



First Sergeants School Administrative Information



Student Pre-Arrival Administrative Requirements

Fiscal Year 2027

The following administrative actions must be completed prior to reporting to First Sergeants School. Students are responsible for coordinating with their chain of command to ensure all requirements are met before arrival. First Sergeants School as of 20260801 is a TECOM FSTS funded school. If you require more information on FSTS Funding refer to MARADMIN 575/15.

1. Student Registration

- Coordinate with your command's Operations (S-3/G-3) section to request a seat in First Sergeants School. Ensure your class date will not interfere with any operational/personal commitments.
- You will receive an email NLT 45 days prior to start of the course with reporting information and pre-course work instructions that will be completed on the Marine Corps eLearning Ecosystem (MOODLE).

2. Travel Orders and Funding

- Obtain from your S-1 TAD or Reserve School Orders.
- Complete DTS requirements before travel. Funding letters are generated through MCTIMS.
- Confirm travel reservations at least 15 days prior to reporting. If you have any issues, please contact your respective S/G-1 before contacting MCSEA for support.
- Do not schedule return flights before 1800 on graduation day.
- Rental vehicles are coordinated through your command. MCSEA does not fund any travel/entitlements.



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3. Billeting

- Reserve lodging through Liversedge Hall no earlier than 90 days prior to your arrival. (phone: (703) 630-4444) or (email: LodgingReservations.Liversedge@usmc-mccs.org)
- If lodging is not available obtain a Certification of Non-Availability (CNA) before booking commercial lodging if government quarters are unavailable.
- Retain lodging confirmations.
- If desired MCSEA can reserve BEQ rooms at the SNCO Academy Barracks. Contact mcu_seniorenlistedacademy@usmcu.edu

4. Security Clearance Requirements

- Communicate with your S-2 to submit your Visitor Access Request (VAR) on DISS for a secret Level Brief you will receive during the class. When submitting your request ensure to include the following information.
- SMO Code: MS3302 (Marine Corps University, Quantico VA)
- Visit Name: First Sergeants School (class number ex: 1-27)
- Start Date: (Class start date)
- End Date: (Class end date)
- Access Level: Secret
- Reason: Resident PME
- Defense Information System for Security (DISS) points of contact:
- MCU Security OMB mailbox: MCU_Security_Office@USMCU.edu
- Mr. Carlton Spicer (Carlton.Spicer@usmcu.edu), 703-784-0252.
- SSgt Patrick Mullins (Patrick.Mullins@usmcu.edu), 703-432-1017.



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6. Required Documentation

- Refer to the CEME/MCSEA website for the most up to date Command Screening Checklist. All endorsements will need to be signed for you to attend.
- Bring an approved Duty Status Waiver (if required).
- Bring orders, government ID, travel itinerary, and pre-course completion documentation.

7. Required Electronic Devices

- Bring a CAC-enabled laptop or tablet with charger.
- Coordinate with your command for a loaner device if needed.

8. Uniform Requirements

- Bring sufficient MCCUUs, seasonal Service Uniforms (on the last Friday of the month), Green-on-Green PT gear, civilian attire, casual and formal business attire.

9. Reporting Instructions

- Report in Green-on-Green PT gear with plain white socks NLT 0700 on the convening date.
- Be prepared for Height-to-Waist Ratio verification.

10. Student Responsibilities

- Verify registration, orders, travel, lodging, security clearance, pre-course work, uniforms, documents, and electronic devices before departing.