



## 433 TRS MTI Application

The following is a template for electronic submission of the MTI application. The items listed should be checked for completion and accuracy prior to submission. Applications that are incorrect or incomplete will be returned to the applicant with a description of changes/updates that need to be made. All documents must be printed, scanned, and saved as single PDF file. If applying for a Traditional position complete item# 1-11 then e-mail the completed application to: 433TRS.recruiting@us.af.mil . If applying for an AGR position go through MyPERS to submit your application.

### Item #1 Application Photo



- Applicants must ensure uniform combination, position of attention and camera angle is as displayed above. Members may generate photo utilizing the base photo lab or personal camera. If photo is captured using a personal camera the background must be free of furniture, pets, trash, etc. Photo must be taken in the service uniform; short sleeve, open collar, wear all ribbons and badges (no princess cut).

**Ensure uniform and personal appearance meet AFI 36-2903 standards**

- **UNIFORM TIPS:** Dry cleaned uniform and triple starched shirt. Tailored shirts and use of shirt garters will also enhance overall image. Confirm ribbons and badges are aligned perfectly. Align shirt, trouser, and belt gig line. Ensure trousers are fitted properly with a slight break in the front crease (pant legs should not touch the floor behind the heels).

### Item #2 MTI Duty Application

- Upon receipt of application, email MTI Recruiting Team the name and email of Unit Commander to initiate 360 review, per SPECAT and item #9 on MTI Applicant Checklist.
- The MTI Duty Application is attached to this template (pg. 3 and 4)
- Type or print, ensure hand writing is legible.

## **Item #3**

### **Letter(s) of Recommendation**

- Organize Letters of Recommendation in descending rank order. At a minimum all applicants are required to have a letter from their unit commander, this is in addition to the endorsement on the MTI Duty

Application and the CC's Interview Worksheet.

- Commander's Recommendation Letter must include the following statement:

- "I have interviewed the applicant and find him/her qualified for MTI duty. The applicant's records have been screened and found to conform to Air Force Policy on Formal Training Course Instructors. The applicant's records do not reflect any incidents of court-martial, non-judicial punishment, or administrative action for sexual assault, sexual harassment, unprofessional relationships, physical abuse, or any information that would preclude selection. Furthermore, I find no record of court-martial, non-judicial punishment, or Letter of Reprimand for verbal maltreatment or financial irresponsibility."

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Submit a signed memo stating:

- "I certify that I have no record of court-martial, non-judicial punishment, or administrative action throughout my entire career based on sexual assault, sexual harassment, physical abuse, or unprofessional relationships. Furthermore, I do not have a record of court-martial, non-judicial punishment, or administrative action reflecting a lack of character or behavioral/emotional control."

## **Item #4**

### **Records Review Printout**

- The printout is obtained through Virtual MPF. Log on to the MPF through the AF Portal. Navigate to "Records Review/Update", on the next screen select "View/Print All Pages". The print out will be 5-10 pages long. Scan in the order they appear.

## **Item #5**

### **PT Assessment Print Out, AFFMS**

- **Current PT assessment and all results within the past 12 months should meet or exceed 80 composite score without exemptions.**
- **Annotate all reasons for PT exemptions in the right margin of the printed page. i.e. deployment pregnancy, temp profile (injury, illness), etc.**

## **Item #6:**

### **Copies of your last 3 EPRs**

- **Review EPRs to ensure accuracy.**
- **Organize EPRs in chronological order, most recent first then remaining reports in descending order.**

## **Item #7:**

### **Copies of your last 5 EPRs**

- Organize EPRs in chronological order, most recent first then remaining reports in descending order.
- **If you do not have any EPRs then you must include an Letter of Evaluation (AF FORM 77) with your application for consideration**

## Item #8

### Medical Screening (Attachment 1)

#### - Dental Records Review (Section A)

- To be completed by Dental Clinic Representative.
- Please ensure writing is legible.

#### - Medical Records Review (Section B)

- To be completed by the Public Health Clinic or PCM at you Medical Treatment Facility after AF Form 422 is completed

#### - Mental Health Review (Section C)

- To be completed by Base Mental Health Office. Final approval will be determined by the 559 MDW/Military Training Consult Service (MTCS) upon completion of MTI psychological screening process. For any questions regarding this section, please contact MTCS at DSN 473-9386.

