



# OKINAWA SNCO ACADEMY

## STAFF NONCOMMISSIONED OFFICER

## LEADERSHIP SCHOOL

## REQUIREMENTS



**SLS Email: [SLS\\_SNCOA\\_OKI@usmc.onmicrosoft.com](mailto:SLS_SNCOA_OKI@usmc.onmicrosoft.com)**

**DSN: 315-623-4031/ 4788**

### **Student Address:**

**(SLS X-XX) Rank Full Name, SNCOA, UPR 35027 BOX 11, FPO AP 96384-2700**

### **Check-in Procedures:**

- ❖ All students will report to Camp Hansen, building 2729, first deck, room 166 in the Service Alpha uniform.
- ❖ UDP students will report in the Service Charlie uniform.

**All students must bring serviceable/proper fitting Green on Green w/white socks and PT shoes for Initial Ht/Wt and Woodland MCCUU to change into after Check-ins.**

- ❖ **0800-1000:** For all local students
  - **If you are not Checked in/ registered prior to the Academy Briefs, you will be subject to the probability of not being enrolled.**
- ❖ **0800-1600:** For all Off-island students.
  - **If you will be arriving after the initial reporting date due to travel, contact the SNCO Leadership School.**

Students from Iwakuni, Korea, Guam or any other outlying areas will be required to inform the SLS and Operations Section ([OperationsSNCOA@usmc.onmicrosoft.com](mailto:OperationsSNCOA@usmc.onmicrosoft.com)).

### **Uniform/Gear Requirements:**

**(All items must be Serviceable IAW MCO 1020.34H)**

- Laptop/ iPad/ Tablet (Personal or unit temp loan laptop)
- Service Alpha uniform w/ Garrison Cover
- Service Charlie uniform w/ Garrison Cover
- Dress Blue Bravo uniform w/ Barracks Cover (Ribbons/ Badges)
- Woodland MCCUU (x2) (**No faded MCCUU**)
- Utility cover
- Boots



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### Uniform/Gear Requirements Continued:

- PT shirts (x5) **(No unit logos)**
- PT shorts (x3) **(No silkies)**
- Clean White socks (x3) **(No logos)**
- Running shoes
- USMC sweatshirt and bottoms **(Winter Season)**
- Yellow Reflective belt
- Refillable Water Source or Military-issued Camelback
- Professional Business Casual Attire
  - **Males:** Short-sleeved/long-sleeved button-down shirt or polo, khaki or dress pants, belt, dress socks, and dress shoes. **(No sneaker bottom shoes)**
  - **Females:** Slacks, blouses, skirts, button-down shirts or polo, khaki or dress pants, flats (closed toe) or heels, and/or tailored dresses.

**Belts are required when wearing attire with belt loops; however, suspenders may be used as a substitute.**

### Optional Gear:

- Compression shorts **(Olive Drab ONLY)**
- Tanker Jacket
- Gortex Top & Bottom

### Additional Information:

- **"Staff Sergeant of Marines" or "Gunnery Sergeant of Marines" T-Shirts: (\$12.00)**
- **Okinawa SNCOA Coins: (\$15.00)**
- **Mess Night: (\$50)**



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### Important Information for Students

#### **Personal Time Management**

While enrolled in the school, there will be limited free time to address personal matters. It is strongly recommended that you proactively manage any personal issues before attending. On the first day of training, you will receive a comprehensive schedule and a briefing outlining the expectations, rules, and guidelines for the duration of your course.

#### **Special Liberty Requests**

Before submitting any requests for special liberty, consult with your Chief Instructor. The Director may adjust the academic schedule as necessary to meet educational requirements and accommodate federal holiday liberty periods not indicated on the official academic calendar.

### Director's Guidance

As you prepare to attend the College of Enlisted Military Education, understand that you are not just students—you are the Institutional Leaders of the Enlisted Force, with the responsibility of shaping the Marine Corps future. Your influence reaches far beyond your own billet. You set the tone, establish the standards, and lead by example every single day.

Your time at this Academy is not a checkbox—it is an opportunity to sharpen your tools, challenge your perspectives, and elevate your leadership. You are expected to lead with **intellect, integrity, initiative, and intensity**. That means being engaged, demonstrating humility, and embracing the responsibility to not only improve yourself but to return to your unit as a force multiplier.

Leadership is not confined to tactics and orders—it encompasses **discipline, professionalism, communication, mentorship, and accountability**. These qualities must be displayed in full during your time here. You are expected to maintain the highest standards in **grooming, uniform appearance, bearing, and customs and courtesies**, at all times. These are non-negotiable pillars of our identity as Marines.

The Marine Corps looks to its Staff Noncommissioned Officers to be the unwavering standard. That expectation does not change while you're here—it intensifies. Take this opportunity seriously. Learn from your peers, invest in your development, and recommit yourself to the values and traditions that make us who we are.

Lead with purpose. Lead with presence. Lead with pride.