

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)
CURRICULUM DEVELOPER AND
STAFF NONCOMMISSIONED 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 assign the best qualified Marines to serve as curriculum developers or Staff Noncommissioned Officer (SNCO) Academy faculty advisors.

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 faculty advisors are best qualified.

Information: CEME curriculum developer and faculty advisor duties are very demanding and rewarding assignments. Curriculum developers are responsible for developing curriculum that provides formal education to the enlisted force through professional military education (PME). Faculty advisors are directly responsible for educating, mentoring, and preparing Marines for assignments of increased responsibility. After selection, Marines serving as faculty advisors must successfully complete the Faculty Advisor Course before they will teach at a Staff Noncommissioned Officer Academy. In order to ensure CEME is equipped with the best cadre possible, it is necessary that parent commands thoroughly screen applicants accordingly.

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:
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EDIPI:	Unit:	EAS:
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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.

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Preferred Assignment Ranking			
7.	_____ FA, Quantico _____ FA, 29 Palms	_____ FA, Lejeune _____ FA, Hawaii	_____ FA, Pendleton _____ FA, Okinawa
_____ Curriculum Developer, Quantico			

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:
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OIC or SNCOIC Comments

Describe why the Marine would be a good faculty advisor 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:
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Command Endorsement

Required Endorsement: The unit sergeant major or senior enlisted advisor (SEA) and the first O-5 commander or above must endorse this screening checklist. (There is no waiver or exception to the O-5 endorsement)

Recommended	Not Recommended	Title	Print Name / Rank	Signature	Date
		SgtMaj / Unit SEA			
		CO (O-5 or above)			

CEME/SNCO Academy Use Only

	Yes	No	Remarks
Applicant is qualified for faculty advisor duty?			
Applicant is qualified for curriculum developer duty?			

Director or Deputy Director:	Signature:	Date:
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