



# OKINAWA SNCO ACADEMY CHECK-IN REQUIREMENTS



## Required Documents

This document outlines the essential paperwork you **MUST** have for Check-In.

**Failure to provide complete and correct documentation may result in denial of enrollment.**

**1. Copy of approved command-endorsed Command Screening Checklist**

**(NAVMC 11580 Rev. October 2024)**

**Previous versions of the Command Screening Checklist are not accepted.**

For more information, visit the MCU website: <https://www.usmcu.edu/CEME/quantico/>

**Full Duty: (Pages 1-3)**

- Must include all required signatures (SNCOIC, OIC, CSEL/USEL, CO (O-5 or above), S-3, and **Medical provider stamp and National Provider ID #**).
- If approval from the CO (O-5 or above) and/or CSEL is unavailable, a By Direction letter must be provided.
- PHA date must be current and valid throughout the entire duration of the course. **(PHA's will be validated by instructors through physical records of IMR).**
- PFT recertification must be completed within **45 days prior to the reporting date**. **(Must be verified by your Chain of Command and S-3).**

**Light Duty, Limited duty, or Pregnancy status: (Pages 1-7)**

- Must submit completed endorsed Command Screening Checklist and Duty Status Waiver to **CEME\_Waivers@usmcu.edu**.

**All waivers must be received at least (5) business days prior to the school's convening date.**

**Must provide Approved Duty Status Waiver upon Check-In.**

- Must include all required signatures (Battalion/Squadron SgtMaj, Battalion/Squadron CO, SgtMaj (O-6 level), CO (O-6 or above), SNCOA Director, and CEME Director (if applicable).
- If approval from the O-6 level is unavailable, a By Direction letter must be provided.

**Previous Disenrollment (180 Day-Waiver) : (AA Form)**

- Must submit completed endorsed Command Screening Checklist and 180-Day Waiver AA Form to the Director of CEME: **CEME\_Waivers@usmcu.edu**.

**All waivers must be received at least (5) business days prior to the school's convening date.**

**Must provide Approved 180 Day Waiver upon Check-In.**



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- Must be endorsed by an O-5 Commander or higher within the student's chain of command.
- If approval from the CO (O-5 or above) is unavailable, a By Direction letter must be provided.

### **2. Copy of completed Marine Net Distance Education Program certificate**

#### **Sergeants School:**

- EPME5000AA

#### **Staff Noncommissioned Officer Leadership School (SLS):**

- EPME6000AA (E-6)
- EPME7000AA (E-7)

### **3. Copy of EPME Transcript**

- Verification of completion for Distance Education Program for respective PME.

### **4. Defense Travel System orders or endorsed original TAD orders from your S-1. Neither a TECOM funding letter nor a unit PME nomination letter constitutes orders. Students will not be accepted without proper TAD orders upon Check-in.**

### **5. Basic Training Record (Mol or 3270).**

### **6. Basic Individual Record (Mol or 3270).**

### **7. Proof of PHA (IMR)**

### **8. Proof of NCO Sword Procurement (ECR) (Sergeants School)**

- Ensure TD FitReps are submitted, and the end date is on the day before report date.

Any student who is registered or on the waitlist for an EPME course seat in MCTIMS and will not be attending must take immediate action to be removed from the system. Coordinated through the unit's respective S-3.

Failure to be removed from MCTIMS prior to the course start date will result in the Marine being marked as a "No Show." A "No Show" status will render the Marine ineligible to attend any EPME course—both resident and seminar—for a period of 180 days. It is imperative that all commands and individual students understand the severity of this policy and ensure timely coordination with S-3 sections to avoid punitive delays in Professional Military Education opportunities.



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## **Billeting: Per MCIPAC Policy Letter 4-13**

**No-Cost Billeting Availability:** (30 Bed spaces available)

Priority is given to:

- » Students coming from **off-island**.
- » Students living on or near **Camp Kinser** and **Camp Gonsalves**.

### **Request for No-Cost billeting:**

- » Complete the Excel request named: ***SNCOA\_Temp\_Building Request Hansen***

### **Send Request to:**

- » Cpl Sanchez, Matthew C. ([matthew.sanchez.mil@usmc.mil](mailto:matthew.sanchez.mil@usmc.mil))
- » Mr. Liebeno, Joshua Z. ([Joshua.z.liebeno.ctr@usmc.mil](mailto:Joshua.z.liebeno.ctr@usmc.mil))

### **Courtesy Copy (CC) to:**

- » SSgt Gavaldon, Robert G. ([Robert.gavaldon@usmc.mil](mailto:Robert.gavaldon@usmc.mil))
- » SNCOA Operations Section ([OperationsSNCOA@usmc.onmicrosoft.com](mailto:OperationsSNCOA@usmc.onmicrosoft.com))

