

Controlled Unclassified Information (CUI) when filled in					
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 Marine Corps eLearning Ecosystem (MCeLE) 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://dpcld.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 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: To prevent students from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4B and this checklist. <u>This checklist is to be filled out by the student'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</u> Waiver Information: Students who request attendance at a resident SNCO Academy while in a limited duty or pregnancy status, or who are requesting early attendance due to non-compliance or operational hardship, must complete the appropriate CEME waiver request. These requests are separate from the Command Screening Checklist and can be found at https://www.usmcu.edu/CEME/Academies/Senior-Enlisted/Senior-Enlisted-Professional-Military-Enlisted-SEPME-Course/.					
Submission Instructions: The completed CEME Command Screening Checklist will be completed in hard copy and hand carried to the student's local regional SNCO Academy, or electronically routed to the appropriate regional SNCO Academy Director or Deputy Director upon completion. Seminar students will submit their requests through MCeLE, IAW the current CDET annual year MARADMIN. The checklist will be destroyed upon completion of the course. Pages 1 through 4 are required for students who are full duty and have no identified hardships.					
Name (Last, First, MI):		Rank:	Grade:	DOR: TIG:	
EDIPI:	Component:	Primary MOS:		Unit:	
Type:		School:		Class Number (ex. 1-26):	
Location:				Report Date:	
Seminar Attendees: Detailed OIC justification is required on page 4.				Start Date:	
All Students (Resident and Seminar)					
Prerequisites		Yes	No	N/A	Remarks
1.	Has the student's successful completion of the applicable prerequisite online distance education program been verified in MCTFS?	☐	☐	☐	Completion Date:
2.	Has the student been previously registered? If yes, list the class number and MCTIMS Booking Code and Sub Booking Code in the remarks box.	☐	☐	☐	Class Number: MCTIMS Code:
Note for 1: 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. <u>Attach MCeLE completion certificate to this checklist.</u> Note for 2: A MCTIMS Sub Booking Code of "did not attend" disqualifies the student from attending the SNCO Academy or CDET seminar for a period of six months from the previously registered class graduation date. A non-compliance student early attendance request may be completed.					
3.	Does the student meet waist-to-height ratio (WHtR) standards? The Marine Corps WHtR standard is less than or equal to 0.52, regardless of sex. Waist: Height: WHtR: Date:	☐	☐	☐	SNCO Verifier's Printed Name: SNCO Verifier's Signature:
4.	If the student does not meet the WHtR standard, was the student assessed by the traditional multi-site tape method or bioelectrical impedance analysis (BIA)? Please attach the results.	☐	☐	☐	
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5.	Is the student exempt from weight and body fat limits?	☐	☐	☐	
Note for 3 & 4: The body composition evaluation process will consist of WHtR and subsequent body fat evaluation for those who exceed the WHtR. The two authorized methods to measure body fat percentage continue to be the current multi-site tape test and BIA. (Ref: MARADMIN 066/26) Note for 5: Marines who are pregnant, on maternity, or convalescent leave are exempt from weight and body fat limits (Ref: MCO 6110.3A).					
6.	Student's most current PFT and CFT recorded in MCTFS.	PFT Score:	Date:	CFT Score:	Date:
		PFT Class:		CFT Score:	
Note for 6: PFT and CFT scores must be Class 1, 2, or 3, unless in a Limited Duty status at the time of the event that would result in Class 5. Class 8 and 9 will result in registration disqualification.					
All Students (Resident and Seminar)					
Prerequisites		Yes	No	N/A	Remarks
7.	Is the Marine afforded an additional 1 percent body fat? (250 higher PFT and CFT)	☐	☐	☐	
8.	Is the student assigned to a body composition program and/or military appearance program?	☐	☐	☐	
Note for 8: If yes, the student is not qualified to attend the SNCO Academy or CDET seminar.					
9.	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?	☐	☐	☐	
10.	Does the student possess a laptop or will the unit provide a temporary asset during the duration of the course.	☐	☐	☐	
Resident Students Only					
Prerequisites		Yes	No	N/A	Remarks
11.	Is the student pregnant?	☐	☐	☐	
Note for 10: If yes, a waiver is required for SNCO Academy attendance.					
