

**COLLEGE OF ENLISTED MILITARY EDUCATION (CEME)  
SUPPLEMENTAL COMMAND SCREENING CHECKLIST  
FOR THE ACCELERATED ONLINE SERGEANTS SCHOOL SEMINAR**

**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 in the Accelerated Online Sergeants School Seminar. Collected information will be maintained in MarineNet.

**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://dpcl.d.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 by misleading, false, or partial answers) may serve as a basis for denied assignment to the Accelerated Online Sergeants School Seminar.

**Purpose:** To ensure Marines attending an Accelerated Online Sergeants School Seminar have the technical capacity to complete the online seminar and have the command's consent to participate in the seminar -- which will be their primary duty.

**Submission Instructions:** The completed CEME Command Screening Checklist and the Supplemental Command Screening Checklist will be emailed to the College of Enlisted Military Education at [CEME\\_Waivers@usmcu.edu](mailto:CEME_Waivers@usmcu.edu). The checklist will be destroyed upon completion of the seminar.

**Name (Last, First, MI):**

**Rank:**

**DOR:**

**EDIPI:**

**MarineNet User Name:**

**Unit:**

**Personal Email Address (@.mil addresses not acceptable):**

**Nearest SNCO Academy Location:** \_\_\_ Lejeune \_\_\_ Okinawa \_\_\_ Pendleton \_\_\_ 29 Palms \_\_\_ Quantico \_\_\_ Hawaii

Prerequisites		Yes	No	N/A	Remarks
1.	Does the student have a computer and internet access?				
2.	The command understands that completing the Accelerated Online Sergeants School Seminar is the Marines primary duty?				

**Note for 1 and 2:** If either "1" or "2" is no, the student is not qualified to attend the Accelerated Online Sergeants School Seminar. The Accelerated Online Sergeants School seminar will be taught by faculty advisors from all the regional SNCO Academies. Although every effort will be made to place Marines in a conference group led by a faculty advisor at the nearest academy, CEME cannot guarantee placement. As a result, students could be required to participate either very late in the day or very early in the morning.

3.	Does the student have a microphone and speakers for the computer?				
4.	Does the student have a webcam?				

**Note for 3 and 4:** Answering "No" to Questions "3" and/or "4" does not disqualify Marines from attending the Accelerated Online Sergeants School Seminar. Responses are collected to determine which conference groups Marines are assigned to.

**Endorsement**

**Required Endorsements:** The unit sergeant major/senior enlisted advisor (SEA), and first O-5 commander or above in the prospective student's chain of command must endorse this command screening checklist. Approval indicates that the command understands that students will be given a minimum of three days per week to complete coursework, and the seminar is the Marine's primary duty.

Approved	Disapproved	Title	Print Name	Signature	Contact #	Date
		SgtMaj/ Unit SEA				
		CO (O-5 or above)				

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