



UNITED STATES MARINE CORPS
ENGINEER EQUIPMENT INSTRUCTION COMPANY
MARINE CORPS DETACHMENT
14813 EAST EIGHTH STREET
FORT LEONARD WOOD MISSOURI 65475-8963

SCREENING/INTERVIEW GUIDE – INSTRUCTOR DUTY

1. Background. Instructor qualifications are not currently regulated; however, nothing is more critical than the development of tomorrow's 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 Academic 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
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Work Phone Number	Cell Phone Number
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1. **Integrity/Judgment:** Does Marine demonstrate integrity and sound judgment?Qual/Not Qual

2. **Core Values:** Does Marine thoroughly embrace and exemplifies our corps values and leads by example?Qual/Not Qual

3. **Presence of Mind:** Marine being considered for instructor duty should possess a calm demeanor during stressful situations.Qual/Not Qual

4. **Rank:** Must be Sergeant or above. Date of Rank: _____Qual/Not Qual

5. **Stable Family:** The Marine is not currently enrolled in a command directed Family Advocacy Program as verified by the local Family Services Center.Qual/Not Qual

6. **Physically Qualified:** The Marine has a 1st Class PFT and is not pending any Medical Board actions.
Date of last PFT: _____ Score: _____Qual/Not Qual

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7. **Height/Weight Standards:** The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.12_. No unresolved history of assignment to the Body Composition Program (BCP).

Height: _____ Weight: _____ Neck: _____

Waist: _____ Hips: _____ Body Fat: _____

Date: _____

Qual/Not Qual

8. **Annual Training:** The Marine is required to complete annual training prescribed by CMC prior to detaching.

Qual/Not Qual

9. **Disciplinary Record:**

-Court Martial: Five or more years has elapsed since the offense occurred. (A court-martial conviction may be waived)

Qual/Not Qual

-NJP: Not more than two NJPs in the past five years. Not more than one NJP in 12 months.

Qual/Not Qual

-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.

Qual/Not Qual

10. **Proficient in Primary MOS:** Marines must possess a high degree of proficiency in their Primary MOS. The Marines will be instructing basic students in their MOS.

Qual/Not Qual

11. **Security Investigations:** In accordance with MARADMIN 047/04, Marines assigned as instructors at formal military schools are required to have an investigation (NAC,NACLC, SSBI) favorably adjudicated under SECNAVINST 5510.30A prior to assignment.

Qual/Not Qual

Security Clearance Eligibility Date: _____

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12. **SNCOIC:** This Marine (does/does not) meet the requirements listed. If the Marine does not meet the requirements, explain below. In addition add any comments describing why the Marine would make a quality instructor.

SNCOIC Print Name: _____ MOS: _____

SNCOIC Signature: _____

13. **OIC:** I have personally screened _____. This Marine (does/does not) meet the requirements listed. If the Marine does not meet the requirements, please explain below. In addition please add any comments describing why the Marine would make a quality instructor.

OIC Print Name: _____ MOS: _____

OIC Signature: _____

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14. EEIC Academic Chief:
Interview Comments

Academic Chief Signature: _____ Approved/Disapproved

Academic Officer Signature: _____ Approved/Disapproved

15. Point of Contact: For questions and forwarding;

MGySgt Wilber, J.H. (573) 596-0131 Ext. 6-6782 or DSN 581-6782
Email: john.h.wilber2.mil@mail.mil
Fax: (573) 596-0131 Ext. 6-0768