



UNITED STATES MARINE CORPS
ENGINEER EQUIPMENT INSTRUCTION COMPANY
MARINE CORPS DETACHMENT
6576 NEBRASKA AVENUE
FORT LEONARD WOOD MISSOURI 65475-8963

IN REPLY
1500
EEIC
20 AUG 26

From: Academics, Engineer Equipment Instruction Company
To: Instructor Candidate

SUBJ: INSTRUCTOR SCREENING FOR INSTRUCTOR CANDIDATES

1. Background. Instructor qualifications are not currently regulated; however, nothing is more critical than the development of tomorrow's Marines. Formal School Instructors must possess mature qualities that set the standard technically and morally. EEIC is committed to working with commands and the assignments branch to ensure only the highest quality instructors are assigned and developed in order to train Marines for the operating forces.

2. Action. Potential instructors should complete the below screening, SNCOIC and OIC review the information. Once completed, please forward to the EEIC Academics Chief. Once the screening is reviewed, the Academics Chief will contact the potential instructor to conduct an interview, then assignments branch to discuss potential and possible instructor duty.

3. Requirement. Provide the below items in an all-inclusive package.

- a. Letter of recommendation (describing MOS credibility, maturity, and moral character etc.) from a superior in your chain of command.
- b. Biography.
- c. Professional resume.
- d. Copy of current basic training record (BTR).
- e. Copy of current basic individual record (BIR).
- f. Copy of page 11, 12 and 13 from OMPF.

MGySgt Christopher W. Talbot
Academics Chief

Engineer Equipment Instruction Company, Mar Det, Fort Leonard Wood, MO
christopher.w.talbot.mil@army.mil
573-596-6782

MEDICAL STATUS (FULL DUTY) YES NO IF NO, DUTY LIMITATIONS:

FINANCIAL PROBLEMS: YES NO IF YES, PROVIDE BRIEF DISCRIPTION:

DO YOU HAVE A WO PACKAGE SUBMITTED: YES NO

ANY PENDING ORDERS, COURSES OR OBLIGATIONS?: YES NO IF YES LIST BELOW:

Please provide the following information:

- a. Who recommended you apply for an instructor billet at EEIC?
- b. What are your goals and expectations serving as an instructor? What is your prior experience that would make you a good candidate?
- c. When are you prepared to execute orders if received?
- d. Why do you want to become an instructor?

RANK

NAME

PHONE NUMBER

EMAIL

UNITED STATES MARINE CORPS

2D COMBAT ENGINEER BATTALION

2D MARINE DIVISION

PSC BOX 20089

CAMP LEJEUNE NC 28542-0089

IN REPLY REFER TO

1000

ENG

13 Feb 15

From: Maintenance Management Officer, Headquarters and Service Company

To: Academics Chief, Engineer Equipment Instruction Company

SUBJ: LETTER OF RECOMMENDATION FOR STAFF SERGEANT MARINE B.A.
123456789/1345 USMC

1 . Staff Sergeant Marine and I served together at 2D Combat Engineer Battalion from April 2014 to December 2014. During that period he served as the Operations and Maintenance Chief as well as the SNCOIC for Engineer Platoon. Staff Sergeant Marine's honesty and integrity, coupled with his outstanding operational and technical competence, generates immediate confidence in his abilities by with whom he comes in contact.

2 . Staff Sergeant Marine is one of the finest Marines have ever served with. He is a decision maker who develops plans and policies to attain goals and a consistently superior performer that is totally dedicated to mission accomplishment. He possesses in-depth and comprehensive technical and professional knowledge and ability. He has elevated his abilities in his MOS by taking off-duty college courses. He is sought out by fellow Marines on professional and technical approaches to enhance their skills. His communication skills both written and oral are top-notch. A strong, upright character, he serves as a positive role model and mentor to everyone he serves with. Possesses managerial and organizational expertise rarely observed in contemporaries. The model of the Marine SNCO who leads from the front, sets the example, and displays the 14 leadership traits in everything that he does.

