

INSTRUCTOR PACKAGE CHECKLIST

1. Personal Data Sheet with Command endorsements (enclosures 2 and 3)
2. A letter of recommendation from your Platoon Commander/OIC to the Commanding Officer Marine Corps Engineer School via your Company Commander will be required for you to be considered for selection. (enclosure 4)
 - a. Due to the nature of this assignment, the letter of recommendation must address all Page 11 entries, Non-Judicial Punishments (NJPs) or Courts Martials within the last three years.
3. Biography (example enclosure 5)
4. Professional resume (enclosure 6)
5. Current promotion photo (taken within one year)
6. OPNAV 1500/53 (enclosure 7)
7. Copy of current basic training record (BTR).
8. Copy of page 11, 12 and 13.
9. Master Brief Sheet.