

## **USMC Other Service Registration Instructions**

The Marine Corps recognizes the value of other service members attending the enlisted professional military education resident courses. The various perspectives and experiences of these students are an invaluable addition to the education of the joint force. To foster jointness and increase collaboration among services, the College of Enlisted Military Education (CEME) reserves allocations at Regional Staff Noncommissioned Officer Academies (SNCOA) for other service members to attend Marine Corps enlisted professional military education schools.

### **Nomination Process**

Prospective students should contact their respective service coordinator to determine eligibility and specific service requirements. The points of contact for the Air Force and Navy are located below in the points of contact section. The CEME Operations section is the sole information source for school seats and questions regarding other service registration. Regional SNCOA should not be contacted directly.

Nominations must be received by CEME operations 60 days prior to the respective course report date.

### **Pre-requisites**

1. Prospective students must meet all requirements listed on the Command Screening Checklist (NAVMC 11580)
2. Prospective students must be within their service height and weight standards.
3. Nominees must be in a full duty status. (Unless an approved duty status waiver is obtained)
4. Complete the Marine Corps' Distance Education Program requirement for the school they are applying to attend. Instructions are provided below.

### **Command Screening Checklist**

Nominees must complete the current College of Enlisted Military Education Command Screening Checklist which can be found at <https://www.usmcm.edu/CEME/>.

### **Duty Status Waivers**

Nominees interested in attending a school that are not in a full duty status must complete the current duty status waiver that can be found at <https://www.usmcm.edu/CEME/>.

### **Distance Education Requirements**

Students must complete the appropriate distance education program (DEP) for the school that they are attending via MarineNet, prior to being considered for registration.

To create an account, members need to contact the MarineNet helpdesk and provide their EDIPI to be authenticated. Students should inform the help desk personnel that they are attending the resident school and access is required to complete the distance education program.

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Once enrolled in the appropriate DEP, they will be assigned a proctor from the SNCOA that they will be attending. Proctors are responsible for assisting with the DEP curriculum and proctoring exams throughout the DEP.

MarineNet Help Desk  
(888) 4DL-USMC (435-8762) / DSN 995-6049  
Mon-Thu 0730-2000, Fri 0730-1600 Eastern Standard Time

<https://www.marinenet.usmc.mil/MarineNet/EditProfile.aspx>

Sergeants School Distance Education Program (EPME5000)

Career School Distance Education Program (EPME6000)

Advanced School Distance Education Program (EPME7000)

Once a student is enrolled in MCTIMS, the student will Contact the SNCOIC of the academy that they are going to attend to get proctor codes to complete the required distance education requirements.

<https://www.usmcu.edu/ceme/sergeants/>

<https://www.usmcu.edu/ceme/career/>

<https://www.usmcu.edu/ceme/courses/advanced/>

### **Class Dates**

Class dates for the current fiscal year can be found on the CEME website under the Academic Calendar link. <https://www.usmcu.edu/CEME/>

### **Allocations**

The College of Enlisted Military Education has allocated one seat for the Navy and Air Force for each Sergeants School class and two seats for each Career School and Advanced School classes at each of the Staff Noncommissioned Officer Academies. These allocations are filled on a first come, first served basis, with priority determined by the nominating service.

### **Funding**

Funding for all TAD/TDY expenses including travel, lodging, messing, and per diem are the responsibility of the nominating service.



