



**UNITED STATES MARINE CORPS**  
 MARINE CORPS DETACHMENT  
 MOTOR TRANSPORT INSTRUCTION COMPANY  
 1789 MICHIGAN AVE  
 FORT LEONARD WOOD, MISSOURI 65473-8963

## SEMI-REFUELER OPERATORS COURSE COMMAND SCREENING CHECKLIST

**PURPOSE:** To ensure Marines selected to attend the Semi-Refueler Operators Course are fully qualified, Mobile Training Team courses included.

**INFORMATION:** MOS schools are not screening institutions. In order to prevent Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO 1200.17\_, TM 11240-15/3G and this checklist. A failure to satisfy any of the prerequisites listed on the checklist disqualifies a Marine from attending the course.

**ACTION:** One copy of the completed checklist will be attached with orders prior to TAD assignment. The checklist will be destroyed upon completion of TAD.

NAME: _____		RANK: _____	
EDIPI: _____		UNIT: _____	
PREREQUISITES			REMARKS
1	Does the Marine have an MOS of 353X and have at least one year remaining on current contract?	Yes/No	
2	Does the Marine have a valid OF-346 with MTRV endorsement? ( <b>Shop Use Only</b> License is <b>NOT VALID</b> ).	Yes/No	
3	Does the Marine have Driver Improvement entered in MCTFS if under age 26?	Yes/No	
4	Does the Marine possess a valid state driver's license? Proof of extension/waiver?	Yes/No	
5	Is the Marine on full duty?	Yes/No	
6	Is the Marine currently assigned to BCP? (All students will have final weigh-in for pro and con marks or fitness report purpose IAW MCO 3110.3). <b>*Fort Leonard Wood courses only.</b>	Yes/No	
7	Does the Marine possess a Valid Physical Examination for Motor Vehicle Operator's Medical Examiner's Certificate?	Yes/No	
8	Does the Marine possess an activated Gov't Charge Card or received full amount of Per Diem for meals and lodging? MarAdmin 691/13 requires compliance as of 1 February 2014. <b>*If attending a Mobile Training Team course see MSC for guidance.</b>	Yes/No	

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9	Did the Marine utilize Defense Travel System (DTS) Government Lodging tab or Commercial Lodging tab to reserve lodging or receive non availability on Ft. Leonard Wood or at a local hotel? <b>*If attending a Mobile Training Team course see MSC for guidance.</b>	Yes/No	
10	Does the Marine possess appropriate uniforms for the course? A. Service Alpha. <b>*(Fort Leonard Wood courses only).</b> B. Service Charlie/Bravo (seasonal). <b>*(Fort Leonard Wood courses only).</b> C. Utilities, Woodland MarPat. D. P.T. Gear (Running Suit Included). <b>*(Fort Leonard Wood courses only).</b> E. Safety Boots. F. Coveralls. G. Flak and Kevlar/As Required per local SOP. <b>*(Mobile Training Team courses only).</b> H. Eye-Pro, Ear-Pro, and Gloves.	Yes/No	
11	Does the Marine have his/her TAD orders?	Yes/No	
12	Does the Marine possess a current Hazardous Materials (Fuel) endorsement page on his/her OF-346? TM 11240-15/3G Pg. 28 Sect. 3-4. <b>*Required for Mobile Training Team course see MSC for guidance.</b>	Yes/No	
13	Does the Marine possess an Air Brake Endorsement (Air Brakes) on his/her OF-346? TM 11240-15/3G Pg. 24 Table 2-1.	Yes/No	
14	Has the Marine been informed that he/she must hand carry this checklist to the SNCOIC of the Semi-Refueler Operators Course or <b>to the Team Leader of the Mobile Training Team course?</b>	Yes/No	

Agency Program Coordinator (APC): \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Dates: Report: \_\_\_\_\_ Graduation: \_\_\_\_\_ Class: \_\_\_\_\_

Unit Motor T Chief/MTO: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company First Sergeant: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Commander: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit S-3 Chief: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_