

COMMANDING OFFICER'S

SCREENING/INTERVIEW GUIDE - COMBAT INSTRUCTOR DUTY

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

**THIS FORM IS TO BE DESTROYED BY THE STAFF AT THE MARINE COMBAT INSTRUCTOR COURSE WHEN THE SUBJECT MARINE COMPLETES THE COURSE. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.**

Background. The Marine Combat Instructor (MOS 0913) is absolutely vital to the process of training Entry-Level Marines in the Infantry MOS, as well as non-infantry Marines in basic infantry skills. The various Programs of Instruction taught at the School of Infantry will be a great challenge to potential instructors, and will require a great deal of personal commitment. Accordingly, Combat Instructors must possess a high degree of maturity, leadership, responsibility, and professionalism. Furthermore, potential instructors must thoroughly embrace and exemplify our core values. The standard tour of duty is 36 months. Extensions for this duty will be handled on a case-by-case basis through official correspondence between SOI and the CMC (MMEA 85).

Action

a. Upon completion of this checklist, the commanding officer will assemble a complete application package and send it to the CMC (MMEA-85). A complete application consists of the Administrative Action form with endorsements, a copy of the Commanding Officer's Screening Checklist, a copy of the Financial Worksheet, and certified copies of the Marine's page 11(s), page 12, and page 13 if the Marine has had a Court Martial. Scanned copies can be sent electronically after contacting the CMC (MMEA-85) for the appropriate electronic address.

b. Thirty (30) days prior to the Marine departing the command for this duty, the Commanding Officer must re-certify that the Marine is still qualified. The original checklist with the Commanding Officer's recertification will be placed on the left side of the Marine's Service Record Book along with the original Financial Worksheet. In the event that the Marine is found no longer qualified, the Commanding Officer must submit via Naval Message correspondence an explanation for such findings to the CMC (MMEA-85). Waivers for eligibility criteria will be issued by the CMC (MMEA-85) on a case-by-case basis.

COMMAND SCREENING CHECKLIST - COMBAT INSTRUCTOR DUTY

RANK \_\_\_\_\_ NAME \_\_\_\_\_

SSN/MOS \_\_\_\_\_

PREREQUISITE

QUALIFICATION

**1. Grade.** Corporal through Gunnery Sergeant. Cpls must have at least 1-year time in grade by the class report date and have completed the Corporals Course. Corporals must have a minimum of 4.4/4.4 average in service Pro/Con marks. Qual/NotQual

**2. GT score.** Must be 90 or above.  
GT score: \_\_\_\_\_ Qual/NotQual

**3. Disciplinary record and drug or alcohol related incident(s).**  
a. Courts-Martial: No courts-martial. A court-martial conviction may be waived by the CMC (MMEA-85) if five or more years have elapsed since the offense. Qual/NotQual

b. NJP: Not more than two NJPs in the last five years preceding the class reporting date. No NJPs in the last 24 months preceding the class reporting date. Qual/NotQual

c. Page 11 Entries: No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 2 years preceding the reporting date. Qual/NotQual

d. Drugs and alcohol: No drug related incidents. No alcohol-related incidents within the last two years preceding the class reporting date. A waiver granted for reenlistment is not automatically valid for Marine Combat Instructor duty. A separate waiver must be requested from the CMC (MMEA-85). Qual/NotQual

**4. Financially Responsible.** The Marine has demonstrated an ability to manage personal finances with maturity and judgment. Examples of unacceptable financial management include a history of dishonored checks or the inability to fulfill financial obligations to debtors. A Marine may not have filed for bankruptcy in the past two years. Qual/NotQual

**5. Family Stability.** Marines assigned as Combat Instructors normally work 72-84 hours per week, to include weekends. When applicable, Marines must have an appropriate family care plan in place, in accordance with MCO 1740.13A. Qual/NotQual

a. The Marine is not qualified if currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center. Qual/NotQual

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b. Divorce/Separation. Divorce or Separation alone does not disqualify a Marine for assignment to this duty. However, a Marine is not qualified when he or she is undergoing child custody hearings/disputations, or is currently undergoing divorce proceedings.

