# CAMP PENDLETON SNCOA SNCO LEADERSHIP SCHOOL

## CHECK-IN PROCEDURES/ REQUIREMENTS
- All Students must report in the Service "A" uniform to **BLDG 524103** in 52 Area.
- Check-in:
    - Local area (Pendleton, MCRD, Miramar): **0800-1000**. Local students who fail to report by 1000 may lose their registered seat in the course, and a stand-by student will be given the available seat.
    - Outside local area: **NLT 1630 the day prior to report date. Students outside the local area who arrive after 1630 the day prior will check in to the SNCOA barracks and bring all required materials to BLDG 524103 at 0700 the following morning. The listed numbers below can be reached for further guidance.**
        - 571-320-4881 SDO cell phone
        - 760-763-0217 Admin Office
- Command Screening Checklist (**October 2024 Revision**):
    - All required signatures:
        - SgtMaj, CO, Medical Officer/Independent Duty Corpsman (IDC).
    - Medical Stamp is required
- Printed copy of **EPME6000 completion certificate.**
    - Copy of completion certificate on hand.
- Defense Travel System (DTS) orders or endorsed original orders from the Marines S-1.
    - TECOM funding letter does not constitute orders.
- If you are on funded orders from out of the area you will receive a barracks room.
- Students will conduct an initial height and weight during check-in.
    - Have green on green PT shirt (No logos), PT shorts, and white socks to change into during the reporting process.

## UNIFORM REQUIREMENTS
- All Service uniforms w/garrison cover
- Dress Blue Alphas (white trousers for Staff Sergeants and Gunnery Sergeants during summer season). Blue trousers for Sergeants that are selected for Staff Sergeant.
- Woodland Utilities (X2)
- Boots (X2)
- PT shirts (X5) (no unit logos)
- PT shorts (X3)
- Running shoes with white socks
- USMC sweatshirt and bottoms
- USMC running suit
- Yellow reflective belt
- Black or Coyote brown Camelback
- Professional business civilian attire (collared shirt), chinos/slacks, loafers/boat shoes

## ADDITIONAL SUPPLIES
- Note-taking Gear
- Laptop

Updated: 22 Jan 2026