

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)  
STAFF NONCOMMISSIONED OFFICER ACADEMY FACULTY ADVISOR  
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 determine if a Marine meets the eligibility requirements to become a Staff Noncommissioned Officer (SNCO) Academy Faculty Advisor.

**ROUTINE USE:** Information collected on this form will be shared with the prospective applicant's chain of command and the The Enlisted College Branch Director.

**RETENTION:** College of Enlisted Military Education (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. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers) may result in the SNCO Academy Faculty Advisor ineligibility.

**Purpose:** To ensure Marines applying to become a SNCO Academy Faculty Advisor are fully qualified.

**Information:** CEME Faculty Advisor duty is a very demanding and rewarding assignment. These Marines are directly responsible for formally educating the enlisted force in professional military education (PME) and preparing these leaders for assignments of increased responsibility. In order to ensure Marine Corps SNCO Academies are equipped with the best cadres possible, it is necessary that parent commands thoroughly screen their applicants accordingly. Upon selection as an CEME Faculty Advisor candidate and completion of the Faculty Advisors Course, Marines will obtain the 8014 AMOS.

**Action:** The completed CEME SNCO Academy Faculty Advisor Screening Checklist must be routed through the Career Planner to the Enlisted Assignment Branch (MMEA).

|  |               |             |
|--|---------------|-------------|
| <b>Applicant's Name (Last, First, MI):</b> | <b>Rank:</b>  | <b>DOR:</b> |
| <b>Unit:</b>                               | <b>EDIPI:</b> | <b>MOS:</b> |

**Applicant Education Level**

|    |  |                           |   |
|----|--|---------------------------|---|
| 1. | What is the applicant's highest level of education completed?  | DROP DOWN WITH<br>OPTIONS | Major/Concentration:<br>(if applicable) |
|    | <b>Qualifications</b>  | <b>Yes</b>                | <b>No</b>                               |
| 2. | Has applicant completed PME for current grade?   |                           |   |
| 3. | Are there any existing family or financial hardships that would preclude this applicant from this assignment?                        |                           |   |
| 4. | Applicant meets the minimum obligated service required to execute PCS or PCA orders?   |                           |   |
| 5. | I understand that if accepted for CEME Faculty Advisor duty, I may be assigned to any SNCO Academy at the needs of the Marine Corps. |                           | <b>Applicant's Signature:</b>           |

**Preferred Assignment Ranking**

5a. \_\_\_\_\_ Quantico \_\_\_\_\_ Lejeune \_\_\_\_\_ Pendleton \_\_\_\_\_ Okinawa \_\_\_\_\_ 29 Palms \_\_\_\_\_ Hawaii

**Note for 5a:** Applicant must rank the academy locations (1-6) in order of preference where they would like to be assigned. 1 being most favorable assignment, 6 being least preferred.

|    |  |  |                   |                       |
|----|--|--|-------------------|-----------------------|
| 6. | Is the applicant physically capable of participating in the Marine Corps physical fitness program? |  | <b>Signature:</b> | <b>Medical Stamp:</b> |
|----|--|--|-------------------|-----------------------|

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

|                                   |            |       |            |       |
|-----------------------------------|------------|-------|------------|-------|
| 6a. Current PFT and CFT in MCTFS. | PFT Score: | Date: | CFT Score: | Date: |
|-----------------------------------|------------|-------|------------|-------|

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| Qualifications   |  | Yes                  | No              | Remarks                 |         |
|--|--|----------------------|-----------------|-------------------------|---------|
| 7.   | Does the applicant meet height/weight standards per the current version of MCO 6110.3__? |                      |                 |                         |         |
| 7a.  | Height:  | Weight:              |                 | Body Fat (if required): |         |
| <b>To be completed by the applicant's OIC or SNCOIC.</b> Describe the Marine's leadership experience and why you believe he or she would be a good faculty advisor and mentor for Marines from all elements of the Marine Air Ground Task Force. |  |                      |                 |                         |         |
| Print Name/Rank:   |  | Signature:           |                 |                         | Date:   |
| Endorsements   |  |                      |                 |                         |         |
| <b>Required Endorsements:</b> The unit sergeant major or senior enlisted advisor (SEA), and first O-5 commander or above must endorse this faculty advisor screening checklist.  |  |                      |                 |                         |         |
| Recommended  | Not Recommended  | Title                | Print Name/Rank | Signature               | Date    |
|  |  | SgtMaj /<br>Unit SEA |                 |                         |         |
|  |  | CO<br>(O-5 or above) |                 |                         |         |
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|  |  |                      | Yes             | No                      | Remarks |
| Applicant is qualified for Faculty Advisor duty?   |  |                      |                 |                         |         |
| Director or Deputy Director  |  | Print Name           |                 | Signature               | Date    |

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