

UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT
1705 8TH STREET
FORT LEONARD WOOD, MISSOURI 65473-8963

COMMANDING OFFICER'S SCREENING/INTERVIEW GUIDE - INSTRUCTOR DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORM IS CONTAINED ON **NAVMC FORM 11000**, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS. THIS FORMAT IS TO BE DESTROYED UPON THE MARINE'S ARRIVAL AT THE INDEPENDENT DUTY ASSIGNMENT OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THE FORM WILL BE SENT TO THE CMC (MMEA) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

1. Background. Instructor duty is primarily defined as duty with a formal school. Permanent change of station orders directing the transfer of Marines to other isolated assignments require screening for instructor duty in accordance with this order when directed by the Commandant of the Marine Corps.

2. Action. One copy of the completed Commanding Officer's Screening/Interview Guide will be hand carried by Marine to gaining Command. The results of the completed screening will be reported to the gaining command and info HQMC MMEA-82(353X Monitor). Thirty days prior to transfer, the commanding officer will recertify that the Marine is still qualified for instructor duty. The command will contact the HQMC MMEA 82 (353X Monitor) via naval message when there is a change in the Marine's status. The gaining command should make every effort to contact the losing command to ensure the inbound Marine remains qualified. Upon request, certain criteria may be waived by the HQMC MMEA-82 (353X Monitor).

RANK	NAME	MOS/ADDT'L Motor T MOS'
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INTEGRITY/JUDGMENT.

Marine demonstrates sound integrity and 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. A Marine who has exhibited an explosive personality or is known to "fly off the handle" is not normally the Marine for instructor duty. YES/NO

COMMUNICATION SKILLS

Marines must display the ability to communicate clearly, verbally and in writing. YES/NO

PREREQUISITE REMARKS QUALIFIED

MINIMUM AGE OF 21 although age is not a prime indicator of maturity, it is a fairly reliable measure of experience. Must be a Sergeant or above (waiver available for Corporals on a case by case basis). The more experienced the Marine, the better the individual is able to cope with additional duties.

MINIMUM PRO/CON MARKS AVERAGE IN SERVICE - 4.3/4.3

PRO/CON MARKS: _____

YES/NO

DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT

1. COURT-MARTIAL - 5 or more years has elapsed since the offense occurred. (A court martial conviction may be waived).

YES/NO

2. NJP - Not more than two NJPs in the past 4 years. Not more than one NJP in the 12 months preceding the detachment date.

YES/NO

3. DRUG/ALCOHOL RELATED INCIDENT(S) - No drug related incidents within the last 5 years. No alcohol related incidents within the last 1 year preceding the detachment date. (A waiver granted for reenlistment is not valid for assignment to instructor duty. A separate waiver must be requested).

YES/NO

MEETS MILITARY APPEARANCE AND HEIGHT AND WEIGHT

The Marine must meet height and weight standards per MCO 6110.3A and there should be no unresolved history of assignment to weight control or the military appearance program (body fat percentage must be recorded on this form if the Marine is overweight in P.T. gear w/no shoes)

Verified by:

HT: _____

Name: _____

WT: _____

BODY FAT: _____

Rank: _____

YES/NO

Annual Training.

The Marine is required to complete annual training prescribed by CMC prior to detaching. (Rifle/Pistol Re-qual, MarineNet, etc.) (MUST SCORE A THIRD CLASS OR BETTER NO MORE THAN 30 DAYS PRIOR TO DATE OF DETACHMENT)

Rifle Qual Score/Date _____/_____

Pistol Qual Score/Date _____/_____ (as required)

YES/NO

PFT Score/Date: _____/_____

CFT Score/Date: _____/_____

MarineNet Annual/Calendar

MEDICALLY AND PHYSICALLY QUALIFIED FOR DUTY

The Marine must be medically fit. All Marines must be physically examined within 12 months preceding the reporting date. Standard Forms 88 and 93 must be completed. A medical officer will certify in block 77 of Standard Form 88 that the Marine is physically qualified for instructor duty. Commanding Officers will personally screen the Marine's medical record. Attention should be directed towards any indication of alcohol related or psychological problems.

Medical Provider Stamp: _____

YES/NO

DENTALLY QUALIFIED The Marine must be dentally (**CLASS I OR II**) qualified (Class I or II). All dental treatment shall be completed prior to detachment from the Marine's parent command. Marines considered permanent Dental Class III IAW NAVMEDCOMNOTE 6600 of 8 Sep 1987 are qualified for the purpose of this order.

YES/NO

MARINE'S FAMILY SHOULD NOT REQUIRE UNUSUAL OR RECURRENT MEDICAL OR DENTAL CARE Commanders should consider this requirement equally important to the individual Marine's fitness for duty. Consideration must be given to serious physical conditions or abnormalities which require specialized medical or dental treatment or specialized training (i.e., handicapped children) that are not likely to be available in the absence of medical treatment facilities without considerable expense.

YES/NO

FINANCIALLY RESPONSIBLE The Marine has demonstrated an ability to manage personal financial affairs with maturity and judgment. Does not exhibit a pattern of indebtedness or frequently write checks without sufficient funds. They should have approximately \$550.00 net available funds after completing the Commanding Officer's Financial Worksheet.

YES/NO

HAS A MINIMUM OF 2 YEARS OBLIGATED SERVICE REMAINING

To ensure continuity in this isolated duty station, Marine must have at least 2 years obligated service remaining upon reporting.

EAS: _____

Career Planner Verification: _____

YES/NO

SECURITY/BACKGROUND CHECK

Marine must complete an Electronic Personnel Security Questionnaire SF 86 for a National Agency Check with Local Agency Check (NACLAC) and two fingerprint cards that are printed and administratively complete or have a current and up to date NACLAC.

YES/NO

PROFICIENT IN PRIMARY MILITARY OCCUPATIONAL SPECIALTY (PMOS)

Marine must possess a high degree of proficiency in their primary MOS.

YES/NO

****VALID OF346 (US GOVERNMENT MOTOR VEHICLE OPERATORS ID CARD)****

Marine must possess a valid and current OF346 motor vehicle operators permit.
(* indicate required license for GySgt and below)

YES/NO

*HMMWV FOV	YES/NO	MK/AMK36	YES/NO	MK/AMK31 TT COMBO	YES/NO
*MTVR CARGO	YES/NO	MKR/AMKR15	YES/NO	MK/AMK970	YES/NO
*MKR/AMKR18	YES/NO			EXPLOSIVE/HAZMAT	YES/NO
*AIR BRAKE	YES/NO				

****VALID MEDICAL CERTIFICATE****

Marine must possess a valid medical certificate.

YES/NO

****VALID STATE DRIVERS LICENSE****

Marine must possess a valid state driver's license.

YES/NO

****VALID DRIVERS IMPROVEMENT CARD (DIC)/DRIVE FOR LIFE****

Required for Marine 26 years and under.

YES/NO

I have personally screened _____

TRAINING OFFICER

This Marine does/does not meet the requirements. If the
Marine does not meet the requirements, explain below.

Battalion/Squadron SgtMaj's Printed Name

Battalion/Squadron SgtMaj's Signature Date

Comments: _____

Commanding Officer's Printed Name Rank Billet

Commanding Officer's Signature Date

Comments: _____