## Item #9

### AF Form 422

- To be completed by the Public Health Clinic or PCM at your Medical Treatment Facility.
- PULHES minimum score requirements are as follows: 121221. Qualified applicants must score equal to or less than the numbers given.
- Each applicant will be required to accomplish the read aloud test with their PCM or Public Health Clinic.
- Public Health office will document PULHES scores in the PME Special Duty Application and AFSC Retraining Physical Profile Assessment Section of the AF Form 422 and endorse Section B of Attachment

## Item #10

### Interview Worksheet (Attachment 2, 3)

- Use the interview worksheet attached at the end of this template (Attachment 2, 3).
- Applicant and spouse (if applicable): read and initial in the blocks just to the right of each topic.
- Sign and date.
- Applicants contact MTI Recruiting to conduct a phone conference. Spouses of married members/applicants are highly encouraged to participate. If not co-located due to unique circumstances (deployment/TDY) member may schedule a separate interview for spouse.

## Item # 11

### References

- Include a listing of references from your Civilian/ ART/ AGR job : Include your immediate supervisor and subordinates.

1)Name_____	Phone Number ( )	-	Role_____
2)Name_____	Phone Number ( )	-	Role_____
3)Name_____	Phone Number ( )	-	Role_____
4)Name_____	Phone Number ( )	-	Role_____
5)Name_____	Phone Number ( )	-	Role_____

## MILITARY TRAINING INSTRUCTOR (MTI) DUTY APPLICATION

AUTHORITY: 10 U.S.C. 8012 and EO 9397.

PRINCIPAL PURPOSE: For application and certification of special duty assignment.

ROUTINE USES: Used to apply for MAJCOM controlled special duty assignment. The SSAN is used for certification of the individual and records.

Application for: Military Training Instructor (MTI)

### Part I. General Information (Completed By Applicant)

Name (Last, First, M.I.)			Grade	SSAN	Age
Time in Grade	Control AFSC	Primary AFSC	Date Arrived Station (MM/YY)	DEROS (if applicable)	Time in Service
Are you currently in Phase 1 or 2 (circle one) of the Involuntary Retraining Program?    Yes    No			Do you currently have an assignment action pending?    Yes    No		Duty Phone Comm/DSN
Current Base Assignment:		Current Unit Assignment:		Email Address	Supervisor's Rank/Name
Marital Status M    S    D	Spouse in service Yes    No	Number of Children	Single Parent Yes    No	Highest Level PME	Education Level
Any prior special duty assignments? If yes, indicate type, when, and where: Yes    No					
(Optional) Comments or questions regarding MTI Duty:					
If applicable, do you have an approved Career Job Reservation (CJR)?    Yes    No    N/A					
Your Hometown:			Spouses Hometown:		
Are you currently receiving a Selective Reenlistment Bonus?    Yes    No					
Do you have any Exposed Tattoos in Short Sleeve Blues or PT Shorts?    Yes    No					
Location of exposed Tattoo:					
Description of exposed tattoo:					
I understand the conditions pertaining to this application and attest to the following remarks. I understand that my withholding or misrepresentation of the requested information could result in disciplinary action under the UCMJ. I fully understand I have been Nominated for an AETC Special Duty Assignment and that this application may be used for assignment action.					
Date		Signature of Applicant			

**Part II. Quality Force Issues (Completed by Unit Commander/First Sergeant ONLY)**

Is the applicant enrolled in a mandatory fitness program Yes    No	Is the applicant currently on a UIF/Control Roster Yes    No	EPR Ratings: (Begin with the most current rating in Block 1 and work back) <b>(Attach copies of the applicant's last five EPRs to this application)</b>				
		1.	2.	3.	4.	5.
Is the applicant under investigation or does the applicant or any family member(s) have any military or civilian judicial actions pending?      Yes    No						
Is the applicant currently serving a controlled tour? (If yes please provide the date that tour expires)      Yes    No						
Does the applicant speak clearly and distinctly?      Yes    No						
How would you rate the applicant's military image? Outstanding                  Excellent                  Good                  Fair                  Poor				Any medical history of back, feet, legs, or throat problems?      Yes    No		