12.	Is the student in a limited duty status?	☐	☐	☐	
Note for 11: If yes, a waiver is required for SNCO Academy attendance.					
13.	Is the Marine formally assigned to Permanent Limited Duty or Expanded Permanent Limited Duty (EPLD)?	☐	☐	☐	
Note for 12: If yes, contact the respective SNCO Academy Deputy Director to discuss facilities requirements.					
S-3 Verifier Information (Active Duty)					
14.	Recertification of PFT will be done within 45 days prior to report date.	☐	☐	☐	S-3 SNCO Verifier's Printed Name:
	S-3 SNCO Verifier's Signature:				
Note for 13: PFT recertification must be verified by the student's S-3 SNCO Training Chief; otherwise, the student is not eligible to attend the SNCO Academy. The PFT score must be Class 1, 2, or 3 unless in a Limited Duty status at the time of the event that would result in a Class 5. If the PFT recertification is not verified by the student's Unit S3 SNCO Training Chief or Command Senior Enlisted Leader (CSEL), the student is not qualified to attend the SNCO Academy.					
15.	Does the student possess appropriate uniforms for the course?	☐	☐	☐	
Note for 15: Uniform requirements can be obtained from the MCU/CEME website. https://www.usmcu.edu/ceme/#tab/nbspacademies					
Note for 15: SNCO Academies and CDET seminars are not responsible for providing assets for temporary use. The students' command must provide a laptop through the local units S-6.					
16.	Does the unit possess the ability to temporarily provide the student with an NCO sword?	☐	☐	☐	
Note for 16: SNCO Academies maintain a limited number of NCO swords for temporary issue. Students' parent commands are strongly encouraged to make every effort to source and provide an NCO sword through unit resources and ECR, if available.					
Medical Information (Completed by a medical officer, civilian healthcare provider, or independent duty corpsman)					
17.	Is the student physically capable of participating in the Marine Corps Physical Fitness Program?	☐	☐	☐	MOs, IDCs, or referred civilian medical providers Signature:
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	PHA Date:	PHA Due Date:	☐	☐	☐	Official Stamp and National Provider ID#:
Note for 17: MOs, IDCs, or referred civilian medical providers 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.						
18.	Complete only if 17 was answered no. Is the student applying for the CEME Duty Status Waiver Request?	☐	☐	☐		
Note for 18: 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. Student Wavier Request are found at https://www.usmcu.edu/CEME/Academies/Senior-Enlisted/Senior-Enlisted-Professional-Military-Enlisted-SEPME-Course/ directly below the Command Screening Checklist highlighted tab.						
Seminar Only						
Reason for attending Seminar (Select All That Apply)			Yes	No	N/A	Remarks
Operational / Mission Requirements						
19.	High operational tempo (deployments, exercises, taskings)	☐	☐	☐		
20.	Critical billet cannot be gapped for resident attendance	☐	☐	☐		
21.	Short-notice tasking or deployment timeline conflict	☐	☐	☐		
22.	Unit manpower constraints	☐	☐	☐		
Geographic / Access Constraints						
23.	Travel funding limitations (TAD constraints)	☐	☐	☐		
24.	Limited resident seat availability / waitlist	☐	☐	☐		
Timing / Career Progression						
25.	Marine requires PME completion within a specific timeline (promotion board eligibility, etc.)	☐	☐	☐		
26.	Resident course schedule does not align with command timeline	☐	☐	☐		
27.	Seminar provides more immediate enrollment opportunity	☐	☐	☐		
Marine-Specific Considerations						
28.	Family or personal constraints impacting extended TAD	☐	☐	☐		
29.	Medical or administrative limitations	☐	☐	☐		
30.	Marine demonstrates strong self-discipline suited for seminar format	☐	☐	☐		
Command Assessment of PME Effectiveness						
31.	Seminar program assessed as effective for this Marine's development	☐	☐	☐		
32.	Preference for distributed learning to balance operational commitments	☐	☐	☐		
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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 seminar program.

By approving the Command Screening Checklist, Commanders are certifying that the selected PME option reflects both mission requirements and the best professional development decision for this Marine, and 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				

Comments:

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
☐	☐	OIC				

Comments:

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
☐	☐	Battalion/Squadron Sergeant Major				

Comments:

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
☐	☐	Commanding Officer (O-5 or above)				

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