Chapter 2

Recruiting Duty

1. General. There is no single assignment that can prepare a Marine for recruiting duty. Recruiters, like any effective salespersons, must project a positive attitude and believe in the product before they are able to make a sale. Marine recruiters are highly visible individuals in the civilian community. The Marine Recruiter’s responsibilities, which are performed without direct supervision, require the potential recruiter to be mature, self-confident, trustworthy, and cooperative. Marines considered for recruiting should present an exceptional appearance, be self-starters, and possess excellent judgment. Screening and recommendation by the Commanding Officer is critical to the assignment process and combined with the appropriate checklists, are guidelines within which CMC (MMEA/RAM) can make the best possible assignment.

   a. Basic Duties Description. The Marine Corps depends on recruiters to ensure we have the highest quality Marines. Finding the high quality individuals that desire to become Marines is the responsibility of the men and women on recruiting duty. Description of recruiter’s daily duties is as follows:

      (1) Canvasses the population for prospective applicants.

      (2) Establishes liaison with educational authorities and other civilian agencies.

      (3) Explains the Marine Corps to prospective applicants to include opportunities, regulations, enlistment programs, and assignment locations.

      (4) Screens each applicant to determine basic eligibility relative to physical defects, moral character, criminal involvement, age, drug abuse, satisfactory prior service, citizenship, education, and dependency.

      (5) Schedules working applicants to take the Armed Services Vocational Aptitude Battery (ASVAB) test, arranges for physical examinations, and assists applicants to complete their Application for Enlistment, for processing at the Military Entrance Processing Station (MEPS).

      (6) Prepares all other required enlistment documents and maintains reports required for systematic recruiting.

      (7) Arranges for publication and broadcasting of recruiting programs and provides publicity material about the Marine Corps.

   b. Tour Length. The normal tour length for a recruiter at a Marine Corps Recruiting Station is 36 months. The tour begins upon completion of the Recruiters School and arrival at the assigned command. Requests for voluntary tour extension are considered on an individual basis. Recruiters may be involuntarily extended to ensure the overall staffing requirements of the Marine Corps Recruiting Command (MCRC) are met.

   c. Locations. Recruiters may be stationed at one of over 650 recruiting stations or substations across the US and some overseas locations. Additionally, recruiters may be stationed at one of two recruit depots, MEPS, or 74 different Officer Selection Offices.
(1) By-name Assignment. Marines volunteering or being directed to recruiting duty may request a “by-name” assignment prior to reporting to Recruiters School from one of 48 Recruiting Stations across the US. A by-name assignment does not guarantee a specific location due to potential for unforeseen manning changes; however, it drastically increases location preference.

(2) Marines applying for a second tour on recruiting duty must contact MCRC, G-1 in order to be screened for assignment to a specific location.

2. Eligibility Requirements. NAVMC 11704, Commanding Officer’s Recruiting Duty Screening/Interview Guide and NAVMC 11711 Commanding Officer’s Financial Worksheet, will be utilized to capture the following eligibility requirements:

a. Grade Requirement. All Corporals through Gunnery Sergeants are eligible to volunteer for or be assigned to recruiting duty. Master Sergeants and First Sergeants are not considered.

b. Academic Potential. While at Recruiters School, Marines must be able to understand and effectively use references. ASVAB General Technical (GT) score is used to assess a Marine’s ability to read, comprehend, and be successful in this academic environment. Marines with a GT score below 90 may experience difficulty with course material. However, the majority of Marines screened for screen-able billets are years removed from their initial ASVAB test. In some cases, an old GT score does not represent a Marine’s current ability to read and comprehend publications. Commonly available reading tests may be used to assess a Marine’s current reading abilities. Reading levels above 10th grade, successful completion of resident professional military education courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

c. Communication Skills. Recruiters School will teach the Marine to utilize methods of systematic recruiting while talking to high school students and graduates, community college students, educators, school officials, and civil leaders. Marines will be taught to deliver information about Marine Corps programs, benefits, and educational opportunities in an attempt to attract qualified young men and women for enlistment or commissioning into the Marine Corps and the Marine Corps Reserve. However, Recruiters School cannot teach a Marine to become an articulate, logical speaker. Marines should be able to converse in a clear manner and should not stutter or have other significant speech impediments.

