

Appendix B

Commanding Officer's and Career Planner SNCOIC Screening/
Interview Checklist for Lateral Move to MOS 4821 (Career Planner)

FOUO - Privacy sensitive when filled in.

THIS CHECKLIST WILL BE DESTROYED UPON COMPLETION OF CAREER PLANNER SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THIS CHECKLIST WILL BE SENT TO CMC (MMEA-6) PRIOR TO THE MARINE DETACHING, STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER AND CAREER PLANNER SNCOIC.

Background. The Career Planner is vital to the process of retaining Marines. The Career Planner assists the commander in maintaining a stable career force. Marines will emulate the Career Planner's actions. Therefore, a potential Career Planner must possess a high degree of maturity, leadership, judgment, professionalism, and the ability to work in an independent capacity. Furthermore, potential Career Planners must thoroughly embrace and exemplify our core values.

The Career Planner School will provide prospective Career Planners with the required entry-level knowledge for career planning duties and responsibilities. The school will teach Marines effective communication skills and the fundamentals and methods of career planning. The potential Career Planner must be able to project a positive disposition and exemplify those traits associated with utmost professionalism. Career Planners will represent the type of Marine we desire to retain in the career force.

Action. One copy of the completed Commanding Officer's and Career Planner SNCOIC Screening/Interview Guide and Medical Screening Guide will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Career Planning School. Thirty days prior to transfer, the Commanding Officer will re-certify that the Marine is still qualified for career planning duty.

One copy of the completed Commanding Officer's and Career Planner SNCOIC Screening/Interview Guide, and current photograph, along with certified copies of the Marine's page 11, 12 and 13 will be forwarded to CMC (MMEA-8). The Marine's command will contact CMC (MMEA-8) via naval message when there is a change in the Marine's status.

Upon request, certain criteria may be waived by CMC (MMEA).

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NAME

L4 SSN/MOS

<u>PREREQUISITE</u>	<u>INITIAL SCREENING</u>	<u>RECERTIFICATION</u>
d. <u>Drug and Alcohol</u> - - 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 Career Planning duty. A separate waiver must be requested from CMC (MMEA-8).	QUAL / NOT QUAL	QUAL / NOT QUAL
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.	QUAL / NOT QUAL	QUAL / NOT QUAL
b. Divorce/Separation. Divorce or Separation standing alone does not disqualify someone for assignment to Career Planner Duty. However, a Marine is not qualified when his/her bonafide separation/divorce/custody proceedings may interfere with training requirements and assigned duties. "The Marine is/is not currently separated or undergoing divorce proceedings."	QUAL / NOT QUAL	QUAL / NOT QUAL
10. Physically qualified. The Marine experiences no difficulty in passing all events of the PFT/CFT. Upon recertification, Marines must pass a PFT within 30 days of detaching for school. PFT Score/Class/Date:_____/_____/_____	QUAL / NOT QUAL	QUAL / NOT QUAL
11. Meets minimum obligated service. Marines must have a minimum of 2 years of active service remaining upon completion of school. EAS: _____	QUAL / NOT QUAL	QUAL / NOT QUAL
12. Communications. The ability to communicate is essential to career planning. Marines should be able to converse in a clear manner. A Career Planner should be persuasive and personable, comfortable among Officers, SNCOs, and peers.	QUAL / NOT QUAL	QUAL / NOT QUAL

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<u>PREREQUISITE</u>	<u>INITIAL SCREENING</u>	<u>RECERTIFICATION</u>
<p>13. Meets personal appearance and height and weight standards. The Marine must be within the Marine Corps height and weight standards IAW reference (s). No history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.</p>		
<p>HT: _____ WT: _____ NECK: _____ WAIST: _____ Hips: _____ (FEMALES ONLY) BODY FAT: _____ (indicate body fat if Marine is over weight) DATE: _____</p>	<p>HT: _____ WT: _____ NECK: _____ WAIST: _____ Hips: _____ (FEMALES ONLY) BODY FAT: _____ (indicate body fat if Marine is over weight) DATE: _____</p>	<p>QUAL / NOT QUAL</p> <p>QUAL / NOT QUAL</p>
<p>14. 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 Career Planning duty" in block 77 of DD Form 2808. <u>The Commanding Officer and Medical Officer will also screen the Marine and the Marine's medical records per the Commanding Officer's Medical Screening Guide (See page 5 of Appendix B).</u></p>		
<p>15. Disqualifying factors</p>		
<p>In less than full duty status.</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>
<p>Failed selection to next grade.</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>
<p>Disenroll/Failure to complete Special Assignment School/Duty. To include recruiter school communication skills drop.</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>
<p>Failure to complete formal school (e.g. Sergeants Course, SNCO Career Course, SNCO Advanced Course, and Career Planning (Career Planner Course).</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>
<p>Currently serving on a B-billet or with 24 months of assignment to the Career Planner Force.</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>
<p>Relieved from a Special Duty Assignment due to misconduct.</p>	<p>QUAL / NOT QUAL</p>	<p>QUAL / NOT QUAL</p>

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This Marine does/does not meet the requirements listed in MCO 1040.31K. If the Marine does not meet the requirements, explain below.

(Ensure the following signature page is attached.)

Battalion/Squadron SgtMaj's Printed Name Date

Battalion/Squadron SgtMaj's Signature Date

Commanding Officer's Printed Name Rank

Commanding Officer's Signature Date

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's school report date.) This Marine's qualifications for assignment to Career Planning 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 1040.31K. (If the Marine no longer meets the requirements, contact CMC (MMEA-8) via naval message.)

Commanding Officer's Signature Date

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