

**Photos are not 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 reference should be from someone who can attest to your good character. You may also use a letter of recommendation from your last reporting senior.

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

Provide statements for **any** arrest, NJPs or 6105s

Once your application is complete and you have all the supporting documents, if you can encrypt your email send it to **Gregory.I.Byrd at@usmc.mil**. All others email Mr Byrd first and he will provide instructions to safely transmit your application and documents. Both methods will ensure your personal information is protected. Mailing the application is not an option

Applications received by the 10th of the month will be on the next month's board. Example: (Application received between 1 May and through 10 June---your package will go to the July board. Boards are held every other month (Jan-Mar-May-July- Sept- Nov).

The entire application must be sent as one PDF file labeled as Last Name\_First Name \_Rank\_Month of submission\_Year of submission. (Smith\_Robert\_Major\_July\_24)

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**