d. Family Stability

(1) Family instability in itself is not a disqualifier from recruiting duty; however, it may have a significant negative impact on the Marine’s productivity. Commanders should evaluate the significance of the instability and facilitate timely resolution. Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or are legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with meeting all requirements at Recruiters School or on recruiting duty. Commanders must annotate when the Marine’s family instability is expected to be resolved in order to allow sufficient time before next assignment.
(2) Single Parents. Single parents are eligible based on the same policies and procedures applicable to all other Marines. The Marine Corps recognizes the unique situations that occur when single parents are assigned to some types of duty and duty stations; however, a preferential assignment policy regarding single parents would create an inequity with other Marines. By-name location assignment is required for single parents with a family care plan that supports extended work hours associated with recruiting duty per reference (f). Commanding Officers must annotate whether a Marine requires additional time to coordinate a by-name assignments and establish a sufficient family care plan or whether the Marine is being processed for administrative separation at the convenience of the government in accordance with reference (g).

(3) Exceptional Family Member Program (EFMP). Enrollment of family members in Exceptional Family Member Program (EFMP) is not a disqualifier from recruiting duty. It assists MCRSC in proper assignment of recruiters to meet the mission of the Marine Corps while ensuring continuum of care for family members enrolled in the program per reference (h). Marines with EFMP members must ensure that their EFMP enrollment is complete and current prior to reporting to the Recruiters School.

(4) Joint Household. Although the importance of family unity is recognized, military service by its very nature involves periodic family separation. Military couples will be provided a reasonable opportunity to establish a joint household with due regard to the requirements of the service in accordance with reference (i). By-name assignment request to a location in vicinity of major Marine Corps installations is required for a Marine with a military spouse before reporting to the Recruiters School. Additionally, a request for transfer must be submitted to CMC (MME) by one of the spouses to establish a joint household after a by-name assignment has been requested.

e. Disciplinary Record. Marines with documented adversity will be closely reviewed for patterns in questionable character and integrity violations. Recruiting duty places Marines in highly visible positions of special trust, while exposing them to easy opportunities for personal misconduct. Commanding Officers must state whether the Marine’s character is not suitable for recruiting duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below:

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) Non-Judicial Punishments (NJP) in the last five (5) years preceding the class report date. Not more than one (1) NJP in the last 12 months preceding the class report date.

(3) No drug-related incidents within the last five (5) years preceding the class report date. No alcohol-related incidents within the last two (2) years preceding the class report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from recruiting duty.
f. Financial Stability. Marines may be assigned to locations where military housing, commissary, and exchange facilities are not available; making the cost of living potentially higher. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds. Excessive amount of family members may increase the risk for financial hardship. Commanding Officers may request an exception to policy for financially stable Marines who do not meet the requirements identified below.

(1) Staff Non-Commissioned Officers (SNCOs) should have no more than four (4) dependents. Sergeants and below should have no more than two (2) dependents. Number of dependents is only a disqualifier if financial instability occurs as a result. A military spouse or a working spouse with reliable income does not count as a dependent for the purpose of determining financial stability. An exception to policy may be requested for Marines with more than the maximum number of dependents, if a Marine's net available funds are adequately above the required net available funds.

(2) Marines on recruiting duty may face additional expenses due to non-availability of military support facilities. Marines should have no less than $800 of net available funds (including special pay) after completing NAVMC 11711, Commanding Officer’s Financial Worksheet. Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine’s ability to successfully perform that duty due to financial challenges.

g. Physical Fitness and Height/Weight Standards. Marines assigned to recruiting duty are the embodiment of what a Marine looks like in the eyes of the nation. Marines should present a good military appearance and be within height and weight standards at the time of reporting to Recruiters School.

h. Medical and Dental Qualification. Marines must be medically and dentally fit. A physical exam must be conducted within 12 months of the class reporting date. DD Forms 2807-1 and 2808 must be completed and provided to the Commanding Officer for final recommendation to CMC (MMEA/RM). A Medical Officer will certify in block 74.a of DD Form 2808 that the Marine is “physically qualified for recruiting duty” based on the guidelines listed below.

