

Effective 1 September 2020

Photos are no longer required with the instructor application

Active Duty Marine:

Your height, weight, and body fat percentage if required must be certified on unit letterhead and signed by an approving official.

Your letter of recommendation must be from your last Performance Evaluation Reporting Senior. If you cannot locate your last RS you must provide a detailed statement of the efforts you have made to contact them at which time a letter of recommendation from that Reviewing Officer of that RS is acceptable.

If you have a new Reporting Senior writing the recommendation have them make a statement of being your new RS within his letter of recommendation.

Retirees:

Your height/weight must be verified by medical personnel on their official letterhead or prescription pad and signed by the medical personnel. If you are over max weight, we will require neck and abdomen measurements.

If you are currently working, your letter of recommendation should be from your current supervisor. If you don't want them to know you are seeking employment the recommendation should be from your last reporting senior. If you can't locate them it should be from someone in the community who knows you well enough to speak on your behalf and understand our Corps Values.

For All:

If you have NMED for your last PFT or CFT or were limited duty explain and provide a physician's documentation regarding your prognosis and anticipated return to full duty.

Once your application is complete and you have all the supporting documents, if you can encrypt your email send it to Mrs. Anna Henson at anna.henson@usmc.mil. All others email Mrs. Henson first and she will

provide instructions to safely transmit your application and documents. Both methods will ensure your personal information is protected. Mailing the application is still an option but not preferred. **Do not use Priority Mail.**

Applications received by the 25th of each month will be on the next month's board. Example: (Application received between 1 through 25 June---your package will go to the July board. Application received 26 June through 25 July--August board).

If your application is incomplete, it will not be put on the board and may be destroyed.

- DO NOT PRINT AND SEND EVERY DOCUMENT FROM MOL**
- YOU ARE RESPONSIBLE FOR A COMPLETE APPLICATION**
- WE WILL NOT PUT YOUR APPLICATION TOGETHER FOR YOU**