Marine Corps Physical Fitness Programs STAFF SCREENING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S Marine Corps, and E.O. 9397 (EDIPI)

PRINCIPAL PURPOSE: To collect information necessary to determine if a Marine meets eligibility requirements to become an Instructor at one of the Marine Corps Physical Fitness Program's School Houses (i.e. Force Fitness Readiness Center/Martial Arts Center of Excellence/Marine Corps Water Survival School) or an inspector at Human Performance Branch.

ROUTINE USE: Information collected on this form will be shared with the prospective applicant's chain of command and the Director, Martial Arts & Fitness Center of Excellence/Marine Corps Water Survival School.

RENTENTION: Marine Corps Physical Fitness Programs Staff Screening Checklist forms are used and properly archived according to Marine Corps Orders pertaining to the appropriate storage of records.

DISCLOSURE: Providing information on this form is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may result in ineligibility at one of the Marine Corps Physical Fitness Program billets.

PURPOSE: To ensure Marines qualify for instructor or inspector duty at Human Performance Branch/Martial Arts & Fitness Center of Excellence/Marine Corps Water Survival School.

INFORMATION: Marine Corps Physical Fitness Program billets are demanding and rewarding assignments. These Marines are directly responsible for educating the force in overall health, strength, and fitness while integrating the Marine Corps martial arts, water survival, general and occupational fitness, nutrition, and Sports Medicine and Injury Prevention programs in order to improve the overall combat readiness of individual Marines and units. In order to ensure the Marine Corps Physical Fitness Program billets are equipped with the best inspector and instructor cadre possible, it is necessary that parent commands thoroughly screen their applicants accordingly.

ACTION: The completed Marine Corps Physical Fitness Program Staff Screening Checklist must be routed through the Career Planner to the Enlisted Assignment Branch (MMEA).

Applicant's Name (Last, First, MI):		Rank:		DOR:		
Unit:		EDIPI:		MOS:		
		Applicant Educ	ation Level			
1.	What is the applicant's highest level of education completed? (i.e. High School Diploma, G.E.D, Some College, VoTech Program, Associates Degree, Bachelor Degree, Master Degree)				Major/Concentration: (if applicable)	
	Prerequisites			No	Remarks	
2.	Billet applying for: FFIT: MAIT: MCIWS: Human Performance Branch Inspector:					
3.	Applicant meets the minimum of PCS/PCA orders? EAS:					
	DCTB:					
4.	Successful completion of current grade level PME program?					
5.	Are there any existing family or financial hardships that would preclude this individual from this assignment?					

Prerequisites				Yes	No	F	lemarks
6.	Current PFT and CFT in MCTFS.	PFT Score:	Date:		CFT Sco	re:	Date:
7.	Does the applicant meet height version of MCO 6110.3_?	icant meet height/weight standards per the current O 6110.3?					
7a.	Height:	Weight:		Body Fa	at (if required):		Date:
/ version of MCO 6110.3_?			fficer, civilian n.				
Print	Name/Rank:	Signa	ature:				Date:

Endorsements									
Required Endorsements: The unit Sergeant Major or Senior Enlisted Advisor (SEA), and first O-5 commander or above must endorse this staff screening checklist.									
Recommended	Not Recommen	Recommended Title Print Name/Rank			Signature	Date			
		Sgt Maj/ Unit SEA							
		CO (O-5 or above)							
Marine Corps Physical Fitness Programs Use Only									
				Yes	No	Remarks			
Applicant is qualified and recommended for instructor duty at the Human Performance Branch/Martial Arts & Fitness Center of Excellence or Marine Corps Water Survival School?									
Senior Enlisted	Advisor	Print M	Name	Signature		Signature	Date		
				Yes	No	Remarks			
Applicant is qualified and recommended for instructor duty at the Human Performance Branch/ Martial Arts & Fitness Center of Excellence or Marine Corps Water Survival School?									
Deputy Directo	r	Print M	Name	Si		Signature	Date		
				Yes	No	Remarks			
Applicant is qualified and recommended for instructor duty at the Human Performance Branch/ Martial Arts & Fitness Center of Excellence or Marine Corps Water Survival School?									
Print Name Director				1	Signature	Date			