ _____ _____		
COMMANDING OFFICER'S PRINTED NAME & RANK: _____		COMMANDING OFFICER'S SIGNATURE: _____
DATE: _____	EMAIL: _____	PHONE: ()