

PRESCREENING REQUIREMENTS

Thank you for your interest in serving as a MCES instructor. The purpose of this check sheet is to assist the candidate with providing the required documents needed to determine rather the candidate meets the prerequisites to serve as an instructor at CEIC, MCES.

STEP 1 Scan/Email or Mail the following to CEIC Ops Chief.

1. High Risk Training (HRT) Command Screening Checklist (**please note that this form has been updated, older versions will not be accepted.**) see attachment "HRT Screening Form."

2. Biography, include the following (see attachment "BIO"):

- a. What units you have been assigned to throughout your career?
- b. What major projects or operations have you been directly involved in Particularly Iraq/Afghanistan?
- c. What is the reason you desire assignment to CEIC?

3. Copy of your Master Brief Sheet

4. Current promotion photo (within 12 months). Use the link below to get it from your OMPF.

<https://www.manpower.usmc.mil/portal/page? pageid=278,1937138& dad=portal& schema=PORTAL>

Non-deployed applicants submit the completed form along with your biography and a full-length photo (without the SSN) in the Service "C" uniform to the Academics Chief either electronically or by mail:

Deployed applicants submit the completed form along with your biography and a full-length photo (without the SSN) in seasonal utility uniform minus the blouse to the Academics Chief either electronically or by mail

5. Results of the medical screening. See encl. 3 of attachment "Sample letter medical screening."

STEP 2 Phone Interview

Contact the CEIC Academic Chief one week after submission of package for a phone interview.

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STEP 3 Once selected and orders are issued

1. Obtain copy of your security clearance eligibility.
2. CPR certification card. (prior to arrival at MCES)
3. Complete the Marine Net classes listed below (prior to arrival at MCES)

BISC - Basic Instructors Skills Course
SAT - Systems Approach to Training
ORM - Operational Risk Management
Range Safety

4. Obtain Range Safety Officer (RSO) Card from the Camp Lejeune Range Control (if local)
5. Prior to reporting or within 90 days of assignment all Marine Corps Formal School personnel will attend Basic Instructors Course (BIC).

Contact Information:

EMAIL: Current Academic Chief

Fax: DSN 750-7666; Comm. 910-440-7666

Mailing Address

Combat Engineer Instruction Company (Attn: Academic Chief)
Marine Corps Engineer School
PSC Box 20069
Camp Lejeune, North Carolina 28542-0069