

ENGINEER EQUIPMENT INSTRUCTOR COMPANY (EEIC)
SCREENING/INTERVIEW GUIDE – INSTRUCTOR DUTY

1. Background. Instructor qualifications are not currently regulated; however, nothing is more critical than the development of tomorrows Marines. The Formal Learning Center Instructors must possess mature qualities that set the standard technically and morally. EEIC is committed to working with commands and the assignments branch to ensure only the highest quality instructors are assigned and developed in order to train Marines for the operating forces.
2. Action. Request that the first SNCO and OIC of potential instructors complete the below Engineer Equipment Instructor Company screening. Once completed, please forward to the Academic Chief via email at EEIC. Once the screening is reviewed, the Academics Chief will contact the command and assignments branch to discuss potential and possible instructor duty. The screening is a guide and EEIC will consider waivers to portions of the checklist on a case by case basis.

RANK	NAME	EDIPI/MOS
Work Phone Number _____		Cell Phone Number _____

<u>PREREQUISITE</u>	<u>REMARKS</u>	<u>QUALIFIED</u>
INTEGRITY/ JUDGMENT	Marine demonstrates integrity and sound judgment.	yes / no
CORE VALUES	Marine thoroughly embraces and exemplifies our core values and leads by example in this area.	yes / no
PRESENCE OF MIND	Marine being considered for Instructor duty should possess a calm demeanor during stressful situations.	yes / no
RANK	Must be Sgt or above. Date of Rank: _____	yes / no
STABLE FAMILY	The Marine is not currently enrolled in a Command directed Family Advocacy program as verified by the local Family Services Center.	yes / no
PHYSICALLY QUALIFIED	The Marine has a 1 st class PFT and is not pending any Medical Board actions. Date of last PFT: _____ Score: _____	yes / no

MEETS HEIGHT AND WEIGHT STANDARDS The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.12_. No unresolved history of assignment to Body Composition Program (BCP). yes / no

HT: _____
 WT: _____
 NECK: _____
 WAIST: _____
 HIPS (FEMALE): _____
 BODY FAT: _____
 DATE MEASURED: _____

ANNUAL TRAINING The Marine is required to complete annual training prescribed by CMC prior to detaching. yes / no

DISCIPLINARY RECORD Court Martial: 5 or more years has elapsed since the offense occurred. (A court-martial conviction may be waived) yes / no

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

Drug/Alcohol related incident(s): No drug related incidents within the last five years. No alcohol related incidents within the last two years preceding the detachment date. yes no

PROFICIENT IN PRIMARY MILITARY OCCUPATIONAL SPECIALTY (MOS) Marines must possess a high degree of proficiency in their primary MOS. The Marine will be instructing basic students in their MOS. yes / no

SNCOIC _____
 GRADE NAME EDIPI/MOS

This Marine does/does not meet the requirements listed in MCO P1326.6D. If the Marine does not meet the requirements, explain below. In addition add any comments describing why the applicant would make a quality instructor.

SNCOIC Signature _____

Billet _____

OIC

I have personally screened _____.

GRADE

NAME

EDIPI/MOS

This Marine does/does not meet the requirements listed in MCO P1326.6D. If the Marine does not meet the requirements, explain below. In addition add any comments describing why the applicant would make a quality instructor.

OIC Signature _____

Billet _____

(Below will be completed once EEIC receives the check list.)

EEIC Academic Chief Name

Rank

Date

Phone Interview Comments

Academic Chief Signature _____

Approved/Disapproved

EEIC Academic Officer's Print Name Rank

Date

Academic Officer's Signature _____

Approved/Disapproved

3. For questions and forwarding:

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