



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

VEHICLE RECOVERY COURSE COMMAND SCREENING CHECKLIST

PURPOSE: To ensure Marines selected to attend the Vehicle Recovery Course are fully qualified.

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 11240-15/3_ and this checklist. A failure to satisfy any of the prerequisites listed on the checklist disqualifies a Marine from attending the course. If there are any questions not covered in the MCTIMS Course Description, contact the Vehicle Recovery Course section at 573-596-1561 or 573-596-8628.

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	Yes/No	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 and MKR18 endorsement?	Yes/No	
3	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	
4	Does the Marine have Driver Improvement entered in MCTFS if under age 26 or a Driver Improvement Program card?	Yes/No	
5	Does the Marine possess a valid state driver's license? Proof of extension/waiver?	Yes/No	
6	Is the Marine on full duty and able to complete a full PFT?CFT?	Yes/No	
7	Is the Marine within height and weight standards (All students will have initial and final weigh-in for pro and con marks or fitness report purpose IAW MCO 3110.3). HT: ___ WT: ___ BF% ___	Yes/No	Verified by S-3 Rank/ L.Name: _____ Signature: _____
8	Does the Marine possess a Medical Examiner's Certificate OPNAV 8020/6 that is valid for the duration of the course?	Yes/No	

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9	Does the Marine possess an activated Gov't Travel Charge Card (MarAdmin 431/19) or received full amount of Per Diem for meals, lodging and travel? MarAdmin 691/13 requires compliance as of 1 February 2014.	Yes/No	
10	Did the Marine utilize Defense Travel System (DTS) Government Lodging tab or Commercial Lodging tab to reserve lodging or receive non availability from DTS on Ft Leonard Wood for local hotel? (Must use DTS for lodging reservations on or off base)	Yes/No	
11	Does the Marine possess appropriate uniforms for the course? A. Service Alpha B. Service Charlie/Bravo (seasonal) C. Utilities, Woodland MarPat x2 D. Safety Boots E. Coveralls F. P.T. Gear (Running Suit Included) G. Eye-Pro, Ear-Pro, and Gloves.	Yes/No	
12	Does the Marine have his/her TAD orders?	Yes/No	
13	Has the Marine been informed that he/she must hand carry this checklist to the SNCOIC of the Vehicle Recovery Course?	Yes/No	MTO/MTC Signature: _____

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: _____

Current as of 20190815