**School of Infantry-East**

 **Combat Instructor School Information**

 Congratulations on your selection for Combat Instructor School. Expect a challenging but very rewarding and educational nine weeks (46 training days). The mission of Combat Instructor School is to develop Marines' leadership, character, knowledge, and fitness in order to produce Combat Instructors who will lead, teach, and mentor entry and advanced level Marines capable of conducting expeditionary combat operations within the Operating Forces.

We look forward to your arrival at Combat Instructor School. Students will receive training in School of Infantry-East (SOI-E) Standard Operating Procedures (SOP), Basic Instructor Course (BIC), Individual and Crew Served Weapons, Land Navigation, Combat Conditioning, Cardiopulmonary Resuscitation, Tactical Combat Casualty Care (TCCC), Offensive and Defensive Techniques, Combat Hunter, Scouting and Patrolling, Leadership, Military Operations in Urban Terrain, Immediate Actions, Combat Marksmanship, Close Order Drill, Optics, Improvised Explosive Device Defeat Training, Entry Control Point/Vehicle Control Point, and Communications. Upon completion of this course, Marines will be able to perform the duties of a Combat Instructor. We look forward to your arrival.

 C. A. Reynoso

 First Sergeant, United States Marine Corps

 Marine Combat Instructor School, 1stSgt

**Check in location:** Camp Geiger, Camp Lejeune N.C. Combat Instructor School office, 2nd deck in Building G644 (Ivy Hall), Room 226.

**Administrative Day 1:** Check in is from 0800 to 1500. If you know that you will not be able to make the check in times ensure that you call and let us know. After hours check ins will go with the school OOD on the first deck of bldg. G644. The uniform is Service “A” Uniform. Have PT gear available for height/weight verification commencing immediately after administrative in-processing.

**Students must check in with:**

1. Complete set of orders (not Web Orders, all orders must be official orders unless you are TAD)
2. Printed off first page of submitted MROW from last fitness report.

\*\*NOTE\*\* if you are coming from within the local area your fitness report to the school should be a TR, you should have PCA orders. If you are coming from outside the local area your fitness report should be a TD report with TAD orders, you will be returning to your command once you have graduated, and will then receive PCS orders to report to SOI-E for duty.

1. Detaching endorsement from parent command
2. Medical and Dental Records (No dummy records)
3. Commanding Officer’s Screening Checklist
	1. The Checklist **must** be recertified within 30 days of check-in date by your Medical Officer, S3 verifying HT/WT, and BN CO, and SgtMaj.
4. Motorcycle documentation (if applicable)
5. 36 months remaining on your contract. Students without the required amount of obligated service time remaining must execute an extension or reenlistment prior to detaching from your parent command.
	1. If EAS is pending, student must bring a copy of submitted RELM
6. **Uniform of the Day:** Seasonal Utility Uniform, graduation will go seasonal utility uniform.

**STUDENT ADMINISTRATIVE AND REPORTING INFORMATION**

1. The first thing that you must remember is that you, as a student, are PCA, PCS, or TAD. If you are already in the Camp Lejeune area, you will be PCA to Camp Geiger. If you are from outside of the Lejeune area, you are TAD, unless you are single. If you are TAD, then your previous command is your parent command. If you are single from outside the local area you will receive PCS orders. Most of you will experience that your pay entitlements will fluctuate throughout the first portion of the class. It is **your responsibility** to bring the following with you when reporting in:

1. **Service Record Book (with the following inside)**
	1. **Original Orders** with appropriation data, originalsignature from the Commanding General/Commanding Officer or their direct representative and stamped "ORIGINAL ORDERS". Without this you will not be able to attend the school.
	2. **Original Copy of Commanding Officer's Checklist** mustbe completed, **AND IS REQUIRED**, with the Commanding Officer's signature and recertification **30 days prior** to detaching your parent command. The signature **MUST** be signed by a Sgt Maj and the Commanding Officer. The signing officer must have Court-Martial Authority. You must also be recertified by your Medical Officer and S3 prior to checking in.
	3. **Waivers from CMC** (i.e. age/GT etc.) You must bring a copy of the approval.

