



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

CMC-MM  
AUG 12 1997

WHITE LETTER NO. 08-97

From: Commandant of the Marine Corps  
To: All General Officers  
All Commanding Officers  
All Officers in Charge

Subj: SCREENING ENLISTED MARINES FOR SPECIAL ASSIGNMENTS AND  
OVERSEAS ASSIGNMENTS

1. The assignment of Marines to special duty and overseas assignments without adequate screening continues to be a challenge to our Corps. Our overseas commands, MCRC, and the MCRD's have addressed concerns over perceived inadequate or improper command screening of Marines and their family members for overseas/special duty assignments. Screening deficiencies create turbulence in affected commands and significant costs for PCS/TAD budgets. Of greater importance, our Marines and their families are not being well served by their leaders.

2. ALMAR 416/96 Overseas Screening, emphasized the individual Marines' responsibility in the overseas screening process and reemphasized the ultimate responsibility rests with the "sending" command. Intent is for commands to begin the overseas screening process early in order to alleviate the potential for last minute problems.

3. On 23 December 1996, MCO 1326.6C (Selecting, Screening, and Preparing Enlisted Marines for Drill Instructor, Recruiter, and Independent Duties) was released. This Order provides revised screening/interview guides and new commanding officer's financial worksheet. It reemphasizes the vital role of the commanding officer in the screening process and requires that the commander certify/recertify that each Marine meets the requirements of the Order.

4. Statistics show the most common screening checklist failures are reporting:

- a. with insufficient obligated service;
- b. not medically certified with current physical;

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c. with medical/dental deficiencies; and

d. not in accordance with Marine Corps height/weight, bodyfat, or personal appearance standards.

5. I expect commanding officers to follow the provisions of MCO 1326.6C and MCO 1300.8R (Marine Corps Personnel Assignment Policy) by carefully screening Marines prior to transferring them overseas or to special duty assignments. The obligation to screen Marines is the commanding officer's responsibility, and final approval should not be delegated. Sending unqualified personnel to special assignments is disruptive to unit effectiveness and creates unnecessary personal turmoil and hardship for our Marines. Your personal attention will alleviate this problem! It will also help reduce critical PCS funding and loss of valuable training time and resources.

A large, stylized handwritten signature in black ink, appearing to be 'C. G. ...', is written over the end of the paragraph. The signature is highly cursive and somewhat illegible.