

MILPERSMAN 1306-971

NAVY MILITARY TRAINING INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone:	DSN COM FAX	882-3862 (901) 874-3862 882-2646
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmncc@navy.mil	
		MyNavy Portal:	https://my.navy.mil/	

References	(a) SECNAVINST 6120.3 (b) OPNAVINST 6110.1J (c) OPNAVINST 1740.5C (d) CNO Washington DC 311732z Mar 16 (NAVADMIN 082/16)
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1. **Background.** Personnel assigned to Navy military training instructor (NMTI) duties at Training Support Center (TSC), Great Lakes, IL provide leadership, training, and mentorship to Sailors at the apprentice level of the Sailor development continuum.

a. NMTI personnel must continually demonstrate superior leadership and motivational skills to be successful in physically and emotionally demanding situations. NMTI duties require proven self-discipline and imaginative problem-solving skills in challenging and often unique situations.

b. Above all, NMTIs must be highly principled individuals who possess strong character, and personal and professional integrity. They must be committed to reflect the Navy's core values.

2. **Eligibility Requirements**

a. Enlisted personnel (pay grades E-5 through E-9) will be considered for assignment as an NMTI. Personnel with 15 years or more of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E-5s and E-6s will be considered on a case-by-case basis for highly qualified Service members.

b. Warfare qualification waivers may be granted on case-by-case basis).

c. Armed Services Vocational Aptitude Battery minimum verbal expression score of 50 is required (waivers granted on case-by-case basis).

3. Detaching Command Screening Package Requirements

a. **Performance Evaluations.** Candidates must have no mark below 3.0 for the past 36 months on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1 - E6) or NAVPERS 1616/27 Evaluation and Counseling Record (E7 - E9) and must reflect a steady and or improving trend. NAVPERS 1616/26 and 1616/27 are available at <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

b. **Legal Issues.** A waiver is required for a candidate with any nonjudicial punishment (NJP), court-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral/integrity violations within the past 36 months. Waivers will be granted on a case-by-case basis. A waiver is not authorized for any NJP or detachment for cause within the past 24 months for any sex-related offense, either pre-service or during service.

c. **Medical and Dental.** Per references (a) and (b), health and dental records must be screened at a medical treatment facility using NAVMED 6120/4 Periodic Health Assessment <https://forms.documentservices.dla.mil/nfol/NONSN00005656.PDF> and NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>. List any known medical conditions which would preclude full participation in strenuous daily exercise with Sailors and the physical readiness program, specifically any medical limitations that would prevent prolonged standing or running.

d. **Command Financial Specialist.** All candidates must be screened thoroughly prior to transfer, per reference (c), to ensure financial stability. Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 36 months are disqualifying for NMTI duty.

e. **Command Drug and Alcohol Program Advisor.** Any candidate with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the previous 3 years, or any two alcohol incidents) is unsuitable. In addition, a candidate who has successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver.

f. **Physical Fitness Assessment (PFA).** Candidate must have scored "good low" or higher on the most recent PFA.

g. **Family Care Plan.** A single parent or dual military candidate must have a current family care plan on file and be counseled concerning overnight working hours, overnight duty requirements, and extended childcare requirements documented on NAVPERS 1070/613 entry. NAVPERS 1070/613 may be accessed at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>. Point of contact for this information:

<p>Command Master Chief TSC, Great Lakes DSN 792-6959 COMM. (847) 688-6959</p>
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h. **Tattoo Criteria.** Must be in compliance with reference (d) for acceptable maximum tattoo standards.

i. **Security Clearances.** Per MILPERSMAN 1306-953, prospective candidates must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks/Access National Agency Check and Inquiries prior to assignment (issuance of orders).

j. **Command Master Chief (CMDCM), Command Senior Chief, and Senior Enlisted Leader (SEL).** CMDCM, CMDCS, or SEL must screen candidates for duty as an NMTI prior to the commanding officer's (CO) interview. Upon completion of the screening, NAVPERS 1070/613 Administrative Remarks entry must be completed. NAVPERS 1070/613 is available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

Date: (Rate/Name) was interviewed this date, per MILPERSMAN 1306-971, and found to be fully qualified for assignment to Navy military training instructor duty.

CMDCM/CMDCS/SEL Signature

Printed Last, First Title (E.G.: SAILOR, JOE Command Master Chief)

k. **CO Screening.** The CO will personally evaluate and certify the Service member has been screened. Upon completion of the CO's interview, NAVPERS 1070/613 entry must be completed.

Date: (Rate/Name) was interviewed this date, per MILPERSMAN 1306-971, and found to be fully qualified for assignment to Navy military training instructor duty

Commanding Officer's Signature

Printed Last, First Title

Note: By direction is not authorized and will not be accepted.

l. **Screening.** Complete sections A, B1, C, D1, D5 and D6 of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed at:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>. A copy of the completed screening package, including full length three-quarter view photo of the candidate in service khaki (E-7 and above) or service dress whites (E-6 and below), must be submitted to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Distribution Branch (PERS-4010D1) and TSC, Great Lakes.

m. **Obligated Service (OBLISERV).** Required OBLISERV is 36 months from the time the candidate completes instructor school. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. PERS-4010D1 must be notified by message of any candidates who fail to OBLISERV.

n. **Re-Certification.** Candidates must be re-screened by the detaching command 30 days prior to detachment. If status has changed, detaching command must notify PERS-4010D1 and TSC, Great Lakes via naval message.

4. **Waivers.** Waivers for the requirements contained in this article will be granted by NAVPERSCOM (PERS-4010) in consultation with CO, TSC, Great Lakes prior to releasing orders.