1. **Medical Record**. **A Physical Exam** within the last 12 months. Standard Forms 88 and 93 must be certified by a Medical Officer, that you are medically qualified for Combat Instructor duty. This is an exam to see if you are physically fit to meet the rigors of Combat Instructor duty. If you have any problems with pull-ups, push-ups, running or you have been hurt recently you need to bring this up with a Medical Officer **before** reporting to Combat Instructor School.
2. **Dental Record**. You must have your dental record whenchecking into Combat Instructor School.
3. **Pay Entitlements**:
	1. **BAH**. If you are receiving **BAH at the "with dependent rate"** for your wife, child or parent for whom you areclaiming, you will continue to receive BAH at the with dependents rate.
	2. **BAS**. **Your BAS will not stop when you transfer** from yourparent command. You will still receive BAS while attending Combat Instructor School.
	3. **Family Separation Allowance (FSA)**. All married Marinesand single parents with custody of their children will receive FSA if your family is not within commuting distance (over 50 miles or longer than a 1 1/2 hour drive). Your family separation allowance will start on the 31st day of TAD; backdated to the day of check in.
	4. **COLA**. **All COLA will stop upon transfer** from your parentcommand. If you are in receipt of **COLA with dependents and your** **family still resides at your old PDS,** you will have your COLAcredited to you on the 31st day TEMINS. COLA Own Right and COLA barracks will not be credited to those Marines who were receiving it.
	5. **Incentive Pay**. Incentive pay such as Flight Duty Pay,Sea Pay etc., will stop the effective date you transferred from your parent command. You will not be entitled to Incentive Pay while attending Combat Instructor School.
4. **Family**. **You are not authorized to move your family members while attending Combat Instructor School.** If you move yourfamily members before completing the school, the government will not reimburse you for the move. Upon successful graduation from Combat Instructor School, you will be afforded the opportunity to take up to 30 days leave in order to move your family members. If you are coming from the local area (PCA), you will be required to check into your assigned battalion the day of graduation. At that time, your battalion will grant you ten (10) to thirty (30) days leave at the battalion commander’s discretion.
5. **Mailing address while attending Combat Instructor School**

RANK NAME

COMBAT INSTRUCTOR SCHOOL, CLASS #

SCHOOL OF INFANTRY-EAST

PSC Box 20161

CAMP LEJEUNE, NC 28542-0161

5. **Billeting** Students will be billeted in barracks. SNCO’s may be required to stay out in town if no lodging is available. It is highly recommended to call ahead to SNCO billeting and reserve a room prior to your course date. Point of Contact for billeting is

**Ms. Terry (910-449-0435) (Cell 910-358-0928)**

If no billeting is available at SNCO billeting ensure you call the MCIS staff prior to going out in town.

1. **General Information**. If you travel by air you will be flyinginto Jacksonville (Albert J. Ellis Airport), Raleigh, or Wilmington, NC. No military transportation is available. (Students will have to pay out of pocket). Ensure you get a receipt and annotate this expense on your travel claim. You will not be able to settle your travel claim until completion of Combat Instructor School. If you are dropped you will settle your travel claim when you return to your parent command. Also, you will need to bring your driver’s license and a drivers improvement card/certificate (if under 26 years of age) as all students undergo CVOT driver training upon checking into to their respective battalions.
2. **CHECK-IN PROCEDURES**. Uniform for checking in is **Service Alphas with Garrison Cover.**
	1. During check in hours (before 1500), check in with the Combat Instructor School, located in IVY HALL, building G644.
	2. After working hours (weekends/holidays), check in with the Officer of the Day located in IVY HALL, building G644. Make sure you receive a reporting endorsement from the OOD. Attach the endorsement to your original orders. **The next working day** **report to Combat Instructor School (be sure to be in Service Alphas)**. For those Marines who encounter a **serious pay problem** before checking in, call the Admin Chief at 910-449-2251.

8**. REQUIRED ITEMS:**

**ALL STUDENTS WILL RECEIVE IIF ISSUES REGARDLESS OF PREVIOUS COMMAND IIF ISSUE.**

**STUDENTS MUST REPORT WITH THE FOLLOWING GEAR/EQUIPMENT.**

A. STUDENTS WILL BE ISSUED A COMPLETE IIF GEAR ISSUE AT COMBAT INSTRUCTOR SCHOOL (CIS). ALL STUDENTS SHOULD TURN-IN ALL GEAR FROM OLD COMMAND.

B. **COMMON GEAR LIST**

(1) SERVICE “A” UNIFORM W/GARRISON COVER (APPROPRIATE RIBBONS)

(1) SUMMER SERVICE “C” UNIFORM

(1) WINTER SERVICE “B” UNIFORM

(2) MARPAT, WOODLAND UTILITIES WITH NAME AND SERVICE TAPES

(2) MARPAT, DESERT UTILITES WITH NAME AND SERVICE TAPES

(4) SOFT COVERS, (2) WOODLAND, (2) DESERT

(1) APPROPRIATE COLOR MARTIAL ARTS BELT

(6) BLACK, BROWN OR GREEN SOCKS

(2) PAIRS OF BOOTS

(6) SKIVY SHORTS

(6) GREEN T-SHIRTS (**NO LOGOS**)

