

COLLEGE of DISTANCE EDUCATION & TRAINING  
FORT WORTH REGION  
STUDENT ENROLLMENT FORM



*This form helps the Region properly enroll students into the MarineNet Moodle Portal.*

**INSTRUCTIONS:**

1. Save this file to your hard drive.
2. Open with (free) Adobe Reader.
3. Complete **ALL BOXES** and save it.
4. Email this PDF along with a copy of your EPME certificate to:  
CDET\_FortWorth@USMC.mil



**Last Name:**

**First Name:**

**MI:**

**Suffix:**

**Rank/Pay Grade:**

**Date of Rank:**

**EDIPI:**

**Branch:**

**Component:**

**MOS:**

**MOS Description:**

**MarineNet Username:**

**Seminar Request:**

**Seminar Start Date:**

**Date Completed Online EPME Prerequisite (5000AA, 6000AA, 7000BA):**

**City of Residence:**

**State of Residence:**

**OR:**

**Japan**

**Other  
OCONUS**

**Cell Phone:**

**Work Phone:**

**Personal Email:**

**Work Email:**

*(Personal email is used to set up Moodle Account)*

**Unit:**

**SgtMaj:**

**SgtMaj Email:**

**S-3 Training Chief:**

**S-3 Training Chief Email:**

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)  
COMMAND SCREENING CHECKLIST**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (EDIPI)

**PRINCIPAL PURPOSE:** Information is obtained to identify personnel who are assigned as students to a Staff Noncommissioned Officers (SNCO) Academy or College of Distance Education and Training (CDET) seminar. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database or MarineNet for a CDET seminar.

**ROUTINE USE:** Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/Blanket-Routine-Uses/>.

**RETENTION:** Automated MCTIMS records are retained permanently.

**DISCLOSURE:** Providing information on this form is voluntary. Failure on your part, however, to answer all questions or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may serve as a basis for denied assignment to the school you are requesting to attend.

**Purpose:** To ensure Marines attending a SNCO Academy or CDET seminar are fully qualified.

**Information:** PME schools are not screening institutions. In order to preclude students from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1533.4\_ and this checklist.

**CEME Duty Status Waiver Request Information:** Students who desire to attend a SNCO Academy school in a limited duty or pregnancy status are required to complete the CEME Duty Status Waiver Request. Waiver request forms may be found at <https://www.usmcu.edu/ceme>.

**Submission Instructions:** The completed CEME Command Screening Checklist will be hand-carried to the SNCO Academy or delivered to the CDET Regional chief instructor for participation in a CDET seminar. The checklist will be destroyed upon completion of the course.

<b>Name (Last, First, MI):</b>		<b>Rank:</b>	<b>DOR:</b>
<b>EDIPI:</b>	<b>Component:</b> Active Reserve	<b>Primary MOS:</b>	<b>Unit:</b>
<b>Format:</b> ___ Seminar ___ SNCO Academy	<b>School:</b> Sergeants Career Advanced		<b>School Number (ex. 1-19):</b>
<b>SNCO Academy Location:</b> ___ Lej ___ Oki ___ Pend ___ 29 Palms ___ Quan ___ Hawaii			<b>School Report Date:</b>

**All Students (SNCO Academy and CDET Seminar)**

Prerequisites		Yes	No	N/A	Remarks
1.	Is the student the appropriate grade or select grade?				
2.	Has the student successfully completed the applicable prerequisite online distance education program?				
<b>Note for 2:</b> If no, the student is not qualified to attend the SNCO Academy or CDET seminar. Prerequisites for courses are published annually via MARADMINs along with course dates. <u>Attach MarineNet completion certificate to this checklist.</u>					
3.	Does the student meet height/weight standards per the current version of MCO 6110.3_?				
4.	Is the Marine exempt from weight and body fat limits?				
4a.	Marine's most current PFT and CFT recorded in MCTFS.	PFT Score: Date:		CFT Score: Date:	

**Note for 4:** Marines who score 285 and higher on both the PFT and CFT are exempt from weight and body fat limits. Ref: MCO 6110.3\_.

FOR OFFICIAL USE ONLY  
Privacy sensitive when filled in

All Students (SNCO Academy and CDET Seminar)						
Prerequisites		Yes	No	N/A	Remarks	
5.	Is the Marine afforded an additional 1 percent body fat?					
6.	Is the student assigned to a body composition program and/or military appearance program?					
<b>Note for 6:</b> If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.						
7.	Is the student pregnant?					
<b>Note for 7:</b> If yes, a waiver is required for SNCO Academy attendance.						
8.	Is the student assigned to limited duty?					
<b>Note for 8:</b> If yes, a waiver is required for SNCO Academy attendance.						
9.	Is the Marine formally assigned to Permanent Limited Duty or Expanded Permanent Limited Duty (EPLD)?					
<b>Note for 9:</b> If yes, contact the respective SNCO Academy Deputy Director or CDET Regional Director to discuss facilities requirements. References: MARADMINs 0636/09 and 457/16						
10.	Are there any existing family or financial hardships that would preclude this student from completing the course?					
<b>Note for 10:</b> If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.						
SNCO Academy Students Must Also Complete This Section						
Prerequisites		Yes	No	N/A	Remarks	
11.	Does the student possess appropriate uniforms for the course?					
<b>Note for 11:</b> Uniform requirements can be obtained from the MCU/CEME website. <a href="https://www.usmcm.edu/ceme">https://www.usmcm.edu/ceme</a>						
12.	Is the student physically capable of participating in the Marine Corps physical fitness program? PHA Test Date: _____ PHA Due Date: _____				Signature:	
					Stamp or National Provider ID#:	
<b>Note for 12:</b> COs/OICs shall ensure all personnel have a current PHA prior to participating in physical fitness program activities. Ref: MCO 6100.13A Must be signed and stamped by a medical officer, civilian healthcare provider, or independent duty corpsman.						
13.	<b>Complete only if 12 was answered no.</b> Is the student applying for the CEME Duty Status Waiver Request?					
<b>Note for 13:</b> If yes, the student must complete the CEME Duty Status Waiver Request. If no, the student is not qualified to attend a SNCO Academy school.						
Endorsements						
<b>Required Endorsements:</b> The unit sergeant major or senior enlisted advisor (SEA), and first O-5 commander or above in the prospective student's chain of command must endorse this command screening checklist.						
Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
		SgtMaj/Unit SEA				
		CO (O-5 or above)				

FOR OFFICIAL USE ONLY  
Privacy sensitive when filled in