

APPENDIX A

COMMANDING OFFICER'SSCREENING/INTERVIEW GUIDE - DRILL INSTRUCTOR DUTY

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM IS TO BE DESTROYED UPON COMPLETION OF DRILL INSTRUCTOR SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. PRIOR TO THE MARINE'S DETACHMENT, A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-85) PRIOR TO THE MARINE DETACHING STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER.

Background. The drill instructor is absolutely vital to the process of making Marines. The drill instructor is the first Marine a recruit meets when reporting for active duty and the last Marine a recruit should ever forget. The drill instructor's actions will be emulated by the recruit. Therefore, potential drill instructors must possess a high degree of maturity, leadership, judgment, and professionalism. Furthermore, potential drill instructors must thoroughly embrace and exemplify our core values.

Action. One copy of the completed Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Drill Instructor School. Thirty days prior to transfer, the commanding officer will re-certify that the Marine is still qualified for drill instructor duty. One copy of the Commanding Officer's Screening/Interview Guide, Medical Screening Guide, and Financial Worksheet, along with certified copies of the Marine's page 11, 12 and 13 will be forwarded to the CMC (MMEA-85). The Marine's command will contact the CMC (MMEA-85) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (MMEA).

<u>RANK</u>	<u>NAME</u>	<u>SSN/MOS</u>
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<u>PREREQUISITE</u>	<u>QUALIFIED</u>
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1. **Grade.** Sergeant through Gunnery Sergeant. Gunnery Sergeants will have completed a successful tour as a drill instructor or will be volunteers.

yes/no

2. **Age.** Must be between 22 and 37 years old when reporting to DI school. (Can be waived)

Age: _____

yes/no

3. **Integrity/Judgment.** Marine demonstrates sound integrity and judgment.

yes/no

4. **Core Values.** Marine thoroughly embraces and exemplifies our core values and leads by example in this area.

yes/no

5. **High School Grad/GED.** Drill instructors should have an educational background equal to that of the majority of recruits who they will be instructing. Marines with a reading level below the 10th grade may experience some difficulty assimilating Drill Instructor School course material.

yes/no

6. **GT score must be 90 or above.** (GT score can be waived.)
GT score: _____

yes/no

7. Disciplinary record and drug or alcohol related incident(s).

a. Courts-Martial No courts-martial. A court-martial conviction may be waived by CMC MMEA-85 if 5 or more years have elapsed since the offense.

yes/no

b. NJP Not more than two NJPs in the last 5 years preceding the class reporting date. No NJPs in the last 24 months preceding the class reporting date.

yes/no

c. PAGE 11 ENTRIES No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 2 years preceding the reporting date.

yes/no

d. Drug and alcohol No drug related incidents. No alcohol related incidents within the last 3 years preceding the class reporting date. A waiver granted for reenlistment is not valid for assignment to drill instructor duty. A separate waiver must be requested from CMC MMEA-85.

yes/no

8. **Presence of mind.** Marines being considered for drill 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 drill instructor duty.

yes/no

9. **Stable Family.**

a. The Marine is not currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center.

yes/no

b. Divorce/Separation. Divorce or Separation standing alone does not disqualify someone for assignment to DI School. However, a Marine is not qualified when his/her bonafide separation/divorce/custody proceedings will foreseeably interfere with meeting all DI School training schedule requirements.

"The Marine is/is not currently separated or undergoing divorce proceedings."

yes/no

10. **Financially responsible.** The Marine has demonstrated an ability to manage personal financial management with maturity and judgment, e.g., isn't overextended financially -- to the point of being unable to fulfill his/her financial obligations; doesn't have a pattern of dishonored checks; hasn't filed for bankruptcy within the past two years. The Marine should have approximately \$550.00 net available funds (including SDA pay of \$275.00) after completing the Commanding Officer's Financial Worksheet.

yes/no

11. **Physically qualified.** The Marine experiences no difficulty in passing the PFT. Students participate in a rigorous PT program. Ankle, knee, or back problems will be aggravated.

Physical fitness cannot be put off until reporting to DI School. Marines should score a first class PFT 90 days prior to the class reporting date. Marines who do not score a first class on the initial PFT at DI School will struggle through the physical training portion of the program of instruction. Endurance and physical stamina are necessary for DIs in order to endure sustained periods on their feet in front of recruits. Additionally, DIs must be able to conduct daily PT with recruits and lead by example, making corrections, and monitoring safety.

PFT Score/Date: _____/_____

yes/no

12. **Meets minimum obligated service.** Marines must have a minimum of 2 years of active service remaining upon completion of School.

EAS: _____

yes/no

13. **Swim Qualification.** A Marine's combat water survival qualification must be current and at a minimum of 4th class (CWS4). CWS4 qualification is a graduation requirement.

Swim Qualification _____/Date _____ yes/no

14. **Meets personal appearance and height and weight standards.**

The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10_. No unresolved history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.

HT: _____

WT: _____

NECK: _____

WAIST: _____

Hips: _____

(FEMALES ONLY)

BODY FAT: _____

(indicate body fat if Marine is over prescribed weight standard)

DATE MEASURED: _____

yes/no

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

yes/no

Rifle Qual Score/Date _____/_____

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

16. **Medically qualified for duty:** A physical examination by a medical officer must be conducted within 12 months of the class reporting date and state "qualified for DI duty" in block 77 of SF88. The Commanding Officer and the Medical Officer will also screen the Marine and the Marine's medical records per the Commanding Officer's Medical Screening Guide (See page 6 of appendix A).

yes/no

I have personally screened _____

GRADE NAME

SSN/MOS

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

(Ensure the following signature page is attached.)

Battalion/Squadron SgtMaj's Printed Name

Battalion/Squadron SgtMaj's Signature

Date

Commanding Officer's Printed Name

Rank

Billet (*)

Commanding Officer's Signature

Date

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to drill instructor duty have/have not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1326.7 (If the Marine no longer meets the requirements, contact CMC MMEA-85 via naval message.)

Commanding Officer's Signature

Date

NOTE: * Denotes must be at least Battalion/Squadron level with Courts Martial Convening Authority

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to independent duty has/has not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1326.7. (If the Marine no longer meets the requirements, contact CMC MMEA-85 via naval message.)

Commanding Officer's Signature

Date

NOTE: * Denotes must be at least Battalion/Squadron level with Courts Martial Convening Authority.