(2) GREEN PT SHORTS

(4) PAIRS OF WHITE ATHLETIC SOCKS

(1) GREEN SWEAT SHIRT

(1) PAIR OF RUNNING SHOES

(2) SETS OF RANK INSIGNIA

(2) SET HEARING PROTECTION

(1) SHOWER SHOES

(1) SET OF ID TAGS

(1) ID CARD

(1) USMC RUNNING SUIT TOP/BOTTOM

C. **ADDITIONAL REQUIRED ITEM**

(1) REFLECTIVE BELT

(1) HYGIENE GEAR TO INCLUDE SUN BLOCK

(1) WATCH

(2) COMBO LOCKS

(2) BLACK INK PENS

(2) HIGHLIGHTERS

(1) SET OF MAP PENS (PERMANENT)

(2) ALCOHOL PENS

(2) MECHANICAL PENCILS

(1) 8X10 NOTEBOOK

(1) SET 3X5 CARDS

(1) SMALL FLASH LIGHT W/RED LENS

D. **CONDITIONING HIKE PACKING LIST**

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|  | **ITEMS TO BE WORN** |
| **#** | ITEM |
| (1) | ILBE PACK COMPLETE (HIP BELT/LID) |
| (1) | PAIR CAMMIES (SEASONAL DESERT/GREEN) |
| (1) | SKIVY SHIRT (GREEN) |
| (1) | SKIVY DRAWR |
| (1) | PAIR SOCKS (BLACK/GREEN/TAN) |
| (1) | PAIR BOOTS |
| (1) | WEAPON SYSTEM (SL3 COMPLETE) |
| (1) | ISSUED DOD IDENTIFICATION CARD |
|  | **INSIDE/ATTACHED TO ILBE PACK** |
| **#** | ITEM |
|  (1) | VEST, FRAGMENT (FLAK) |
| (2) | SAPI PLATES |
| (6) | M16 MAGAZINES |
| (3) | DOUBLE MAGAZINE POUCHES |
| (2) | GRENADE POUCHES |
| (1) | HYDRATION SYSTEM, ISSUED |
| (2) | CANTEEN (1 QT) |
| (2) | CANTEEN POUCH |
| (1) | HELMET W/ SEASONAL COVER (DESERT/GREEN) |
| (1) | SLEEPING PAD (ISO MAT) |
| (1) | REFLECTOR STRAP (VISIBLE AND ATTACHED TO ISO MAT) |
| (1) | PAIR CAMMIES (SEASONAL DESERT/GREEN) |
| (3) | PAIR SOCKS (BLACK/GREEN/TAN) |
| (3) | SKIVY SHIRT (GREEN) |
| (3) | SKIVY DRAWERS |
| (1) | PAIR EYE PROTECTION  |
| (1) | PAIR EAR PROTECTION |
| (1) | SLEEPING BAG |
| (1) | BIVY SACK |
| (1) | WATERPROOFING BAG (WP BAG) |
| (1) | ENTRENCHING TOOL |
| (1) | ENTRENCHING TOOL CARRIER) |
| (1) | GLOVE, INSERTS (GREEN) |
| (1) | GLOVE, SHELLS (BLACK)\* |
| (1) | FLEECE\* |
| (1) | GORTEX TOP |
| (1) | GORTEX BOTTOM |
| (1) | PONCHO |
| (1) | PONCHO LINER |
| (1) | SET WEAPONS CLEANING GEAR COMPLETE |
| (1) | SET HYGIENE GEAR COMPLETE |
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**\* DENOTES HOT SOP/COLD SOP ITEMS**

**Organization:** The Combat Instructor School is a special duty assignment school under the umbrella of TECOM. For personnel and administrative matters, the students are attached to the School of Infantry (East).

**Student Chain of Command:** As students, your immediate supervisor is your squad advisor. The Course SNCOIC is available, along with the Course First Sergeant, to help you with any concerns. If further assistance is necessary, CIS will direct you to the appropriate service agency.

**Administration:** Combat Instructor School will provide you with routine administrative support while you are a student here. Applications for programs offered by the Marine Corps and corrections of errors in records prior to arriving will be deferred until you return to your parent command. CIS conducts all in/out processing, pay matters, and fitness reports. Advance travel may be drawn from your command if travel is other than Government travel Request. Travel pay must be liquidated at your parent command. Advanced per diem may be drawn at your parent command while in attendance at Combat Instructor School.

**Fitness Reports:** A "TR" report will be submitted by your reporting senior at your parent command if you are coming from within the local area. A TD report will be submitted by your reporting senior at your parent command if you are from outside the local area unless you are a single Marine with no dependents. For those with a TD report, you will receive an "FD" fitness report upon completion of the school. All reports will be based on academic achievement, physical fitness, and demonstrated leadership ability. However, all fitness reports will be "Not Observed", with appropriate comments in section "I" (i.e., Top 10% , Distinguished Graduate).

