

COMBAT INSTRUCTOR SCHOOL

STUDENT ADMINISTRATIVE AND REPORTING INFORMATION

1. The first thing that you must remember is that you, as a student, are TEMINS (Temporary Duty Under Instruction). Your previous command is your parent command. 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:

a. Service Record Book (with the following inside)

(1) **Original Orders** with appropriation data, original signature from the Commanding General/Commanding Officer or their direct representative and stamped "ORIGINAL ORDERS". Without this you will not be able to receive per diem while attending school.

(2) **Original Copy of Commanding Officer's Checklist** must be completed, AND IS REQUIRED, with the Commanding Officer's signature and recertification 30 days prior to detaching your parent command.

(3) **Waivers from CMC** (i.e. age/GT etc.), you must bring a copy of the approval, AND IS REQUIRED.

b. 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.

c. Dental Record. You must have your dental record when checking into Combat Instructor School.

d. Marine Net Courses. The following Marine Net courses must be completed prior to attending Combat Instructor School. YOU MUST BRING THESE CERTIFICATES UPON CHECK IN.

- (1) Systems Approach to Training (SAT)
- (2) Operational Risk Management (ORM)
- (3) Range Safety (SNCO'S)

2. **Pay Entitlements:**

- a. **BAH.** If you are receiving **BAH at the "with dependent rate"** for your wife, child or parent for whom you are claiming, you will continue to receive BAH at the with dependents rate.
- b. **BAS.** **Your BAS will not stop when you transfer** from your parent command. You will still receive BAS while attending Combat Instructor School.
- c. **Family Separation Allowance (FSA).** All married Marines and 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 TEMINS; backdated to the day of check in.
- d. **COLA.** **All COLA will stop upon transfer** from your parent command. If you are in receipt of **COLA with dependents and your family still resides at your old PDS,** you will have your COLA credited to you on the 31st day TEMINS. COLA Own Right and COLA barracks will not be credited to those Marines who were receiving it.
- e. **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.

3. **Per diem.** Advance per diem is encouraged. Call Camp Geiger Admin 910-449-2251.

4. **Family. You are not authorized to move your family members while attending Combat Instructor School.** If you move your family 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

6. **Billeting**. NCO 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 (office 910-937-3019) (Cell 910-358-0928)

7. **General Information**. If you travel by air you will be flying into 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 drivers license and a drivers improvement card (if under 26 years of age) as all students undergo CVOT driver training upon checking into to their respective battalions.

8. **CHECK-IN PROCEDURES**. Uniform for checking in is **Service Alphas with Garrison Cover**.

(1) During working hours (before 1630), 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.

9. **COMBAT INSTRUCTOR SCHOOL CONTACTS**.

(1) Director	910-449-0622
(2) First Sergeant	910-449-2080
(3) Chief Instructor	910-449-2240/0556