UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT FORT LEONARD WOOD
MOTOR TRANSPORT INSTRUCTION COMPANY
1789 MICHIGAN AVENUE
FORT LEONARD WOOD, MISSOURI 65473-6981

IN REPLY RREFER TO:
1326
MTIC

MOTOR TRANSPORT INSTRUCTION COMPANY POLICY LETTER

From: Director, Motor Transport Instruction Company
To: Distribution List

SUBJ: SELECTION AND SCREENING PROCESS FOR MOTOR TRANSPORTATION INSTRUCTION COMPANY FORMAL SCHOOL INSTRUCTORS

Ref: (a) MCO 1326.6
(b) NAVMC 1553.2
(c) TM 11240-3/15_
(d) P5000.1_

Encl: (1) Welcome aboard message
(2) NAVMC 11713 Formal School Instructor Checklist
(3) MTIC Instructor Data Sheet
(4) NAVMC 1171 Financial Worksheet
(5) FLW Form 1835 Personal Weapons Registration Form
(6) Sample Professional Resume and Biography
(7) Points of Contact

1. **Situation**. To establish criteria and guidance for screening, selecting, and preparing enlisted Marines for assignment to screen-able billets, per the listed references.

2. **Mission**. This policy establishes procedures for the assignment of enlisted Marines to screen-able billets that provide the Marine Corps with the capability to recruit, train, and educate Marines and safeguard national assets.

3. **Execution**.

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. Every career Marine should expect to be assigned to challenging duties, both within and outside of their primary military occupational specialty (PMOS). These duties can significantly enhance a Marine's professional development and they are crucial to the recruitment, training, education, and retention of quality men and women of character and for safeguarding our national assets.

(2) Concept of Operations. Directors of Formal Schools train and educate Marines selected for assignment to most screen-able billets. They enable Marines to be successful and are the final step before a Marine is placed in significant positions of authority.

(3) Eligibility Requirements. In accordance with reference (a) and (b), Marines assigned to Formal School Instructor duty must possess a high degree of maturity, leadership, judgment, and professionalism. They must also be able to clearly communicate and be proficient in their Military Occupational Specialty (MOS). Additionally, they must be in good physical condition in order to lead regular PT sessions. General eligibility requirements and guidance is provided as follows:

(a) **Security clearance**. Marines selected for duties in connection with formal programs involving the education and training of military personnel **must** have a favorably adjudicated National Agency Check with Law and Credit (NACLC), or successor Tier 3 investigation, before executing their duties. A Security Manager's letter will be attached to the application verifying eligibility. **A Marine whose security clearance is due to be out of scope within the next 12 months, must initiate a reinvestigation with their Security Manager and have an open investigation before departure.**

(b) **Academic Potential**. Marines must be able to understand and effectively use references and methods of instruction**.** ASVAB GT score is used to assess a Marine's ability to read, comprehend, and be successful in this academic environment. Successful completion of resident professional military education, courses or off duty education courses may serve as rationale for recommending Marines with a GT score below 90.

(c) **Disciplinary Record**. Marines with documented adversity will be closely reviewed for patterns of questionable character and integrity violations. Commanding Officers must state whether a Marine's character is not suitable for Formal Schools Instructor duty or may request an exception to policy for adversity of minor nature that took place within the timelines listed below:

(1) A court-martial conviction may be waived, if five (5) or more years have elapsed since the offense.

(2) Not more than two (2) NJP in the last five (5) years preceding the report date. Not more than one (1) NJP in the last 12 months preceding report date.

(3) No drug- or alcohol-related incidents within the last two (2) years preceding the report date.

(4) Marines involved in cases involving child abuse, sexual molestation, or any sexual assaults that are substantiated by command and/or law enforcement investigation are permanently disqualified from Instructor duty.

(d) **Financial Stability**. Financial stability is an indicator of Marine's maturity and judgment. Marines must demonstrate an ability to manage personal financial affairs with maturity and judgment, not exhibit a pattern of indebtedness, or frequently write checks without sufficient funds.

Although disclosure of the information in NAVMC 11711 is voluntary, non-disclosure could result in a decision to assign a Marine without full consideration of the Marine's ability to successfully perform that duty due to financial challenges.