### **Not eligible for No-Cost Billeting:**

Students who live within the below reasonable commuting distance, on or off base housing, and operate a vehicle are not eligible:

- » **Camp Foster**
- » **MCAS Futenma**
- » **Camp Schwab**
- » **Camp Courtney**

**Any exceptions to this policy must be approved by the Camp Hansen Housing Manager.**

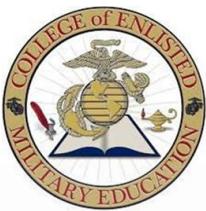
All No-Cost billeting on Camp Hansen is controlled by Camp Hansen Housing Manager.

- » DSN: 315-623-7340/ 7342

### **Alternate Lodging Option: (Unit Funded)**

If No-Cost billeting is full, students may reside at the Inns of the Corps, located in Building 2413 aboard Camp Hansen. To ensure availability, it is strongly recommended to make lodging arrangements well in advance.

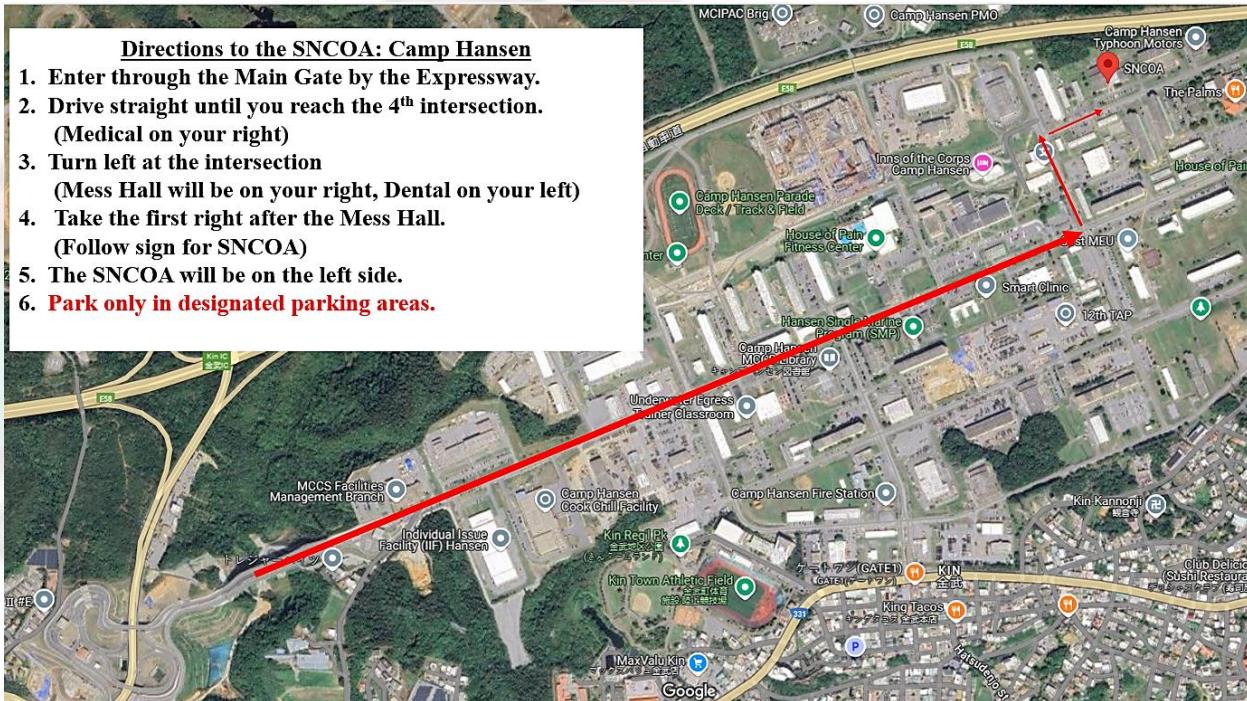
- » DSN: 315-623-4511 / Cell: 098-969-4511 / U.S. Phone: 011-81-98-969-4511 / [Hansen.Lodge@okinawa.usmc-mccs.org](mailto:Hansen.Lodge@okinawa.usmc-mccs.org)



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## Directions and designated parking areas.



**For Check-in and daily parking, students will utilize designated parking areas clearly marked.**

**Do not create or use unauthorized parking spots.**

**Parking in areas marked as “No parking” in the diagram may result in potential actions, including but not limited to: (Issuance of Citation / Towing of vehicle at owner’s expense).**

**Adhere strictly to the designated parking guidelines to avoid any disciplinary actions.**

