PERSONNEL ADMINISTRATION SCHOOL
CAREER LEVEL COMMAND SCREENING CHECKLIST

1. Purpose: To ensure Marines selected to attend a Personnel Administration School career level course are fully qualified.

2. Information: Resident military occupation specialty schools are not screening institutions. To prevent Marines from being turned away upon arrival, it is essential parent commands ensure their Marines are fully qualified and satisfy the enrollment prerequisites set forth in Marine Corps Training Information Management System (CID MO3AAY8 and MO3AAZ8) and this checklist. Failure to satisfy a prerequisites on the checklist disqualifies a Marine from attending the course.

3. Action: The completed screening checklist will be hand-carried to the course of instruction and maintained in the Marine's student academic record until completion of the course.

4. Prerequisites

a. Advanced Administrative Specialist Course: Staff Sergeants and Gunnery Sergeants assigned primary military occupation specialty (PMOS) 0111. Sergeants are authorized to attend only if selected for Staff Sergeant or Warrant Officer.

b. Intermediate Administrative Specialist Course: Corporals and Sergeants assigned PMOS 0111. Lance Corporals are not authorized to attend. Staff noncommissioned officers returning to administration from a special duty assignment are authorized and encouraged to attend, if they have not previously completed the course.

c. The student must be physically capable of participating in the Marine Corps physical fitness program. Upon arrival to the course, the Marine must be in compliance with Marine Corps height and weight standards.

d. The student must have one year of obligated service remaining upon completion of the course.

e. The student must be free of administrative, legal, medical, dental, excessive appointments or human factors that would hinder training.

f. The student must arrive with a completed command screening checklist signed by the Commanding Officer that certifies the Marine complies with all course prerequisites.

g. Students who do not meet the above prerequisites may seek a waiver, which may be granted on a case-by-case basis. Contact the Staff Noncommissioned Officer in charge of Career Level Instruction for further information regarding waivers.

PERSONNEL ADMINISTRATION SCHOOL
CAREER LEVEL COMMAND SCREENING CHECKLIST

NAME: _____ **GRADE:** E-8 **EDIPI:** _____

UNIT: _____

COURSE ATTENDING:

☐ Intermediate Administrative Specialist Course Course Number: _____

☐ Advanced Administrative Specialist Course Report Date: _____

	PREREQUISITES	YES	NO	REMARKS
1.	Does the Marine possess the MOS of 0111?	○	○	
2.	Does the Marine meet the course rank requirement?	○	○	
3.	Does the Marine meet minimum obligated service upon completion of the course?	○	○	
4.	Marine's most current PFT & CFT recorded in MCTFS.	PFT Score: Date:		CFT Score: Date:
5.	Meets height/weight standards per MCO 6110.3_?	○	○	
6.	Assigned to BCP and/or MAP program? **If yes, Marine is disqualified from attending**	○	○	
7.	Is the student physically capable of participating in the Marine Corps physical fitness program? ▪ PHA Test Date: _____ ▪ PHA Due Date: _____	○	○	Signature Stamp or National Provider ID#:
8.	Is the student assigned to limited duty or pregnant? **If yes, a waiver is required for attendance**	○	○	
9.	Are there existing family or financial hardships that would preclude this Marine from completing the course?	○	○	

Approved	Title	Printed Name	Signature	Contact #	Date
○	SgtMaj/SEA				
○	CO				