

# MARINE CORPS ENGINEER SCHOOL PREREQUISITE WAIVER REQUEST

## PRIVACY ACT STATEMENT

The Privacy Act of 1974 requires that you be informed of the authority, purposes, uses, and effects of not providing information when it is requested from you. In order to eliminate the need for issuing an individual statement each time information is requested from you about matters such as those described, this statement serves as a on-time Privacy Act Statement which is intended to satisfy the requirements of the Privacy Act when forms related to your personnel and pay are used. If you desire more information about a specific form when it is used, your commanding officer will provide such information upon request.

**AUTHORITY:** 10 U.S.C. § 5042, Headquarters U.S. Marine Corps.

**PRINCIPAL PURPOSE:** Information is obtained to identify suitability of personnel to attend a course at Marine Corps Engineer School (MCES) when the personnel do not meet the course prerequisites.

**ROUTINE USE:** Information collected on this form will not be shared outside of MCES.

**RETENTION:** Records will be maintained by the MCES Academic Branch and will be destroyed upon student's graduation, if approved, or convening of the requested class, if disapproved.

**DISCLOSURE:** Providing information on this form, including your EDIPI, 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 disapproval of the request.

## INSTRUCTIONS

Prerequisites for MCES courses can be found in the Marine Corps Training Information Management System (MCTIMS) Student Registrar Module at <https://mctims.usmc.mil>. Form should be completed by requesting unit S-3 (Training) section and signed by the Operations Chief/Officer or Training Chief/Officer. Completed form should be sent to the instruction company academics chief. Call (910)440-7666 (Combat Engineer Instruction Company) or (910)440-7238 (Utilities Instruction Company) for point of contact information.

### 1. STUDENT INFORMATION

a. NAME ( <i>Last, First, M.I.</i> )		b. RANK	c. DOR
d. EDIPI	e. MOS	f. EAS	g. PEBD
h. UNIT	i. CURRENT BILLET		

### 2. COURSE INFORMATION

a. COURSE WAIVER REQUESTED FOR	b. CLASS CODE	c. CONVENE DATE

### 3. WAIVER REQUEST

a. PREREQUISITE NOT MET ( <i>i.e. SNM does not meet the rank prerequisite</i> )		
b. JUSTIFICATION/RECOMMENDATION ( <i>Include recommendation from SNCO/Officer in chain of command for requests to waive rank requirement</i> )		
c. BILLET SUBMITTING FORM	d. PHONE NUMBER	e. E-MAIL ADDRESS

f. S-3/SUPERVISOR SIGNATURE	

## MCES USE ONLY

### 4. INSTRUCTION COMPANY

a. RECOMMENDATION	
b. COMMENTS	
c. SIGNATURE	

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<b>5. DIRECTOR OF INSTRUCTION</b>	
a. DECISION	
b. COMMENTS	
c. SIGNATURE	