**Title of Billet with Mission Statement and Appointment Letter**

25th Marine Regiment, Headquarters Company

**MOTOR TRANSPORT MAINTENANCE CHIEF**

Mission Statement

**The purpose of the Motor Transport Maintenance Chief is to advise the Motor Transport Officer and other section heads on matters concerning motor transport maintenance (MTM), provide technical assistance to personnel assigned to the MTM Section and supervise collateral maintenance billets in accordance with applicable references. The MTM will assist the Motor Transport Officer in managing day-to-day operations of the section and ensure the safety of the personnel in their charge while verifying quality service to equipment in the maintenance cycle.**

**During Drill, the MTM Chief will inspect and instruct Reserve Marines in the process of completing their assigned duties.**

**Due to limited personnel, the MTM Chief will also act as the Motor Transport Operations Chief, whose purpose is to supervise and assist with all motor transport operations, to include licensing and dispatching.**