

**ENGINEER EQUIPMENT INSTRUCTION COMPANY 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 Engineer Equipment Instruction Company (EEIC) when the personnel do not meet the course prerequisites.

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

**RETENTION:** Records will be maintained by the EEIC Academic Section 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 EEIC 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 academics chief. Call (573)596-6782.

**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		

**EEIC USE ONLY****4. ACADEMIC CHIEF**

a. RECOMMENDATION	
b. COMMENTS	
c. SIGNATURE	

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<b>5. ACADEMIC OFFICER</b>	
a. DECISION	
b. COMMENTS	
c. SIGNATURE	