3. During our tour together I seen a young Staff Sergeant become one of the most revered and sought after Staff Sergeants in the Company. Although young compared to some Staff Sergeants, he has shown maturity beyond his years. He is always ready for the next challenge and is ready to take on more.

4. Staff Sergeant Marine is a credit to the Engineer Equipment MOS and is an absolute pleasure to work with. I enthusiastically recommend him at the highest level for assignment at the Engineer Equipment Instruction Company as he will make an outstanding instructor there.

5. Any questions regarding my recommendation, you can call me at XXX-XXXX or email at john.a.smith@usmc.mil.



Rank, Last Name, First, MI.
Section
Company
Battalion/Squadron

Staff Sergeant Marine was born on Mar XX XXXX in Wanson, WA. He graduated high school at Brunswick High School class of 2004. On June 1, 2006 Staff Sergeant Marine reported to MCRD Parris Island for recruit training.

Private Marine reported to SOI East Camp Johnson NC for MCT. He graduated in September and reported to Fort Leonard Wood MO for Basic Engineer Equipment Operators Course. Private First Class Marine graduated October 2006 and reported to 1st Battalion 12th Marine.

Private First Class Marine was promoted to Lance Corporal in 2007 while deployed with 1st Battalion 10th Marines to Iraq. He was promoted to Corporal in 2007 in Al Asad, Iraq while deployed with 1st Battalion 12th Marines. During his deployment he held the billet of convoy gunner and also completed Corporals course.

After the deployment Corporal Marine reported to 8th Engineer Support Battalion, Bravo Company. In 2010 Corporal Marine deployed in support of Operation Enduring Freedom. During the deployment he was promoted to the rank of Sergeant. During the deployment Sergeant Marine held the billets of Platoon Sergeant, Dispatcher, Lot Forman, and Quality Control. After returning from deployment Sergeant Marine attended the NCO Operators course in February of 2013. He graduated in April of 2013. Sergeant Marine redeployed in support of Operation Enduring Freedom, twice more.

Sergeant Marine carried out orders to 9th Engineer Support Battalion, Bravo Company. Sergeant Marine served as an Platoon Sergeant for Engineer Equipment Platoon. Sergeant Marine was sent to Camp Johnson, NC for completion of Sergeant's Course. Sergeant Marine was selected to instruct the NCO Operators Course. Sergeant Marine was promoted to Staff Sergeant and continues holding the billet of Platoon Sergeant.

Staff Sergeant Marine's personal awards include the Navy and Marine Corps Achievement Medal second award, Purple Heart, Combat Action Ribbon and multiple campaign medals.



Professional Resume

For

Staff Sergeant

First Name MI Last Name

UNITED STATES MARINE CORPS

Billet
Section
Unit
Unit Address
City, State, Zip
Comm. (XXX) XXX XXXX
Email

MAJOR AWARDS & DECORATIONS

Navy/Marine Corps Achievement Medal (2nd award)
Combat Action Ribbon
Purple Heart

COMBAT TOURS

2007-2008 OIF
2009-2010 OIF
2010-2011 OEF
2012-2013 OEF
2013 OEF

PERSONAL INFORMATION

Date of Rank: 20161001
Wife's Name:
Children: 1 Child
POB/Date: City, State

EDUCATION (CIVILIAN & MILITARY)

2004	HS Diploma	2006	Recruit Training, Male
2006	Basic Engineer Equipment Operator Course	2008	Combat Life Savers
2013	NCO School	2015	Sergeants Course
2016	Instructor Qualification Course		

CHRONOLOGY OF ASSIGNMENTS

1406-Pres	Current Unit	Current Billet
1011-1406	8th Engineer Support Battalion	Engineer Equipment Operator Dispatcher
0612-1011	1st BN 12th Mar, Kaneohe Bay Hawaii	Engineer Equipment Operator
0610-0612	EEIC, Ft Leonard Wood, MO	Engineer Equipment Operator Student
0609-0610	Marine Combat Training	Student
0606-0609	MCRD Paris Island, SC	Recruit

BASIC TRAINING RECORD

SSGT MARINE, B A.

