



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:
3104
C468VIM
28 July 03

MEMORANDUM

From: Head, Visual Information Management, Training and Education Command,
Quantico, Virginia
To: Distribution

Subj: VISUAL INFORMATION (VI) POLICY LETTER 3-03, DEFENSE INFORMATION
SCHOOL INSTRUCTOR NOMINATION POLICY AND PROCEDURES

Ref: MCO 3104.1

Encl: (1) DINFOS Data Sheet

1. Purpose. The Defense Information School (DINFOS) has instituted a nomination policy for all instructor candidates. Per the reference, the responsibility for recommendations of all nominees resides with the Head, Visual Information Management. This letter provides guidance on the proper nomination procedures.

2. Information. DINFOS requests replacement instructors approximately thirteen months prior to an instructor's rotation date. This allows plenty of time for nominations from the services.

3. Guidance. DINFOS instructors are in a Department of Defense school that trains joint service and international students. Officers in Charge and NCOIC's should ensure that each nominee meets the requirements in the eligibility paragraph below. Additionally, the nomination package recommendation letter should expound on the Marine's communications skills to include listening, speaking, writing and reading. It is equally important that the nominee be able to communicate effectively and efficiently on all levels. Many times the instructor has senior service members as students, which requires maturity beyond his/her rank. Finally, the instructors are responsible for the training and well being of very impressionable pipeline service members, with many of the Army, Navy and Air Force students still in a "basic training" program. This requires unfailing support of our Core Values. All of this should be considered when nominating a Marine to DINFOS.

4. Eligibility. Waivers are not authorized for any of the below eligibility requirements.

a. Rank: Sergeant or Staff Sergeant per the request. Only exception is a Sergeant selected Staff Sergeant awaiting promotion. This must also be noted in the recommendation letter.

b. Time in Service: Must be on second term or longer.

c. PME must be complete in grade.

d. Service Obligation: Nominee must be able to serve for a minimum of three years as an instructor based on DOD requirements. The Marine must have three years left on current contract or sign a Page 11 statement stating that he/she will reenlist or extend at the appropriate time in order to meet the 36-month time on station obligation if he/she accepts orders to DINFOS. This statement (page 11) must accompany the package.

5. Package Contents:

- a. Completed DINFOS Data Sheet (Enclosure (1)).
- b. OIC/NCOIC Recommendation Letter (See Guidance above).
- c. Copy BIR/BTR.
- d. Copy Page 3 (Record of Service).
- e. Copy Page 11, Service Obligation Statement, if applicable (See paragraph 4.c. above).
- f. Copy of any offenses/courts martial.
- g. Copy of Awards Page.

6. Action.

- a. VIM.

(1) Visual Information Management will announce requests for nominations to the Supporting Establishments (SE) and Operating Forces (OPFOR) via e-mail and message traffic based on the DINFOS request. This message will outline details for the position, i.e. rank, MOS, etc.

(2) Convene and chair a DINFOS Instructor Selection Committee for all nominees. Make selection and coordinate orders with M&RA.

(3) Endorse and forward package to DINFOS.

- b. DINFOS USMC Element Commander.

(1) Liaise between DINFOS, VIM and the OCCFLD for information about the nomination requests.

(2) Act as a standing member of the DINFOS Instructor Selection Committee.

- c. CVIC/COMCAM OIC/NCOIC. Submit nominations to VIM per this policy.

7. Point of contact at VIM is MGySgt Mattocks at DSN. 278-1209, COMM 703-784-1209.

J. CORE

DINFOS Instructor Nomination Data Sheet

Personal Information:

Last Name:

First Name:

Middle Initial:

Rank:

DOR:

SSN:

MOS:

GT Score:

ADBD:

EAS:

DOB:

PME: (Must be complete for grade)

Height/Weight:

Marital Status:

Service Schools:

E-mail Address:

Command Information:

OIC/NCOIC Name:

OIC/NCOIC Phone Number:

OIC/NCOIC E-mail:

Command Address: