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CPLS  
 28 Sept 15

From: Training Officer, Training Support Department, Operations Directorate, MCAS Cherry Point, NC

To: Distribution List

Subj: CORPORALS COURSE FISCAL YEAR 2016

Ref: (a) MARADMIN 521/14

(b) MCO P1510.94 W/CH 1, SOP FOR RESIDENT ENLISTED PME

Encl: (1) Command Screening Checklist

(2) Required Gear List

1. Per reference(a), effective 1 October 15, Corporals will be required to complete a command-sposored corporals course. In order to fairly distribute school seats, the following procedures for nomination and enrollment are established in accordance with refence (b). Commands should select qualified Corporals and ensure they meet the criteria listed below, prior to submitting them for the course. Individuals may be nominated 90 days in advance of the course start date. Instructions for nominations are contained in paragraph 3. Students are required to bring their Command Screening Checklist, enclosure (1) with them upon checking in to the course. Enclosure (1) shall be signed and completed no earlier than 30 days prior to the class report date. The designated class dates are:

|  |  |  |
| --- | --- | --- |
| **CLASS MIN/MAX** | **REPORT/CONVENING DATE** | **GRADUATION DATE** |
| 10/45 | 26 Oct 2015 | 20 Nov 2015 |
| 10/45 | 30 Nov 2015 | 18 Dec 2015 |
| 10/45 | 04 Jan 2016 | 29 Jan 2016 |
| 10/45 | 08 Feb 2016 | 04 Mar 2016 |
| 10/45 | 14 Mar 2016 | 08 Apr 2016 |
| 10/45 | 25 Apr 2016 | 20 May 2016 |
| 10/45 | 06 Jun 2016 | 01 Jul 2016 |
| 10/45 | 11 Jul 2016 | 05 Aug 2016 |
| 10/45 | 22 Aug 2016 | 16 Sep 2016 |
| 10/45 | 26 Sep 2016 | 21 Oct 2016 |

2. Students must meet the following criteria:

a. 6-month minimum. The nominee must have at least six months of service left after graduation or have a renlistment package pending (as verified on the screening checklist).

b. Full Duty. The nominee must be in a full duty status, verified by a medical officer or a qualified Independent Duty Corpsman when a medical officer is not available. The Marine must meet body and composition standards verifies by the unit’s Physical Fitness Representative. After the initial PFT, students body composition standards will be verified. All students who fail to meet the standards or fail the PFT will be dropped from the course.

c. No Personal or Financial Problems. The nominee must not have personal or financial problems that will interfere with the training curriculum.

d. Servicible Uniforms and Accessories. All uniforms and accessories listed in the Required Gear List, enclosure(2) must be serviceable and belong to the nominee.

3. Nominations. The nominations are due by the Monday prior to the class report date. If commands do not submit their nominations by 1600 the Monday prior to the convening date, seats cannot be confirmed. Nominations are submitted via the Marines respective G-3/S-3 to the Quota Manager, Corporals Course via e-mail to [chpttrngomb@usmc.mil](mailto:chpttrngomb@usmc.mil). Nominations need to include Full Name, Rank, Unit, DOR, EAS, PFT Score & Date. Seat confirmations will be sent via e-mail within 3 business days to the student enrolled and the nominating G-3/S-3 POC. HHS nominees have first priority on school seats. Questions regarding nominations should be directed to Don Martin DSN 582-5187 or commercial 252-466-5817.

4. Reporting.

1. Time: 0600-0700

b. Place: Building 4335, Rm 249  
  
 c. Uniform: Students will check-in in their Service “A” uniform or service equivalent for sister service students.

5. Required reporting items:

a. Armed Forces Identification Card.

b. Screening checklist (Enclosure 1, signed and completed no earlier than 30 days prior to the class report date).

6. Walk-ins are welcome, but not guaranteed a seat until all nominated students have been processed and checked-in. Walk-ins are normally processed after 0700 on convening date, but must report prior to 0800.

7. Graduation ceremonies are held at the Twin Rivers Theater at 1100 on the scheduled gradutation date.

9. The point of contact is the Corporals Course SNCOIC at DSN 582-5174, commercial (252) 466-5174 or [anthony.l.phillips@usmc.mil](mailto:anthony.l.phillips@usmc.mil).

B. L. Zamora

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