(1) Medical Officer

(a) Recruiting duty is a high stress environment that requires prolonged work hours and frequent operation of a government vehicle, in addition to the duties described in paragraph 1.a. Use of blood pressure medications and psychotropic medications is allowed for non-psychiatric reasons (i.e., migraine headaches, hypertension, etc.) if treatment does not interfere with the Marine’s ability to operate a vehicle safely, adequately perform required duties, deploy, or reenlist. Medical Officer will address all relevant factors when providing recommendation to the Commanding Officer, to include suitability to perform the duties listed in paragraph 1.a, as well as the duties of the Marine’s primary specialty, in order to assess the Marine’s potential for further service. Medical Officer will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects.
(b) During initial screening, the Medical Officer will review records and conduct a personal interview to determine if a mental health evaluation by a mental health professional is deemed appropriate. A mental health evaluation will be directed when any of the following conditions are met during initial screening or final certification:

1. Any condition disqualifying further service listed in reference (a).

2. Any history of psychiatric hospitalization, to include drug and alcohol rehabilitation.


(c) The mental health professional who conducts the evaluations will make a determination for recruiting duty assignment using the description of duties described in paragraph 1.a. and clinical judgment to determine suitability. Mental health professional will address significance of the condition, duration of the symptoms, resolution through treatment, stability while on medication, and potential medication side effects. During final certification Medical Officers will confirm there has been no change in status from initial screening.

(2) Commanding Officer. Conduct final certification by personally interviewing the Marine. For those requiring mental health professional evaluation or those prescribed psychotropic medications, the Commandor will consider the evaluation recommendation, significance of the condition, duration of the condition, resolution via treatment and medication, and stability of the individual Marine. The Commander will ensure that every Marine assigned to recruiting duty is screened for mental health conditions. When a mental health evaluation is required or if psychotropic medications are prescribed, it is not an immediate disqualifier for recruiting duty until the Commander reviews health professional recommendations. The Commander may seek an exception to policy for worldwide deployable Marines whose condition is stabilized with medications and who are eligible for reenlistment and retention. For those Marines found unqualified, the Commanding Officer will identify in comments when the Marine’s condition is estimated to be resolved.

1. Tattoos. Marines serving on recruiting duty are often the sole ambassadors for US Marine Corps and must present a positive image to all potential applicants. Reference (d) will be used when screening all tattoos on a Marine’s body for placement and content. In accordance with the reference, Marines with noncompliant tattoos will not normally be considered for recruiting duty. However, Commanding Officers may recommend an exception to policy for otherwise qualified applicants when violations are minor or when a Marine’s tattoos were compliant under previous policy and proper documentation has been completed in accordance with reference (d).

j. Security Clearance Requriement. While on recruiting duty, Marines will have access to PII, requiring protection under the Privacy Act of 1974. Per reference (j), Marines are required to have and maintain a favorably adjudicated National Agency Check with Local agency and Credit checks (NACLC), or successor Tier 3 investigation, before executing their duties. Marines must undergo periodical reinvestigations, maintain a favorable
adjudication, and be subject to continuous evaluation. A Marine whose
security clearance is due to be out of scope within the next 12 months must
initiate a reinvestigation with their Security Manager and have an open
investigation before departure to Recruiters School. Marines whose security
clearance eligibility has been denied or revoked are not eligible for
recruiting duty. A Security Manager’s letter will be attached to the
application verifying eligibility.

k. Exceptions to Policy/Waivers. Commanding Officers may recommend an
exception to policy from Director, Manpower Management, for Marines who do
not meet one or more eligibility criteria, but possess a strong character and
are expected to be successful on recruiting duty. A recommendation should be
explicitly stated in the Commanding Officer’s comments within the checklist.

3. Screening Process

a. Application Requirements. Applications will be completed utilizing
the guidance provided in paragraph 2. All recruiting duty applications will
consist of the following:

(1) Completed NAVMC 11704, Commanding Officer’s Screening/Interview
Guide - Recruiting Duty.

(2) Completed NAVMC 11711 Commanding Officer’s Financial Worksheet.

(3) Records of disciplinary actions contained in the Marine’s service
record.

(4) 360 degree photos in physical training gear and pictures/sketches
of individual tattoos.

(5) Security Clearance Eligibility Verification Letter.

(6) DD Form 2807-1 and 2808 Medical Officer’s Screening (file in
medical record; do not submit to HQMC).

b. Commanders Screening. Prior to submitting completed applications to
CMC (MMEA/RAM), Commanding Officers will personally interview Marines
volunteering for recruiting duty or being involuntarily directed for
screening. Commanders will review all pertinent records and ensure that the
checklist provided by NAVMC 11704 is properly completed. Commanding Officer
input is vital in determining a Marine’s potential for success on recruiting
duty. Commanding Officer comments should include recommended exceptions to
policy and projected deferment date for resolution of family instability,
completion of family care plans, medical stabilization, and initiation of
security clearance investigations.

c. Review and Assignment. Upon receiving the Marine’s application, CMC
(MMEA/RAM) will review the application, process exceptions to policy, and
assign the Marine to Recruiters School in San Diego, CA. When making the
assignment, CMC (MMEA/RAM) will consider Marine’s class preference,
Commanding Officer’s recommendations, individual qualifications, and needs of
the Marine Corps.

d. Commanders Re-certification. No earlier than 60 days and no later
than 45 days prior to class report date, Commanding Officers will re-certify
that a Marine remains qualified for recruiting duty.
e. **Formal School Screening and Training.** Upon reporting at Recruiters School, Marine’s application, supporting documentation, and HQMC-approved exceptions to policy will be reviewed by the Director, Recruiters School before a Marine is accepted for training.

4. **Recruiters School.** Recruiters School is located at MCRD San Diego, CA. Potential recruiters may be assigned to either the Basic Recruiters Course (BRC) for Active Duty Marines or Prior Service Recruiters Course (PSRC) for AR Marines.

    a. **Basic Recruiters Course (BRC).** BRC takes place six (6) times a year and lasts approximately seven (7) weeks. BRC will provide the Marine with the required entry-level knowledge for recruiting duty. The school teaches Marines effective communication skills, techniques of salesmanship, and the fundamental tools and methods of recruiting.

    b. **Prior Service Recruiters Course (PSRC).** PSRC takes place four (4) times a year and lasts approximately seven (7) weeks. PSRC prepares selected AR Staff NCOs and NCOs to recruit Prior Service Marines for Selected Marine Corps Reserve (SMCR) units, Individual Mobilization Augmentee Detachments, AR Program and to brief separating Marines on reserve obligations and opportunities within the SMCR.

5. **Second Tour Assignments**

    a. **Prior Recruiters.** Marines returning to recruiting duty whose previous recruiting tour was completed within the last two (2) years may be waived from attending Recruiters School. Requests to waiver will be considered by MCRC. Marines returning to recruiting duty for a subsequent tour will be assigned to one of their top three choices of recruiting district.

    b. **Tour Length.** Tour length for second tour recruiters is no more than 24 months. This period allows the second tour recruiter to be evaluated for the Career Recruiter Program. Marines who have not completed their lateral move by the end of 24 months will be issued orders in their PMOS.

6. **Career Recruiter.** Any Marine (Staff Sergeant and above) holding the Additional MOS (AMOS) of a Recruiter is eligible to apply for a lateral move to become a Career Recruiter. Applications will be submitted via chain of command to CMC (MMEA) using NAVMC 11280-03/17.