



**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 th 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? <b>(Shop Use Only License is 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? IAW MCO 6110.3A). HT: _____ WT: _____ BF%: _____. <b>*Fort Leonard Wood courses only.</b>	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 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	

# SEMI-TRAILER REFUELER OPERATORS COURSE COMMAND SCREENING CHECKLIST

9	Did the Marine utilize Defense Travel System (DTS) to reserve Commercial Lodging? <b>Ensure departure flight is after 1600 on graduation day.</b> <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/Sweat Top and Bottoms). <b>*(Fort Leonard Wood courses only).</b> 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. 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 DTS orders?	Yes/No	
12	Does the Marine have a TD JPES occasion complete or for Sgt's a TD Fitness report prior to course completed.  <b>*Not Required for Mobile Training Team as not TAD over 30 days.</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	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	
15	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 <b>Team Leader of the Mobile Training Team Course?</b>	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: \_\_\_\_\_