

**PERSONNEL ADMINISTRATION SCHOOL
COMMAND SCREENING CHECKLIST**

CARL 2014 Ver 1.0 (Jun 14)

Purpose: To ensure Marines selected to attend the Personnel Administration School courses are fully qualified.

Information: Resident MOS schools are not screening institutions. In order to prevent Marines from being turned away upon arrival, it is essential that parent commands ensure their Marines are fully qualified and satisfy the enrollment prerequisites set forth in MCO 1553.2B and this checklist. Failure to satisfy any of the prerequisites on this checklist disqualifies a Marine from attending a course.

Action: The completed Command Screening Checklist will be hand-carried to the course of instruction and maintained in the Marine's student academic record. The checklist will be retained in the Student's Academic Record upon completion of TAD.

NAME: _____		RANK: _____	
EDIPI: _____		UNIT: _____	
<u>Course Attending</u>		<u>Dates</u>	
<input type="checkbox"/>	Intermediate Administrative Specialist Course	From: _____	To: _____
<input type="checkbox"/>	Advanced Administrative Specialist Course	From: _____	To: _____
PREREQUISITES		REMARKS	
1	Does the Marine have an MOS of 0111?	Yes/No	
2	Present Grade DOR: _____	Yes/No	
3	MEETS MINIMUM OBLIGATED SERVICE UPON COMPLETION OF SCHOOL: EAS: _____	Yes/No	
4	POSSESSES APPROPRIATE UNIFORMS FOR THE COURSE A. Service "A" Uniform B. Utilities, Green MarPat (seasonal) 2 Sets C. Utilities, Tan MarPat (seasonal) 2 Sets D. Boots (If Issued) E. Service "C" Uniform F. P.T. Gear (including Running Suit)	Yes/No	
5	Does the Marine possess a Government Charge Card?	Yes/No	
6	Meets height/weight standards per MCO 6110.13 Date of Weigh-in: _____ Height: _____ Weight: _____ BF% (If required) _____	Yes/No	