**Part III. Unit Commander, First Sergeant and Command Chief Endorsement**

I recognize that it is not in the best interest of the Air Force to have confirmed perpetrators of sexual harassment performing AETC special duties. I have reviewed the above individual's records and they do not reflect any information, which in my judgment would preclude his/her selection for an AETC Special Duty Assignment. I have personally interviewed the applicant and to my knowledge, member is emotionally stable, morally sound, and financially responsible. **RECOMMEND: I find the member fully qualified for this AETC Special Duty Assignment. DO NOT RECOMMEND: I find the member unfit for MTI duty and do not recommend assignment. I have justified my non-recommendation in an attached memorandum.**

Unit Commander Printed Name	Signature	Date
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<b>Unit CC Check Appropriate Box</b>	<b>RECOMMEND</b>	<b>DO NOT RECOMMEND</b>
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Unit Commander Comments:

Unit First Sergeant Printed Name	Signature	Date
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Unit First Sergeant Comments:

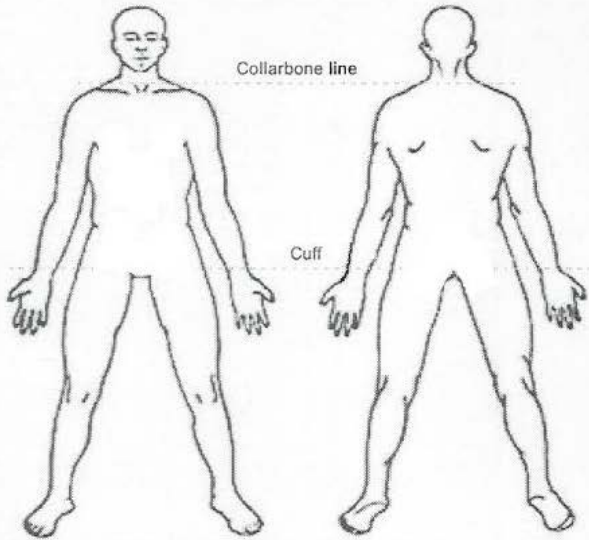
Wing Command Chief Printed Name	Signature	Date
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Command Chief Comments:

AUTHORITY: 10 U.S.C. 8012 and EO 9397.  
 PRINCIPAL PURPOSE: For application and certification of special duty assignment.  
 ROUTINE USES: Used to apply for MAJCOM controlled special duty assignment. The SSAN is used for certification of the individual and records.

# TATTOO SCREENING FORM

Fill in the form with any tattoos or body brands that may be visible while in PT gear or short sleeve open collar blue shirt. If they are potentially excessive in size or questionable in nature, additional photos maybe required.

	<ul style="list-style-type: none"> <li>• Mark tattoo/brand on body at left with a number.</li> <li>• Describe tattoo meaning below.</li> </ul>
1	
2	
3	
4	
5	
6	

**If tattoos are potentially excessive in size or questionable in nature, additional photos may be required for further screening – If required, the 433 TRS MTI Recruiting Team will notify the nominee.**

**If you believe that your tattoos are in excess of 25% of the viewable surface of the exposed body part (while in short sleeve blue shirt with no tie/tab) please contact 433 TRS MTI Recruiting prior to completing this application (Comm: 210-671-2410 / DSN: 473-2410)**

I do not have any tattoos/brands

I do have tattoos/brands and I certify the above tattoos and brands list completely and accurately describes them. \_\_\_\_\_ (*initials*)

<b>Applicant Printed Name</b>	<b>Applicant Signature</b>	<b>Date</b>

# Military Training Instructor Interview Guide (Unit Commanders)

**Action:** This document is utilized to assist Commanders during the MTI applicant interview. Once interview is complete, the applicant will forward a signed copy of the document to MTI Recruiting office.

**Purpose:** Commanders play a crucial role in recommending the finest NCOs to instruct, lead, and mentor in the Basic Military Training environment. MTIs are absolutely vital to the process of creating Airmen. MTIs are emulated by recruits; therefore, MTI applicants must possess a high degree of maturity, leadership, judgment, and professionalism. Furthermore, applicants must have an outstanding military image and embody the Air Force Core Values of Integrity, Service, and Excellence.

## Commanders verify the following:

**The Applicant Embodies Air Force Core Values:** Airman thoroughly embraces and exemplifies the AF Core Values and leads by example in these areas.