Qual/NotQual

**6. Physically qualified.** The Marine experiences no difficulty in passing the PFT. Students participate in a rigorous PT program. Ankle, knee, or back problems will be aggravated. Physical fitness cannot be put off until reporting to the MCIS. Marines should score a first class PFT within 30 days prior to the class reporting date. Endurance and physical stamina are necessary for Instructors in order to endure sustained periods on their feet in forced marches and in the field training environment. Marine Combat Instructors MUST lead by example.

PFT Score/Date:\_\_\_\_\_/\_\_\_\_\_

Qual/NotQual

**7. Meets minimum obligated service.** Marines must reenlist to have a minimum of 3 years of active service remaining upon completion of the MCIS.

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

Qual/NotQual

**8. Swim Qualification.** A Marine's combat water survival qualification must be current and at a minimum of fourth class (CWS4).

Swim Qualification\_\_\_\_\_/Date\_\_\_\_\_

Qual/NotQual

**9. Meets personal appearance and height and weight standards.** The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3 No unresolved history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.

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

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

Complete below info IAW MCO 6110.3 if SNM exceeds  
Conduct body fat if Marine is not with Marine Corps HT/WT standards

NECK:\_\_\_\_\_

WAIST:\_\_\_\_\_

Hips:\_\_\_\_\_ (Females)

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

DATE MEASURED:\_\_\_\_\_

Qual/NotQual

**10. Annual training.** The Marine is required to complete annual training prescribed by CMC prior to detaching. (Rifle/Pistol Requal, BST, etc.)

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Rifle Qual Score/Date \_\_\_\_\_/\_\_\_\_\_  
Pistol Qual Score/Date \_\_\_\_\_/\_\_\_\_\_ (as required) Qual/NotQual

**11. Clearance Eligibility:** In accordance with SECNAVINST M-5510.30B, persons selected for duties in connection with formal programs involving the education and training of military or civilian personnel must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLIC) prior to assignment. Marine must possess a Secret Clearance Level of Eligibility prior to the report date. The Security Manager will certify the below information to be correct as verified in the Joint Personnel Adjudication System.

Level of security clearance: \_\_\_\_\_  
Date adjudication completed: \_\_\_\_\_

\_\_\_\_\_  
Security Manager's Signature Qual/NotQual

**12. Medically qualified for duty:** A physical examination by a Medical Officer must be conducted within 12 months of the class report date. Block 77 of the SF88 physical examination form must state that the Marine is "qualified for Marine Combat Instructor Duty." The Medical Officer will certify the below information to be correct based on a review of the entire medical record. By certifying this screening, the Medical Officer is stating that:

- The Marine's physical is current as defined above.
- The Marine is in a full duty status.
- The Marine has no documented problems with stress or psychological dysfunction (Because of high levels of stress associated with Special Duties, the Marine can have no problems with hypertension or migraines).
- There are no injuries or conditions that will inhibit the Marine from successfully and continuously leading or participating in conditioning hikes, conditioning runs, upper body training, negotiating obstacle courses, or participating in combat-related full-contact training.

Qual/NotQual

Questionable conditions should be fully explained (clearly printed) below or in an attached addendum page that can be reviewed by CMC for fitness for this duty.

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

Medical Officer's Rank/Name: \_\_\_\_\_

Medical Officer's signature: \_\_\_\_\_

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**Command Certification:**

This Marine **does/does not** meet the requirements listed in this checklist.  
If the Marine doesn't meet the requirements, please explain below.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Rank

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

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

NOTE: \* Denotes must be at least Battalion/Squadron level with  
Courts Martial Convening Authority

**Commanding Officer's Re-certification:** (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualification for assignment to Marine Combat Instructor duty **has/has not** changed since my initial interview and screening of his/her records. The Marine **does/does not** meet the requirements of this checklist. If the Marine no longer meets the requirements, contact the CMC (MMEA-85) via Naval Message.

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

\_\_\_\_\_  
Date