

**ADVANCED CAREER PLANNER COURSE**

**SCREENING CHECKLIST**

FOUO – PRIVACY SENSITIVE WHEN FILLED IN.

**THIS CHECKLIST IS REQUIRED UPON REPORTING TO THE ADVANCED CAREER PLANNER COURSE AND WILL BE DESTROYED UPON COMPLETION OF THE ADVANCED CAREER PLANNER COURSE.**

**Background.** The Career Planner is the workhorse of the Career Planning Force. However, with all MOS populations the senior Marines within that MOS act as Subject Matter Experts (SMEs). This is where the Career Planner SNCOIC is important. The basic Career Planners in the field need to have someone who is there to answer those tough questions, lending guidance and support. Just like the initial assignment as a Career Planner, it is even more important that the SNCOIC exemplify the Marine Corps Values and set the example for their subordinate Career Planners.

**Action.** This checklist will be completed no later than 15 days prior to the attendance of the Advanced Career Planner Course (ACPC). The Commanding Officer’s certification ensures the Marine meets all the prerequisites to attend this course. Failure to meet one of the below criteria means the Marine is not eligible to attend and should not be sent. In such cases where the Marine was already slated from HQMC to attend, MMEA and the Career Planner Course school house must be notified of the situation to ensure a non-compliance is not issued.

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RANK	NAME	L4 SSN / MOS
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All students must meet the prerequisites listed below.

<b><u>PREREQUISITES</u></b>	<b><u>SCREENING</u></b>
1. Must be in the grade of SSgt, GySgt, or MSgt in MOS 4821.	QUAL / NOT QUAL
2. Must have successfully completed one or more enlistments.	QUAL / NOT QUAL

RANK

NAME

L4 SSN / MOS

<b><u>PREREQUISITES</u></b>	<b><u>SCREENING</u></b>
3. Must demonstrate sound integrity and judgment.	QUAL / NOT QUAL
4. Must not have more than one NJP within 5 years of the class reporting date. No NJPs within 24 months of the class reporting date.	QUAL / NOT QUAL
5. Must not have any adverse Pg 11 entries within 24 months of the class reporting date.	QUAL / NOT QUAL
6. Must not have any drug related incidents.	QUAL / NOT QUAL
7. Must not have any alcohol related incidents with 3 years of the class reporting date.	QUAL / NOT QUAL
8. Must have a passing PFT dated within 90 days of the class reporting date.  PFT Score: _____ PFT Date: _____ HT: _____ WT: _____ BF%: _____  _____ Certifier (Rank, Name, Section)  _____ Certifier Signature and Date	QUAL / NOT QUAL

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RANK

\_\_\_\_\_  
NAME

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L4 SSN / MOS

<b><u>PREREQUISITES</u></b>	<b><u>SCREENING</u></b>
9. Must be in full duty status.  _____ Medical Officer (Rank, Name, Section)  _____ Medical Officer Signature and Date	QUAL / NOT QUAL
10. Must be within Marine Corps height and weight standards and meet Marine Corps personal appearance standards.	QUAL / NOT QUAL

This Marine does/does not meet the requirements listed above. If the Marine does not meet the requirements, explain below.

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\_\_\_\_\_  
Battalion/Squadron SgtMaj's Printed Name

\_\_\_\_\_  
Battalion/Squadron SgtMaj's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commanding Officer's Printed Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Commanding Officer's Signature

\_\_\_\_\_  
Date