**Demonstrates Presence of Mind:** Airman possesses a calm demeanor during stressful situations. *(Airmen who exhibit an explosive personality or are known to "fly off the handle" are not normally considered a good fit for MTI duty)*

**Possesses Stable Family (as applicable):** Airman maintains a stable family and is not enrolled in a command-directed Family Advocacy Program. *(Divorce or separation alone does not disqualify applicant from MTI duty. However, a member is not qualified when his/her separation, divorce, or custody proceedings will foreseeably interfere with meeting MTI training/duty requirements)*

**Exercises Financially Responsibility:** Airman has demonstrated the ability to manage personal finances with maturity and good judgment. *(Isn't over extended financially/unable to fulfill financial obligations)*

**Is Physically Qualified:** Airman experiences no difficulty passing Air Force fitness test, standing or walking for extended periods of time. *(Instructors participate in a rigorous PT program, drill, and ceremonies with recruits. Previous injuries may be aggravated during training)*

**Meets Personal Dress/Appearance Standards:** Airman exemplifies all standards of dress and appearance.

**Exercises Integrity:** Airman consistently demonstrates sound integrity and good judgment.

**Maintains Solid Military Record:** No record of disciplinary action throughout the applicant's entire career that, in their judgment, reflects a significant lack of character or behavioral/emotional control, or resulted in an Article 15 or Unfavorable Information File.

Date: \_\_\_\_\_

\_\_\_\_\_ Is / Is not recommended for MTI duty.  
Applicant's Name/Rank

\_\_\_\_\_  
Commander's Name/Rank

\_\_\_\_\_  
Signature

**Attachment 1** **Medical Information (Completed by Mental Health/Dental/Public Health)**

Name (Last, First, M.I.)	Grade	SSAN	Date of Birth (DD/MM/YY)
I consent to disclosure of all requested information below.	Applicant's Signature	Date	

MEMORANDUM FOR DENTAL CLINIC AND HOST MEDICAL TREATMENT FACILITY

FROM: 433 TRS/ MTI RECRUITING

SUBJECT: Dental/Medical Records Review

1. Request clinics screen the medical and dental records of \_\_\_\_\_  
(Rank, Name, and SSAN)
2. Any indication of physical medical problems (especially a history of back, feet, leg or throat problems), psychiatric problems (to include a history of drug or alcohol abuse), involvement with the Air Force Family Advocacy, or EFMP program, or civilian agencies relating to child or spouse abuse requires documentation from the applicant's medical provider to be attached to this application in the form of an Official Memorandum.

**SECTION A: Dental Records Review**  
**(To be completed by Dental Records Representative)**

A dental records review of the member listed above has been accomplished and the current Dental Classification is:

I          II          III          IV          (circle one)

**(Please document reason for Dental Classification Codes III or IV on an Official Memorandum for Record)**

\_\_\_\_\_  
Dental Record Reviewer's Signature          Date          Printed Name, Rank, Duty Title

**SECTION B: Medical Records Review**

**(To be completed by the Public Health Section or PCM at the Medical Treatment Facility)**

**NOTE: Applicant does not require a physical examination, only a review of their current physical profile. In accordance with AFI 48-123V3, provide AF Form 422 annotating current PULHES and ability to meet requirements included in paragraph A5.7.2.**

\_\_\_\_\_  
Medical Reviewer's Signature          Date          Printed Name, Rank, Duty Title

**SECTION C: Mental Health Review**

**(Completed by base Mental Health Clinic. Final approval by 559 MDG/MTCS.)**

- \_\_\_\_ Member has completed the MD 360 self-assessment.
- \_\_\_\_ Member has been interviewed by mental health provider. **Contact 433d TRS to initiate MD 360 after interview has been conducted.**
- \_\_\_\_ Member's records have been screened by base mental health office.

Member is found:  Mentally Qualified     Not Mentally Qualified

\_\_\_\_\_  
Mental Health Provider Signature          Date          Printed Name, Rank, Duty Title