PRES RUC: **12345**

Current as of: **2017-06-22**

BILLET DESC: **ENGINEER EQUIP DISPATCHER**

PRES COMPANY: **C**

PRES PLT: **HE**

Unit Training

BST/EST DATE:	201704	GAS MASK SIZE:	C MEDIUM
PERFORMED:	000	GAS MASK TYPE:	N M40A1
ATTEMPTED:	000	HELMET SIZE:	C MEDIUM
SCORE:	99	JOINT QUAL LEVEL:	00
		JOINT QUAL APPR DT:	00000000
		JOINT PME:	1
		JOINT EXPERIENCE PT:	000.0
WATER SURVIVAL CODE:	A WATER SURVIVAL PROFESSIONAL		
WATER SURV REQUAL DATE:	201708		
WEIGHT CONTROL STATUS:		HEIGHT:	71
WEIGHT CONTROL DATE:	000000	WEIGHT:	160
MIL APPEARANCE STATUS:		BODY FAT	00 %
MIL APPEARANCE DATE:	00000000	HT/WT/BF EFF DATE:	20161026
WT CNTL QY: 00	MILAP QY: 00	WITHIN HT/WT STANDARDS FLAG:	Y
INCUR OBLIG SERV DATE:	00000000		
INCUR OBLIG SERV CODE:		INTELLIGENCE TRAINING HOURS:	46

Service Training

CODE	TRAINING DESCRIPTION	DATE
AN	INFORMATION ASSURANCE AWARENESS TRAINING	20170608
PI	PERSONAL IDENTIFIABLE INFORMATION	20170608
YR	YOUR READINESS	20170417
BS	BRS NOTIFICATION TRAINING	20170210
DA	MC RECORDS MANAGEMENT COURSE	20161222
TP	COMBATING TRAFFICKING IN PERSONS	20161222
BD	TOBACCO PREVENTION AND CESSATION (SF)	20161222
AO	ANNUAL OPSEC TRAINING	20161222
AK	RISK MANAGEMENT	20161216
AR	ANNUAL SEXUAL HARASSMENT TRAINING	20161216
AT	SEXUAL ASSAULT PREVENTION AND RESPONSE ANNUAL TRAINING	20161216
AS	ANNUAL HAZING PREVENTION TRAINING	20161216
B9	UMAPIT	20161216
AQ	ANNUAL MILITARY EO TRAINING (MEO)	20161216
AB	ANTI-TERRORIST ANNUAL TRAINING DATE	20161215

