



UNITED STATES MARINE CORPS

MARINE CORPS ENGINEER SCHOOL
PSC BOX 20069
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

IN REPLY REFER TO:

1500

CO

27 Jan 15

POLICY LETTER 2-15

From: Commanding Officer, Marine Corps Engineer School
To: Instructor Candidate

Subj: COMMAND SCREENING CHECKLIST FOR INSTRUCTOR CANDIDATES

Ref: (a) MCO 1553.2B (Management of Marine Corps Formal Schools and Training Detachments dtd 1 April 2011)
(b) OPNAVINST 1500.75C (Policy and Governance for Conducting High Risk Training dtd 22 August 2014)
(c) M&RA High Risk Instructor Pre-assignment checklist
(d) OPNAVINST 6120.3 w/ CH1, (Periodic Health Assessment for Individual Medical Readiness dtd 1 December 2009)

Encl: (1) Instructor Package Checklist
(2) Personal Data Sheet
(3) Command Endorsements
(4) Letter of Recommendation example
(5) Example Biography
(6) Professional Resume Format
(7) OPNAV 1500/53
(8) MCES Endorsements

1. Purpose. The purpose of this policy letter is to ensure Marines assigned to the Marine Corps Engineer School (MCES) are fully qualified to be instructors. The enclosures will be used to determine eligibility.

2. Commander's Intent. Instructor duty at MCES is challenging and consumes a significant amount of time, but is one of the most rewarding billets for a seasoned Engineer or Utilities MOS subject-matter-expert. This Formal Learning Center trains both entry-level and skills-progression Marines, preparing them for duty in the Operating Forces. For entry-level students, both Officers and Enlisted, this is the last stop on their lengthy trip from the civilian world to the Operating Forces. Our higher headquarters at Training Command has directed us to proactively engage the Occupational Field (OccFld) Managers in the instructor assignments process. To ensure we select the best and most qualified instructors we must utilize a thorough, standardized screening process that begins when the Instructional Company solicits and identifies potential candidates. Once the Instructional Company has gathered the necessary information from the prospective instructor and approves the package, the MCES Commanding Officer will provide final endorsement to confirm

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or deny acceptance and thereby direct further engagement with the OccFld Manager for issuance of orders. It is vital we have the highest quality instructors who can expertly train and prepare Marines of all levels - Entry-level, Non-Commissioned Officer, Staff Non-Commissioned Officer, and Officer - for their assigned duty across the Marine Corps.

3. Policy. Every potential instructor candidate is to receive this policy letter and return one copy of the enclosures, completed and signed. The package will then be forwarded to the appropriate instruction company Academics Officer or Academics Chief for screening. The OPNAV 1500/53 will be filed in the Marine's medical record. The checklist will be destroyed upon completion of the instructor's tour of duty with MCES.

4. Responsibilities

a. Company Commanders

(1) Ensure each instructor candidate receives this policy letter in its entirety.

(2) Route completed packages through the routing chain as prescribed in enclosure (6).

(3) If approved, by MCES Commanding Officer, contact the appropriate Monitor for assignment to MCES.

(4) Maintain the completed package for the duration of the Marine's tour with MCES.

5. This policy goes into effect upon signing and will remain in effect until formally rescinded.

6. Points of Contact

a. MCES Academic Chief (910) 440-7346.

b. CEIC Academic Chief (910) 440-7666/7669.

c. UIC Academic Chief (910) 440-7238/7093.


S. A. BALDWIN

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