**(NOTE: ALL APPLICATION ITEMS MUST BE COMPLETED, CHECKED, INITIALED, SIGNED, ETC. PRIOR TO SUBMISSION)**



<b>Military Training Instructor Interview Worksheet</b>		
	Member Initials	Spouse Initials
<p>1. By design Basic Military Training is a high stress environment for recruits. Due to the stress of the training environment a certain amount of stress can be expected as a new MTI. A solid support network is invaluable throughout your tenure as an instructor. It is important that you, your spouse, and family maintain strong lines of communication and that everyone recognizes their value and contribution to the BMT mission. Everyone is going to experience a different set of challenges, understand that sustaining healthy relationships is crucial while serving as an MTI.</p>		
<p>2. Military Training Instructors work non-traditional hours which include evenings, weekends and holidays. On average a MTI can expect to work 9-10 hours a day; however, duty hours may vary. MTI hours are impacted by instructor-to-flight ratio, Weekly Activity Schedule (WAS), instructor skill level, team members, and individual time management. No matter the brevity or extent of the duty day a MTI must demonstrate a superior work ethic, setting the example for our newest recruits.</p>		
<p>3. During the 8.5 weeks of leading a flight you will take on various leadership styles. As an MTI you will be your trainee's initial Air Force mentor providing guidance throughout their indoctrination into military life. You will set the example for recruits and instill Air Force Core Values through teaching and application of dormitory, drill, and expeditionary skills training. MTIs must grasp the importance of personal responsibility and accountability. You will be the subject matter expert in a multitude of areas, your leadership and management skills will directly impact your flights. Your influence will resonate for generations of Airmen to come. Every 8.5 weeks you will encounter new circumstance that will challenge your abilities. You will learn to hone your strengths and identify weaknesses so that when you return to your career field, you do so as a highly seasoned and proficient leader.</p>		
<p>4. The ability to communicate effectively is essential to your success as an MTI. You will indoctrinate, discipline, teach, mentor, and guide 40-60 trainees as they transition from civilians to Warrior Airmen. Trainees are diverse and they come from various parts of the country and regions of the world, all with different comprehension levels, and learning styles. Your ability to tailor your instruction and leadership style will be vital to your success. Trainees will look to you for guidance throughout every facet of training and you will take on the responsibility of preserving the health and welfare of every member of your flight.</p>		

<p>5. The qualities that make you successful as a NCO will continue to impact your success as a MTI. MTIs must be selfless, hard-working, self-motivated NCOs who can perform and accomplish the mission with limited oversight. A positive attitude is vital; MTIs must be prepared to execute the mission despite adversity and challenges. Additionally, the ability to improvise and adapt is crucial. The next generation of Airmen and their success in training will rest on your shoulders. You will experience job satisfaction that is unparalleled with the knowledge that Airmen will follow your lead as they begin their Air Force careers.</p>		
<p>6. MTI's are routinely called upon to work with members of the opposite gender on a professional basis. This includes other instructors assigned to the 737 TRG and the flights that you will be training. It is not uncommon for a male instructor to train female flights. You will be the first NCO to lead these Airmen and you should be the last NCO they ever forget. Maintaining professional relationships is imperative in the development of our Airmen. MTIs are among the finest NCOs in the Air Force and we will hold each other to that standard. Misconduct in this area, as defined in AFI 36-2909, will result in harsh, adverse punishment.</p>		
<p>7. MTI students will attend Military Training Instructor School (MTIS). This portion is 7.5 weeks in duration and is conducted predominately in a classroom environment. You will learn all the basic skills required of a MTI, how to teach drill movements, dorm lessons, and how to conduct briefings and counseling sessions. You will also begin working with trainees to gain basic experience and will complete a Physical Training Evaluation. At times you will receive homework assignments that refine your knowledge and skills. At the conclusion of the 7.5 weeks you will be awarded your MTI campaign hat, MTI ribbon, AETC Instructor Badge, and special duty pay of \$450.00 monthly. After MTIS you will be assigned to a training squadron where you will begin the 90-day certification process. A MTI trainer will certify you on all tasks outlined in the 8B000 CFETP.</p>		
<p>8. The Air Force is going to PCS you and your family here prior to beginning MTI School. Due to this there are some actions that may be taken if you decide to withdraw yourself from MTI School. (Markdowns on EPRs, PCS to base needed by Air Force, retraining action, etc) Becoming an MTI cannot be taken lightly. This job requires dedication, time away from you family and an extreme amount of Service-Before-Self. Despite these sacrifices this will be one of the most rewarding experience in your life.</p>		
<p><b>CERTIFICATION</b></p> <p>As an MTI applicant/applicant spouse I certify that I have been interviewed by a member of the Military Training Instructor Recruiting Team on all pertinent information contained above and have been given the opportunity to ask questions related to MTI duty.</p>		
Date	Applicant Printed Name/Rank	Applicant Signature
Date	Applicant Spouse's Printed Name	Applicant Spouse's Signature