VB	VIOLENCE PREVENTION RECOGNITION COURSE	20161215
VA	VIOLENCE PREVENTION AWARENESS COURSE	20161215
UR	ANNUAL URINALISIS	20160104
HP	HEAT INJURY PREVENTION PROGRAM	20160515
BG	NUTRITION TRAINING (SF)	20161203
BF	INJURY PREVENTION TRAINING (SF)	20141203
PU	SNCO SUICIDE PREVENTION COURSE	20140404
BK	HYPERTENSION EDUCATION AND CONTROL TRAINING (SF)	20140324
BE	PHYSICAL FITNESS TRAINING (SF)	20140324
AV	ALCOHOL AND SUBSTANCE ABUSE PREVENTION AND CONTROL TRNG (SF)	20140324
AF	SEXUAL HEALTH (STI/HIV) TRAINING (SF)	20140324
ET	ETHICS TRAINING	20161215
SV	SAPR ALL HANDS TRAINING PARTIAL (MARINE NET)	20161215
AH	DRUG LECTURE	20161215
AG	GAS CHAMBER	20170109
AU	SUICIDE AWARENESS TRAINING (SF)	20170108
ST	SEXUAL ASSAULT PREVENTION AND RESPONSE (ALL HANDS TRAINING)	20161215
AM	ANNUAL LEADERSHIP TRAINING	20161215
AP	SERE LEVEL A TRAINING	20161215
PT	SUICIDE PREVENTION TRAIN THE TRAINER COURSE (INSTRUCTOR)	20161215
AL	BASIC ANNUAL LEADERSHIP TRAINING	20161215
AJ	SECURITY LECTURE	20161215
UV	UNIFORMED VICTIMS ADVOCATE	20161215
SC	TAKE A STAND (TRAIN THE TRAINER CRS)	20161215
ER	OQR/SRB SCAN TO E-RECORD COMPLETED	20161215
CS	CASUALTY ASSISTANCE CALLS OFFICER TRAINING	20161215
BH	STRESS MANAGEMENT TRAINING (SF)	20161215
D3	DADT TIER 3 - SERVICE MEMBER TRAINING	20161215
RS	RUNNING SUIT ISSUE	20161215
BC	POST DEPLOYMENT HEALTH RE-ASSESSMENT	20161215
A2	DRIVER AWARENESS (ALIVE AT 25, AAA-DIP, ETC)	20161215

Service Schools/Special Skills

CODE	SCHOOL/SPECIAL SKILLS	ST	DATE	CODE	SCHOOL/SPECIAL SKILLS	ST	DATE
T8J	LEADING MARINES DEP	PA	2017	KHX	CURRICULUM DEVELOPER (PHAS	PA	2014
XRG	BASIC INSTRUCTOR COURSE (B	PA	2014				
				13E	ENGINEER EQUIP CHF	PA	2014
KZF	SENIOR ENLISTED JOINT PME	PA	2017	T8A	SNCO CAREER	PA	2014
81C	BASIC RECRUITER	PA	2011	T5P	SNCO CAREER COURSE DEP	PA	2014
T3W	SERGEANTS COURSE DEP	PA	2011	ACX	ENGINEER EQUIPMENT OPERATO	PA	2010
L9K	CORPORALS COURSE RESIDENT	PA	2010	13F	BASIC ENGINEER EQUIPMENT O	PA	2006
M92	MARINE COMBAT TRAINING	PA	2006	808	RECRUIT TRAINING, MALE	PA	2006

Test Scores

CLAS/ASGN TEST-TYPE:

ASVAB 01D

DATE: **20060829**

GT/GCT: **120**

SCORES: **GT -120 MM -120 CL -120 EL -120**

ARMY RADIO CODE— SCORE: **000** DATE: **00000000** AFQT FORM #: **01D** AFQT — **90**

ELEC/DP TEST— SCORE: **000** DATE: **00000000**

DLAB— SCORE: **000** DATE: **00000000**

Foreign Language

LANG CODE	LANGUAGE DESCRIPTION	SOURCE CODE	TEST RANGE	TYPE TEST	TEST DATE	EXP DATE	TYPE SKILL	SKILL LEVEL
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Martial Arts Training

CODE	COMPL DATE	INSTR EXPIRE DATE	DESC	REASON REVOKED	REVOKE EFF DATE
MMF	20150406	00000000	BROWN BELT	0	00000000
MMD	20150406	00000000	GREEN BELT	0	00000000
MMC	20150406	00000000	GRAY BELT	0	00000000

Information Assurance

IA CERTIFICATION CODE:

IA CERTIFICATION PROVIDER CODE:

IA WORKFORCE CATEGORY CODE:

IA WORKFORCE LEVEL CODE:

IA POSITION APPOINTMENT DATE:

IA CERTIFICATION DUE DATE:

IA CERTIFICATION RECEIVED DATE:

IA CERTIFICATION WAIVER GRANTED DATE:

IA CERTIFICATION WAIVER EXPIRATION DATE:

