



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

SEMI-TRAILER REFUELER OPERATORS COURSE COMMAND SCREENING CHECKLIST

PURPOSE: To ensure Marines selected to attend the Semi-Trailer Refueler Operators Course are fully qualified and meet the prerequisites, 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. If there are any questions not covered in the MCTIMS Course Description, contact the Semi-Trailer Refueler Operator Course at 573-596-3534 or (573) 337-9628

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? (Shop Use Only License is NOT VALID).	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? IAW MCO 6110.3A). HT: _____ WT: _____ BF%: _____. *Fort Leonard Wood courses only.	Yes/No	Verified by S-3 Rank/ L. Name: _____ Signature: _____
7	Does the Marine possess a Valid B class medical certificate for motor transportation that doesn't expire during the course?	Yes/No	
8	Does the Marine possess an activated Gov't Charge? Mar Admin 691/13 requires compliance as of 1 February 2014. *If attending a Mobile Training Team course see MSC for guidance.	Yes/No	

9	<p>Does the Marine have a credit limit on their GTCC that matches or exceeds the total trip cost in DTS?</p> <p>*If attending a Mobile Training Team course see MSC for guidance.</p>	Yes /No	
10	<p>Did the Marine set TDY location to Fort Leonard Wood when creating their DTS authorization?</p> <p>*If attending a Mobile Training Team course see MSC for guidance.</p>	Yes /No	
11	<p>When utilizing the Government Lodging tab in DTS did the Marine attempt to book lodging on post first? If no lodging is available on-post, off-post commercial lodging will automatically populate and the Marine must book a room at one of the listed hotels. This will automatically populate a Statement of Non-Availability in DTS.</p> <p>**MARCORDET FORT LEONARD WOOD AND POST HOTELS DO NOT PROVIDE STATEMENT OF NON-AVAILABILITY**</p> <p>*If attending a Mobile Training Team course see MSC for guidance.</p>	Yes /No	
12	<p>Did the Marine select the proper per diem amounts in accordance with the lodging booked?</p> <p>*On-Post government lodging only rates partial per diem amount. *</p> <p>*Off-Post commercial lodging rates full per diem amount. *</p> <p>*If attending a Mobile Training Team course see MSC for guidance.</p>	Yes /No	
13	<p>Did the Marine ensure departure flight is after 1600 on graduation day?</p> <p>*If attending a Mobile Training Team course see MSC for guidance.</p>	Yes/No	
14	<p>Does the Marine possess appropriate uniforms for the course?</p> <p>A. Service Alpha. *(Fort Leonard Wood courses only).</p> <p>B. Service Charlie/Bravo (seasonal). *(Fort Leonard Wood courses only).</p> <p>C. Utilities, Woodland MarPat.</p> <p>D. P.T. Gear (Running Suit Included/Sweat Top and Bottoms). *(Fort Leonard Wood courses only).</p> <p>E. Safety Boots. If Marine shows up without Safety Boots, the Marine will be instructed to purchase them locally with their GTCC utilizing home unit funds.</p> <p>F. Coveralls.</p> <p>G. Flak and Kevlar/As Required per local SOP. *(Mobile Training Team courses only).</p> <p>H. Eye-Pro, Ear-Pro, and Gloves.</p>	Yes/No	

15	Does the Marine have his/her DTS orders?	Yes/No	
16	Does the Marine have a TD JPES occasion complete or for Sgt's a TD Fitness report prior to course completed. *Not Required for Mobile Training Team as not TAD over 30 days.	Yes/No	
17	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	
18	MTIC has deemed the Days Inn by Wyndham in Saint Robert, MO off limits to all students. I certify that this hotel will not be selected in DTS	Yes/No	
19	Has the Marine been informed they must hand carry a copy of their credentials to the SNCOIC of the Semi-Trailer Refueler Operators Course or to the Team Leader of the Mobile Training Team Course ?	Yes /No	
20	Has the Marine been informed that he/she must hand carry this checklist to the SNCOIC of the Semi-Trailer Refueler Operator Course or to the Team Leader of the Mobile Training Team 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: _____

☐ **NOTICE:** Please check this box to acknowledge requirement. I have instructed my units SAPR/VA to reach out to the Marine Corps Detachment Fort Leonard Wood SAPR/VA at 573-337-5076 to conduct a warm handover if an existing case is open on this Marine

Signature: _____ Date: _____
 Unit S-3 Chief: _____ Phone: _____
 Signature: _____ Date: _____

