



# **OKINAWA SNCO ACADEMY**

## **SERGEANTS SCHOOL**

### **REQUIREMENTS**



Sergeants School Email: [SSCHL\\_SNCOA\\_OKI@usmc.onmicrosoft.com](mailto:SSCHL_SNCOA_OKI@usmc.onmicrosoft.com)

DSN: 315-623-4031/ 5399

#### **Student Address:**

**(SSCHL X-XX) Rank Full Name, SNCOA, UPR 35027 BOX 6, FPO AP 96384-2700**

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

- ❖ All students will report to Camp Hansen, building 2729, second deck, room 130 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.**

- ❖ **0800-1100:** All On-Island (local students) **must be present and seated at the SNCOA at 0800 regardless of Student Registration Status.**
  - Students on the **Registered List** in MCTIMS will check-in from 0800-0930.
  - Students on the **Registered Waitlist** in MCTIMS will check in from 0930-1100.
  - **Walk-On Students** will be screened after all Registered Students have been screened, and the process will end at 1200.
  - **Academy Briefs begin at 1200; if you are not checked in/ registered, 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 Sergeants School.**

Students from Iwakuni, Korea, Guam or any other outlying areas will be required to inform the Sergeants School and Operations Section as outlined in the Welcome Aboard Letter. ([OperationsSNCOA@usmc.onmicrosoft.com](mailto:OperationsSNCOA@usmc.onmicrosoft.com)).

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

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

All students attending Sergeants School are required to possess an NCO sword for the duration of the course. Responsibility for obtaining and bringing the sword rests with both the student and their command.



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- ☐ \*NCO Sword, scabbard, sword frog, and USMC Sword Belt (Garrison Belt) (**Unit provided – Unit/Individual Responsibility**)
- ☐ Laptop/ iPad/ Tablet (**If you do not have a personal item, request a unit temp loan**)
- ☐ Service Alpha uniform w/ Garrison Cover
- ☐ Service Charlie uniform w/ Garrison Cover

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

- ☐ Service Alphas uniform w/ Garrison Cap (**Mess Night for On-Island Students**)
- ☐ Service Charlies uniform w/Garrison Cap (**will be worn every Friday for all students and will be the Mess Night uniform for UDP students.**)
- ☐ Woodland MCCUU (x2) (**No faded MCCUU**)
- ☐ Utility cover
- ☐ Boots
- ☐ 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

#### **SULE Gear Requirements:**

- ☐ Extra pair of boots
- ☐ Boonie cover
- ☐ Assault-style pack (Green/tan camo, olive green, tan or solid black)
- ☐ Issued gloves
- ☐ Map pens/alcohol pen
- ☐ Gortex Top & Bottom

#### **Optional Gear:**

- Compression shorts (**Olive Drab ONLY**)
- Tanker Jacket
- Insect Repellent

#### **Additional Information:**

- “Sergeant of Marines” T-Shirt: (\$12.00)
- Okinawa SNCOA Coins: (\$15.00)
- Mess Night: (\$50) (Includes Guest of Honor and Guest speaker gifts)





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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**

You are participating in a professional military environment that demands the highest levels of discipline, appearance, and conduct. You are expected to carry yourselves with pride and purpose, fully understanding the responsibility that comes with the title of Noncommissioned Officer.

While at this Academy, you will be held to the strictest standards of **grooming, uniform compliance, and military customs and courtesies**. These are not merely expectations—they are baseline requirements that reflect who we are as Marines and the example we set for others. You are expected to maintain the bearing and presence of a professional at all times, both in and out of the classroom.

As Noncommissioned Officers, you are the first echelon of leadership for your subordinates. Your actions, attitude, and appearance directly influence the development of those you lead. This course is your opportunity to refine your leadership, expand your knowledge, and invest in your personal and professional growth. Take full advantage of the instruction, mentorship, and interaction that occur within these walls.

At no time should you conduct yourself with anything less than complete professionalism. Any deviation from this standard will not be tolerated and will be addressed accordingly.

Lead from the front. Be the example. And remember why you're here: to return to your units better leaders, more capable Marines, and professionals worthy of the trust placed in you.