

**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://dpclid.defense.gov/Privacy/SORNIndex/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.

This checklist is to be filled out by the Marine's supervisor and/or command supervisor. Specific reporting and uniform requirement information for each academy can be found at <https://www.usmcu.edu/ceme/#tab/nbspacademies>

CEME Duty Status Waiver Request Information: Students who desire to attend a resident SNCO Academy school in a light duty, limited duty, or pregnancy status are required to complete the CEME Duty Status Waiver Request.

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.

Name (Last, First, MI):		Rank:	DOR:
EDIPI:	Component:	Primary MOS:	Unit:
Resident:	Seminar:	School:	Class Number (ex. 1-25):
Location:			Report Date:

All Students (Resident and Seminar)

Prerequisites		Yes	No	N/A	Remarks
1.	Is the student the appropriate grade or select grade?				
2.	Has the student's successful completion of the applicable prerequisite online distance education program been verified in MCTFS?				

Note for 1 and 2: 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 school dates. **Attach MarineNet completion certificate to this checklist.**

3.	Does the student meet height/weight standards? Height: Weight: BF %:				
4.	Is the student exempt from weight and body fat limits?				

Note for 3: Body fat percentage is only required for Marines who meet body fat, but not weight limits.

Note for 4: Marines who are pregnant, on maternity, or on convalescent leave are exempt from weight and body fat limits (Ref: MCO 6110.3A W/CH4). Marines who score 285 and higher on both the PFT and CFT are exempt from weight and body fat limits. (Ref: MCO 6110.3A.)

5.	Student's most current PFT and CFT recorded in MCTFS.	PFT Score:	Date:	CFT Score:	Date:
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Controlled Unclassified Information (CUI) when filled in

All Students (Resident and Seminar)					
Prerequisites		Yes	No	N/A	Remarks
6.	Is the Marine afforded an additional 1 percent body fat? (250 higher PFT and CFT)				
7.	Is the student assigned to a body composition program and/or military appearance program?				
Note for 7: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.					
8.	Are there any existing family, financial hardship, force preservation, childcare, or pending legal issues that may hinder the student's ability to complete the course?				
Note for 8: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.					
Resident Students Only					
Prerequisites		Yes	No	N/A	Remarks
9.	Is the student pregnant?				
Note for 9: If yes, a waiver is required for SNCO Academy attendance.					
10.	Is the student in a light / limited duty status?				
Note for 10: If yes, a waiver is required for SNCO Academy attendance.					
11.	Is the Marine formally assigned to Permanent Limited Duty or Expanded Permanent Limited Duty (EPLD)?				
Note for 11: If yes, contact the respective SNCO Academy Deputy Director to discuss facilities requirements.					
S-3 Verifier Information					
12.	Recertification of PFT will be done within 45 days prior to report date. PFT Score: _____ PFT Date: _____			Verifier's Printed Name:	
				Verifier's Signature:	
Note for 12: If PFT recertification is not verified by the student's chain of command, the student is not qualified to attend the SNCO Academy.					
13.	Does the student possess appropriate uniforms for the course?				
Note for 13: Uniform requirements can be obtained from the MCU/CEME website. https://www.usmcu.edu/ceme/#tab/nbspacademies					
Medical Information (Completed by a medical officer, civilian healthcare provider, or independent duty corpsman)					
14.	Is the student physically capable of participating in the Marine Corps Physical Fitness Program?			Medical Signature:	
	PHA Date:	PHA Due Date:		Official Stamp and National Provider ID#:	
Note for 14: COs/OICs shall ensure all personnel have a current PHA prior to participating in physical fitness program activities. Ref: MCO 6100.13A W/CH4 Must be signed and stamped by a medical officer, civilian healthcare provider, or independent duty corpsman.					
15.	Complete only if 14 was answered no. Is the student applying for the CEME Duty Status Waiver Request?				
Note for 15: 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.					

Command Endorsements

Before endorsing prospective students for the regional Staff Noncommissioned Officer Academies, commands must confirm that their Marines are ready to meet the requirements of their designated Professional Military Education course. Marines who are not fully prepared in all four domains of human performance or who are struggling with hardships should not be sent to a resident or non-resident program until they are.

By approving the Command Screening Checklist, Commanders are certifying that the Marine is physically, mentally, spiritually, and socially equipped to handle the rigorous demands of Enlisted Education.

Required Endorsements: SNCOICs and OICs, who have regular interaction with their Marines, should keep the command team informed of any issues that might impede a Marine's ability to complete PME courses. The first O-5 commander or higher in the prospective student's chain of command must endorse the command screening checklist.

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
		Section Chief / SNCOIC				
		OIC				
		CSEL/USEL				
		CO (O-5 or above)				

COLLEGE OF ENLISTED MILITARY EDUCATION (CEME) DUTY STATUS WAIVER REQUEST

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 determine if a Marine meets eligibility requirements to attend a Staff Noncommissioned Officer (SNCO) Academy PME school in a limited duty or pregnancy status.

ROUTINE USE: Information collected on this form will be shared with the prospective student's chain of command and the CEME Director.

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, your failure to provide information will prevent participation in a SNCO Academy PME school.

Purpose: In accordance with CEME policy, students who desire to attend a resident SNCO Academy School in a limited duty or pregnancy status are required to complete this waiver request.

Policy: Prospective students must meet **ALL** of the conditions listed below to receive a duty status waiver:

1. Have a physician-approved physical fitness plan.
2. Receive positive endorsement from first O-6 commander in chain of command.

Submission Instructions: The Command Screening Checklist and this waiver will be submitted to the CEME Operations Chief at CEME_Waivers@usmcu.edu. Waivers must be received by CEME at least five working days prior to a school's convene date.

