

# UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT  
686 MINNESOTA AVE  
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 placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to instructor duty. The results of the completed screening will be reported to the gaining command and info CMC (Code MMEA-8). Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for instructor duty. The command will contact the CMC (Code MMEA) 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 CMC (MMEA-8).

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

Marine demonstrates sound integrity and judgment. YES/NO

### CORE VALUES.

Marines thoroughly embraces and exemplifies our core values and leads by example in this area. 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 (waiverable 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 courtmartial 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

**MEDICALLY AND PHYSICALLY QUALIFIED FOR DUTY**

Marines are assigned to an area far removed from the nearest Naval medical facility. 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.

(MUST SCORE A THIRD CLASS OR BETTER NO MORE THAN 30 DAYS PRIOR TO DATE OF DETACHMENT)

Medical Provider Stamp: \_\_\_\_\_ YES/NO

**MEETS MILITARY APPEARANCE AND HEIGHT AND WEIGHT**

The Marine must meet height and weight standards per MCO 6100.13 w/CH 1 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 over-weight in P.T. gear w/no shoes)

Verified by: \_\_\_\_\_ HT: \_\_\_\_\_  
Name: \_\_\_\_\_ WT: \_\_\_\_\_  
Rank: \_\_\_\_\_ BODY FAT: \_\_\_\_\_  
PFT (Score/date): \_\_\_\_\_  
CFT (Score/date): \_\_\_\_\_ 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 Navy 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, Marines must have at least 2 years obligated service re-maining 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 (NACLC) and two fingerprint cards that are printed and administratively complete or have a current and up to date NACLC.

YES/NO

**COMMUNICATION SKILLS**

Marines must display the ability to communicate clearly, verbally as well as in writing.

YES/NO

**PROFICIENT IN PRIMARY MILITARY OCCUPATIONAL SPECIALTY (PMOS)**

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

YES/NO

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

Marines must possess a valid OF346 motor vehicle operators permit.

YES/NO

**VALID STATE DRIVERS LICENSE**

Marines must possess a valid state drivers license.

YES/NO

**PRESENCE OF MIND.**

Marines 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

**Annual Training.**

The Marine is required to complete annual training prescribed by CMC prior to detaching. (Rifle/Pistol Requal, BST, etc.)

Rifle Qual Score/Date\_\_\_\_\_/\_\_\_\_\_

Pistol Qual Score/Date\_\_\_\_\_/\_\_\_\_\_ (as required)

YES/NO

I have personally screened \_\_\_\_\_

TRAINING OFFICER

This Marine does/does not meet the requirements listed in MCO P1326.7. If the Marine does not meet the requirements, explain below.

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Battalion/Squadron SgtMaj's Printed Name

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Battalion/Squadron SgtMaj's Signature Date

Comments: \_\_\_\_\_

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Commanding Officer's Printed Name Rank Billet

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Commanding Officer's Signature Date

Comments: \_\_\_\_\_

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