(e) **Family Stability**. Family instability in itself is not a disqualifier from Formal Schools Instructor duty; however, it may have a significant negative impact on the Marine's ability to communicate clearly and articulately with their students. Special consideration should be given to Marines who are undergoing marital counseling, pending divorce proceedings, or legally separated. Marines may be considered for an exception to policy if the separation or divorce proceedings will not foreseeably interfere with their duties as an instructor.

(f) **Physical Fitness and Height/Weight Standards**. Endurance and physical stamina are necessary for Formal School Instructors in order to endure sustained periods on their feet while instructing and lead regular organized PT sessions with students.

(g) **Communication Skills**. Marines must be able to converse in a clear manner, not stutter or have other significant speech impediments.

(h) **Entry-level Military Occupational Specialty (MOS) Schools**. Entry-level schools instructors are placed in sensitive positions that directly and regularly engage with entry level Marines attending MOS training. Marines ordered to entry-level schools will have their records screened by CMC (MMEA) for proficiency and maturity. Additional requirements for MTIC Instructors are as follows:

(1) Marines must have a current OF-346 (U.S. Government Motor Vehicle Operator's Identification Card, and shall be familiar and knowledgeable with all equipment listed in their OF-346.

(2) Valid State Driver's License and Medical Certificate.

(i) **Exceptions to Policy/Waivers**. Commanding Officers may recommend an exception to policy from Director, Manpower Management, for Marines who do not meet prescribed eligibility criteria, but possess a strong character and are expected to be successful on duty.

4. Screening Process. Marines may volunteer or be assigned to Formal School Instructor billets by CMC (MMEA), based on individual information captured in MCTFS. All Marines must complete NAVMC 11713, Commanding Officer's Screening/Interview Guide in accordance with the reference (a) stated in Chapter 9.

a. Requirements. The following screening documents must be forwarded to the personnel listed in Enclosure (6) **no later than 90 days** after receiving the welcome aboard package:

(1) Completed NAVMC 11713, Commanding Officer's Screening/Interview Guide – Formal School Instructor Duty (Enclosure 2).

(2) Completed NAVMC 11711, Commanding Officer's Financial Worksheet (Enclosure 3).

(3) Records of disciplinary actions contained in the Marine's service record.

(4) Security Clearance Eligibility Verification Letter.

(5) Professional resume (Enclosure 6)

(6) Biography (Enclosure 6)

b. Commanders Screening. Commanding Officers will personally interview Marines, being directed for screening or volunteering for Formal Schools Instructor duty, during volunteer submission or within 60 days of receipt of orders. Commanders will review all pertinent records and ensure that NAVMC 11713 is properly completed. Commanding Officer input is vital in determining a Marine's potential for success on Formal School Instructor duty. Completed checklist and supporting documentation will be submitted to CMC (MMEA) via AMHS and a copy will be sent to the gaining command. Commanding Officer comments should include recommended exceptions to policy and projected deferment date for resolution of family instability, completion of family care plans, medical stabilization, or initiation of security clearance investigations.

c. Assignment and Validation.

(1) Volunteers. Upon receiving the Marine's volunteer application, CMC (MMEA) will review the application, process exceptions to policy, and make an assignment to Formal School Instructor duty. When making the assignment, CMC (MMEA) will consider Marine's preference, Commanding Officer's recommendations, individual qualifications, and needs of the Marine Corps.

(2) Directed Assignments. CMC (MMEA) may make directed assignments to Formal School Instructor duty, for qualified Marines, after screening individual information contained in the MCTFS.

d. Commander's Re-certification. No earlier than 60 days and no later than 45 days prior to class report date, Commanding Officers will re-certify that a Marine remains qualified for Formal School Instructor duty. Commanding Officers may request a deferment, waiver / exception to policy, or cancellation of orders for Marines who do not meet one or more eligibility requirements or require more time to become eligible. Completed applications and supporting documentation will be provided with any requests for deferral or cancellation of orders.

4. Instructor Training. After reporting at the assigned Formal School, Marines assigned to selected Formal School Instructor billets will complete service-level training and education requirements in accordance with reference (b). Additionally, Formal School Instructors will undergo orientation and certification prior to teaching students.

5. **Administration and Logistics**. Recommended changes to this policy must be submitted to the Director of MTIC via appropriate chain of command.

6. **Command and Signal**.

a. Command. This policy applies to all Formal Instructor nominees to Marine Corps Detachment Fort Leonard Wood, Motor Transport Instruction Company.

b. Signal. This policy is effective the date signed.

Z. E. WEIDNER