**Class Photo:** Class photos are taken early in the cycle.

**Graduation:** Students graduate in the seasonal utility uniform. Uniform of the day or higher is required for military guests. Family and civilian guests are welcome. Command participation is highly encouraged. Graduation will take place in the IVY HALL auditorium in bldg. G644.

**Athletic Facilities:** The Camp Geiger Fitness Center is located at Bldg G930 and has a wide variety of weightlifting equipment, cardiovascular equipment, and an aerobics room. It also features basketball courts and two racquetball courts. The nearest swimming pool is located at the New River Fitness Center. Phone number for Camp Geiger Fitness Center is 910-449-0609

**Library:** The nearest library is located on New River Airstation at Bldg AS213, Bancroft St. The hours of operation are Monday - Thursday, 0800 – 1930, Friday 0800-1700, and Saturday 1000-1600. They are closed on Sunday. Phone number is 910-449-6715

**The Marine Corps Exchange:** The Main Exchange is located on New River Airstation at Bldg AS4040, they are open Mon-Fri 0600-2100, Saturday 0800-2100, and Sunday 0800-1900. There is also Camp Geiger Marine Mart located on Camp Geiger at Bldg TC827, they are open Mon 0830-1630, Tues 0830-1800, Wed-Fri 0830-1630, and Closed on Saturday and Sunday.

**Barber Shop:** The barber shop is located inside the Main Exchange, phone number 910-449-0593.

**Auto Skills Center:** The Auto Skills Center is located at Bldg AS4060 Schmidt Street on New River Air Station. The phone number is (910) 449-6709. Hours of operation are:

Monday – Tuesday (1030-1900)

Friday (1030-1900)

**Commissary Store:** The New River Commissary is located in building AS4055 and is directly next to the Main Exchange. The hours of operation are Monday-Friday 1000-1900, and Saturday 0900-1900. The commissary is closed on Sundays.

**Naval Medical Clinic:** Students attending CIS will be screened by the resident CIS corpsmen (non-emergency medical cases). If the medical problem is serious and needs further evaluation/diagnosis, the student is referred to the Camp Geiger Medical Clinic and/or the Camp Lejeune Naval Hospital.

**Religious Activities:**

**CAMP GEIGER CHAPEL**
Protestant Worship Service 1700
LDS Worship Service 1700

**CAMP DEVIL DOG**
Protestant Worship Service 1800
Catholic Mass 1800 (as available)

**Sunday Chapel Services**
MCAS New River Chapel
Catholic Mass 0900

**Recreation/ITT Office:** Located at Bldg AS4044. Hours of operation are Monday - Friday, 0900 - 1700, closed Saturday and Sunday.

**Eateries on New River Air station:**

Corner Café

New River Bowling Snack Bar

Noble Romans Pizza

Flightline Grill

Subway

Wendy’s

**Video Rentals:** "RedBox" DVD rental, located between the MCX and Commissary.

**Gas Station:** Gas Plus is also located in the vicinity of the MCX.

**Dining Facilities:** The Camp Geiger Dining Facility is located directly behind IVY HALL

**Combat Instructor's Creed**

I am a Combat Instructor. I am a mentor and leader to my students. I am the example of a combat ready Marine, and will inspire my students to emulate me. I will mentally and physically train them in infantry tactics, techniques and procedures. I will train them with vigor, enthusiasm, and make them combat efficient. I will treat them with firmness, fairness, dignity and respect. My moral courage, leadership and discipline are unquestionable and my students will never fear me. I will never forget I am accountable to my Marines to provide them the training necessary to survive in combat.

**Curriculum**

This course is designed to train and educate instructors in the leadership, knowledge and skills required to formally train Marines in Marine Corps Common Skills. The student to instructor ratio is about 7:1; the instructor staff is composed of Sergeants, Staff Sergeants, and Gunnery Sergeants.

A general overview of the course:

1. 412.25 Academic Hours
2. 60 Physical Training Hours
3. 50 Kilometers of Hikes
4. 103 Performance Evaluations
5. 8 Written Examinations

The curriculum includes the following subjects:

1. Individual & Crew Served Weapons (M4/M16, M9, M203, M67, M240, and AT-4)
2. Land Navigation
3. Combat Conditioning
4. Cardiopulmonary Resuscitation and TCCC
5. Offensive and Defensive Techniques
6. Combat Hunter
7. Scouting and Patrolling
8. School of Infantry Standard Operating Procedures (SOP)
9. Leadership
10. MOUT/Immediate Actions
11. Combat Marksmanship
12. Formal Schools Instructor Course
13. Drill a Unit
14. Optics
15. IED Training
16. ECP/VCP and Guardian Angel
17. PERRES (Performance Resiliency Program)
18. Communications

If you can't find the answer to your question here or at the course site please feel free to contact the Combat Instructor School (CIS) Staff.

**Director 910-449-0622**

**1stSgt 910-449-2080**

**Chief 910-449-0456**