Name (Last, First, MI):		Rank:	DOR:
EDIPI:	Component:	Primary MOS:	Unit:
Resident:	Seminar:	School:	Class Number (ex. 1-22):
Location:			School Report Date:

Prospective Students

Question	Yes	No	Remarks
1. Will the student be able to attend a SNCO Academy school in a full duty status before the next promotion board convenes for which they are in either the primary or above zone? -If yes, Marine is not eligible for waiver.			
Note for 1: Students in the below zone are not eligible for a duty status waiver.			
2. Is the student eligible for a PME exemption per MARADMIN 663/16? (On an SDA tour, or completed an SDA tour within the last 12 months) - If yes, Marine is not eligible for waiver.			
3. Did physician medically disqualify Marine from attending resident PME in a limited duty or pregnancy status (i.e., physician refused to approve physical fitness plan)? - If yes, Marine is not eligible for waiver.			
4. Anticipated return to full duty:			
5. Current or Previous FY Zone Dates:	Above:	Zone:	Below:
6. Required Justification: If the student has met all of the above conditions for this waiver request, provide a narrative below that demonstrates that the student will NOT be able to 1) attend a CDET seminar before the next promotion board convenes, or 2) attend an SNCO Academy school in a full duty status before the next promotion board convenes			

Command Endorsements

Required Endorsements: This waiver request must be endorsed by the following individuals in the prospective student's chain of command: battalion/squadron sergeant major, battalion/squadron commander, O-6 command level sergeant major, and O-6 commander. Waivers will not be considered if the O-6 commander does not recommend.

Recommended	Not Recommended	Title	Print Name	Signature	Contact #
		Battalion/Squadron Sergeant Major			
		Battalion/Squadron Commander			
		Sergeant Major (O-6 command level)			
		Commander (O-6)			

SNCOA Director's Endorsement

Waiver Approved	Recommend Disapproval	Print Name	Signature	Date

CEME Director's Approval

Waiver Approved	Waiver Disapproved	Print Name	Signature	Date

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME) PHYSICIAN-APPROVED
PHYSICAL FITNESS PLAN**

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 determine an alternate physical fitness to allow Marines in a limited duty and pregnancy status to participate in a SNCO Academy PME school. This form will provide a plan to modify physical training sessions to prevent injury or to allow recovery from a previous injury or physical limitation.

ROUTINE USE: Any protected health information (PHI) in your records may be used and disclosed generally as permitted by the HIPAA Privacy Rule (45 CFR Parts 160 and 164), as implemented with DoD by DoD 6025.18R. Permitted uses and disclosures of PHI include, but are not limited to, treatment, payment, and healthcare operations.

DISCLOSURE: Providing information on this form is voluntary. However, your failure to provide information will prevent participation at SNCO Academy PME school.

- 1. Purpose:** A physician’s positive endorsement permitting a limited duty or pregnancy status Marines is required to attend a SNCO Academy PME school with specific physical training accommodations that will still allow the Marine to be educated on physical and mental wellness.
- 2. Information:** PME schools are not screening institutions. In order to allow limited duty and pregnancy status Marines to attend a SNCO Academy PME school, parent commands must ensure their Marines satisfy enrollment prerequisites set forth in MCO P1533.4_ and this physician-approved physical fitness plan.
- 3. Submission:** The completed physician-approved physical fitness plan must be electronically delivered with the Duty Status Waiver Request to the CEME Director at CEME_Waivers@usmcu.edu. Waivers will not be considered if this plan is missing or disapproved by the physician.
- 4. Format:** This form is for SNCO Academy use only.

Light Duty, Limited Duty, and Pregnancy Status Limitations:

These limitations will be briefed to academy personnel to ensure reasonable accommodations are made. Additionally, accurately capturing a Marine’s physical limitations will eliminate the chances of aggravating the injury/medical condition while in a student status at the SNCO Academy. Physicians are encouraged to provide as much detail as possible. Do **not** reveal diagnosis, except for pregnancy. (References: NAVMED 6310/1 and HIPAA 1996)

	Yes	No		Yes	No		Yes	No
Must use crutches			Stair climbing			Contact sports		
Must use cane			Prolonged standing in formations for more than_____min.			Stand watches		
Must use other:			Working parties for no more than_____minutes per hour			For Pregnancy Status only Member is_____weeks pregnant EDD _____		
Running			Push-ups					
Jumping			Pull-ups					
Marching			Sit-ups					
Drilling			Climbing					

Special Instructions/Limitations:

Controlled Unclassified Information (CUI) when filled in

This section outlines accommodations that still allow Marines to be educated on physical and mental wellness while in a student status at a SNCO Academy PME school. The intent of this list is to facilitate collaboration between the student and the Command Physical Training Representative (CPTR) and/or Force Fitness Instructor (FFI) to create physical training sessions that do not aggravate the injury/medical condition. The below list is not all encompassing, and physicians are encouraged to provide as much detail as possible. Do **not** reveal diagnosis, except for pregnancy. (References: NAVMED 6310/1 and HIPAA 1996)

	Yes	No		Yes	No		Yes	No
Upper body exercises -Not to exceed _____ lbs.			Elliptical			Jumping/Jump rope		
Lower body exercises -Not to exceed _____ lbs.			Formation running			Swimming		
Core exercises			Individual running			Row machine		
Walking			Weight bearing running -Not to exceed _____ lbs.			Physical therapy exercises		
Weight bearing walking -Not to exceed _____ lbs.			Bicycle			Other:		

Additional Information:

Known or Anticipated Medical/Physical Therapy Appointments During PME School

Date	Time	Location

Physician's Endorsement

Approved	Disapproved	Signature	Stamp or National Provider #	Date	Phone

Controlled Unclassified Information (CUI) when filled in