

## INSTRUCTOR PACKAGE CHECKLIST

Complete the following documents and have your career planner submit via AMHS to MMEA-83 and CC MCES:

1. NAVMC 11713 Formal School Instructor Checklist (enclosure 2)
2. NAVMC 11711 Financial Worksheet Form (enclosure 3)
3. Security Manager Letter (example enclosure 4)
4. Copy of page 11, 12 and 13

Complete the following documents and scan/email to the CEIC Academic Chief for screening.

1. OPNAV 1500/75 (enclosure 5)
2. High Risk Training Medical Screening (enclosure 6)
3. Biography (example enclosure 7)
4. Professional Resume w/Photo (enclosure 8)
5. 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 9). \*\*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.\*\*
6. Copy of Master Brief Sheet