IA CERTIFICATION TRAINING COMPLETED QUANTITY:

IA CERTIFICATION TRAINING DATE:

IA CERTIFICATION CUMULATIVE TRAINING COMPLETED QUANTITY:

IA COMPUTER ENVIRONMENT CERTIFICATION CODE:

IA COMPUTER ENVIRONMENT CERTIFICATION DATE:

IA RECERTIFICATION DATE:

IA DUTY CODE:

Physical Fitness Test

SCORE	DATE	CODE	CLASS	PULL—UPS	PUSH—UPS	CRUNCHES	RUN	ROW
299	20170616	1	1	20		101	18:22	
299	20160608	1	1	20		101	17:59	

Combat Fitness Test

SCORE	EFF DATE	CODE	CLASS	MOVEMENT TO CONTACT	AMMO LIFT	MANEUVER UNDER FIRE
299	20161117	1	1	1:37	155	1:06
299	20151015	1	1	1:44	155	1:45

Marksmanship

SERVICE RIFLE

CURRENT QUAL DATE: 20170518	SCORE: 320	CLASS CD: E
COURSE OF FIRE:		
SCORES TABLE 1/1A: 223	TABLE 2: 97	
EXPERT QUALIFICATIONS: 08		
EXCEPTION:	EXCEPTION EXPIRE DATE: 00000000	
DISTINGUISHED DATE: 000000		

SERVICE PISTOL

CURRENT QUAL DATE: 201712	SCORE: 356	CLASS CD: E
COURSE OF FIRE:		
EXPERT QUALIFICATIONS: 08		
EXCEPTION:	EXCEPTION EXPIRE DATE: 00000000	
DISTINGUISHED DATE: 000000		

ADMINISTRATIVE REMARKS (1070)

DATE

Articles UCMJ explained to me this date as required by Article 137, UCMJ.

(Signature)

350211, (bunseled this date concerning the following deficiencies), specifically your being derelict in your duties as a Marine NCO. On 5 Feb 1983, you treated a subordinate not as a recruit/bat where alcohol was served. Your lack of ability to lead and control this Marine was evident. Your judgment was obscured and you became distracted by your night activities. Subsequently, the Marine, who is underage and has had prior alcohol related incidents, engaged to obtain and drink alcohol. The next day, this Marine was O.A. from work as a result of being passed out and at lunchtime, operated the vehicle until he was pulled over by an MP for speeding. The MP detected a strong odor of alcohol coming from his breath and received him. After being transported to HQ, this Marine submitted to a chemical analysis and registered a .03 BAC. This behavior from a Marine Corporal brings discredit not only on the unit, but also the United States Marine Corps. This type of leadership, or the lack thereof, is detrimental to unit cohesion, good order and discipline and will not be tolerated. Furthermore, your judgment is below the expectation of what a Marine NCO should possess; future displays of negligence will result in disciplinary action. Specific recommendations for corrective action: Review the Handbook for the Marine NCO, re-familiarize yourself with the Core Values of Honor, Courage and Commitment. Tie the heart to the head and pattern your career around the Leadership Traits and Principles. Attend the nonresident PME course when scheduled, do not violate the UCMJ and seek assistance, which is available through the chain of command. I am advised that failure to take corrective action or any subsequent infractions may result in disciplinary action, administrative separation and/or limitation on further service. I was advised that within 5 working days after acknowledgment of this entry a written

DATE

Articles UCMJ explained to me this date as required by Article 137, UCMJ.

(Signature)

rebuttal could be submitted and that such a rebuttal will be filed on the document side of my service record. I choose ~~not~~ (not to) make such a statement. ~~not~~

SNR

CO

REMARKS

FORM 111 (11) (REV. 1-82) GHI 4200-CO-001-2708 U/1: UCMJ OF 100
REVIEWED: ADDITIONAL: N/A, BY: USED, 11. ~~not~~

U.S. GPO: 1990-781-

CHD on 30pp 14

UNIT PUNISHMENT BOOK (5P12)

NAMC 10132 (REV. 4-02) (Previous will not be used.) (EF)
SN 0109-LF-984-4100

Staple additional pages here.

