

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)
CURRICULUM DEVELOPER AND STAFF NONCOMMISSIONED ACADEMY
LEADERSHIP AND WARFIGHTING INSTRUCTOR SCREENING CHECKLIST**

PRIVACY ACT STATEMENT

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

PRINCIPAL PURPOSE: To collect information necessary to assign the best qualified Marines to serve as curriculum developers or Staff Noncommissioned Officer (SNCO) Academy Leadership and Warfighting Instructors.

ROUTINE USE: Information collected on this form will be shared with the prospective applicant's chain of command, the CEME Directors and Manpower Management Enlisted Assignments (MMEA).

RETENTION: CEME forms are used and properly archived according to Marine Corps orders pertaining to the appropriate storage of records.

DISCLOSURE: Providing information on this form is voluntary. However, failure on your part to answer all questions, or any misrepresentation (by omission, concealment, or by misleading or partial answers) may result in your ineligibility for assignment.

Purpose: To ensure Marines applying to become curriculum developers or SNCO Academy Leadership and Warfighting Instructors are best qualified.

Information: CEME curriculum developer and leadership and warfighting instructor duties are demanding and rewarding assignments. Curriculum developers are responsible for developing curriculum that provides formal education to the enlisted force through professional military education (PME). Leadership and warfighting instructors are responsible for educating Marines in order to prevail in combat. After selection, Marines serving as leadership and warfighting instructors must successfully complete the Leadership and Warfighting Instructors Course before they will teach at a Staff Noncommissioned Officer Academy. Parent commands screening their Marines for either assignment are ensuring the best possible cadre to support the greater Marine Corps.

Action: The completed screening checklist must be routed through the Marine's unit Career Planner to the Enlisted Assignment Branch (MMEA).

Applicant's Name (Last, First, MI):		Rank/Date of Rank:	MOS:
EDIPI:	Unit:	EAS:	

Applicant Education Level

1.	Applicant's highest level of education completed.	Degree:		
		Major/Concentration: <i>(if applicable)</i>		
	Qualifications	Yes	No	Remarks
2.	Applicant is PME complete for current grade?			
3.	Are there existing family or financial hardships that would inhibit this applicant from performing duties in an academic environment or negatively reflect on the command?			
4.	Applicant meets the minimum obligated service required to serve a minimum of 24 months upon assignment?			
5.	Applicant meets height/weight standards per the current version of MCO 6100.3_.			
6.	Applicant is physically capable of participating in the Marine Corps physical fitness program.			Stamp/Signature:

Note for 6: Must be signed and stamped by a medical officer, civilian healthcare provider, or independent duty corpsman.

Preferred Assignment Ranking								
7.	Curriculum Developer at MCB Quantico	LWI at SNCOA Lejeune	LWI at SNCOA Pendleton	LWI at SNCOA Quantico				
		LWI at SNCOA Okinawa	LWI at SNCOA 29 Palms	LWI at SNCOA Hawaii				
Note for 7: Applicant must rank the preferred assignment locations (1-7) in the order of preference where they would like to be assigned. 1 being most favorable assignment, 7 being least favorable assignment.								
8.	I understand that if accepted, I may be assigned to any SNCO Academy as a faculty advisor or as a curriculum developer at the needs of the Marine Corps.		Applicant's Signature:					
OIC or SNCOIC Comments								
Describe why the Marine would be a good leadership and warfighting instructor and mentor for all elements of the Marine Air Ground Task Force or the educational experiences that would enable the Marine to be an effective curriculum developer.								
Print Name/ Rank:		Signature:		Date:				
Command Endorsement								
Required Endorsement: The unit sergeant major or senior enlisted advisor (SEA) and the first 0-5 commander or above must endorse this screening checklist. (There is no waiver or exception to the 0-5 endorsement)								
Recommended	Not Recommended	Title	Print Name/ Rank	Signature	Date			
		SgtMaj / Unit SEA						
		CO (0-5 or above)						
CEME/SNCO Academy Use Only								
		Yes	No	Remarks				
Applicant is qualified for leadership and warfighting instructor duty?								
Applicant is qualified for curriculum developer duty?								
Director or Deputy Director:		Signature:		Date:				