Distribution:

Original copy to SRB/OQR

Copy to: OMPF, UNIT FILES, MEMBER

1. OFFENSES (To include specific circumstances and the date and place of commission of the offense.)

At UCMJ; In that Sergeant, on or about 2015 on 6 October, 2010, on the 600 block of Knob Creek Rd, physically control a vehicle, to wit: a passenger car, in a reckless manner by driving at excessive speeds (31 MPH over the speed limit) on a narrow winding road.

2. I have been advised of and understand my rights under Article 31, UCMJ. I also have been advised of and understand my right to demand trial by court-martial in lieu of non-judicial punishment. I do not demand trial and do not accept non-judicial punishment subject to my right of appeal. I further certify that I have not been given the opportunity to consult with a military lawyer, provided at no expense to me, prior to my decision to accept non-judicial punishment.

(DATE) 2010 10 18

(Signature of accused)

3. The accused has been afforded these rights under Article 31, UCMJ, and the right to demand a trial by court-martial in lieu of non-judicial punishment.

(DATE) 2010 10 22

(Signature of immediate CO of accused)

4. COOKER STATEMENT: I have been given the opportunity to consult with a lawyer, provided by the Government at no cost to me, in regard to a pending NJP for violation of Article 111 of the UCMJ. I understand I have the right to refuse that NJP. I do not choose to exercise that right. I further understand that acceptance of NJP does not preclude my command from taking other adverse administrative action against me.

(DATE) 2010 10 18

(SIGNATURE)

5. UNAUTHORIZED ABSENCES (in excess of 24 hours) AND MARKS OF DESTRUCTION

NONE

6. FINAL DISPOSITION TAKEN AND DATE

FORF OF \$1380 PAY PER MONTH FOR 2 MONTHS. TOTAL FORF \$2760. 22 OCT 10.

7. SUSPENSION OF EXECUTION OF PUNISHMENT, IF ANY.

2 OCT 10. FORF OF \$1380 PAY PER MONTH FOR 1 MONTH. TOTAL FORF \$1380, SUSP FOR 4 MOS, AT WHICH TIME, UNLESS SER VACATED, WILL BE REMITTED W/O FURTHER ACTION.

8. FINAL DISPOSITION TAKEN BY (Name, grade, title)

H.K. THOMPSON, MAJOR, COMMANDING OFFICER

9. Upon consideration of the facts and circumstances surrounding this offense (these offenses) and upon further consideration if the needs of military discipline in this command I have determined the offense(s) involved herein to be minor and properly punishable under Article 15, UCMJ, such punishment to be that indicated.

Signature of CO who took final disposition in 3)

1. The accused has been advised of the right of appeal.

010 10 22

(DATE)

(Signature of CO who took final action in 11)

12. I have been advised of and understand my right of appeal, at this time I do not intend to file an appeal.

2010 10 22

(DATE)

(Signature of accused)

10. DATE OF NOTICE TO ACCUSED OF FINAL DISPOSITION TAKEN.

2010 10 22

13. DATE OF APPEAL, IF ANY.

NOT APPEALED

4. DECISION ON APPEAL (IF APPEAL IS MADE), DATE THEREOF, AND SIGNATURE OF CO WHO MADE DECISION.

(DATE)

(Signature of CO making decision on appeal)

15. DATE OF NOTICE TO ACCUSED OF DECISION ON APPEAL.

16. REMARKS

17. Final administrative action as appropriate.

U

18. UNIT

INDIVIDUAL (Last name, first name, middle initial)

20. GRADE

21. SSN

SGT/E-5

Designed using FormFlow 2.22, HQMC/ARDE, Apr 2002