



# MARINE CORPS UNIVERSITY

## COLLEGE OF ENLISTED MILITARY EDUCATION



### Information for Marines attending the Enlisted College for Reserve Schools (Updated 9 March 2020)

#### Enlisted College Prerequisites

- The following MarineNet courses are required in order to attend the resident schools at The Enlisted College:
  - Advanced School: EPME7000AA
  - Career School: EPME6000AA
  - Sergeant's School: EPME5000AA

#### Check-In Information

- Check-in will be in Service "A" uniform
- Bring a copy of your Signed Orders
- Bring a copy of your command endorsed Command Screening Checklist (NAVMC 11580 Rev Oct 2018) with approved duty status waiver; if applicable
- Bring a copy of the associated MarineNet course certificate
- SgtMaj's and SNCOIC's contact information (phone number and email)

#### Check-in Quantico

- There will be transportation to and from DCA airport only.
- All students will meet at the USO upon arrival, where an MFR G3 rep will receive you
- A shuttle will be used to transport small groups to the Staff Academy
- Upon arrival, you will be given an opportunity to change over and will check-in with MSC reps, SNCOA Admin, School SNCOIC, and the barracks.

#### Check-in Camp Lejeune

- There will be transportation to and from Wilmington International Airport
- Students will report to Building M285, Camp Johnson
- Students may check in to barracks, Bldg M283, if arriving early. Please coordinate with the Enlisted Reserve Liaison.
- Upon arrival, you will be given an opportunity to change over and will check-in with MSC reps, SNCOA Admin, School SNCOIC, and the barracks.



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### Administrative Information

- Marine Reserve Order Writing System (MROWS) orders will be routed to MFR G-3 and must be received by the fund approvers NLT 15 business days prior to the course report date.
- Use of applicable SIC/Activity code is mandatory for orders approval.
  - FHG SIC/Activity Code, 4FG
  - MLG SIC/Activity Code, 4MG
  - DIV SIC/Activity Code, 4DV
  - MAW SIC/Activity Code, 4MW
- Per diem.
  - Government quarters will be provided at no cost.
  - Government messing will be available at cost per the applicable government meal rate (GMR). Use the following link to determine the exact GMR cost for the course dates.  
<http://www.defensetravel.dod.mil/site/faqmeal3.cfm>.
  - GMR will cover the cost of chow at the respective Installation, if you use the chow hall, you are required to pay. There are no “meal cards” during school.
- Rental cars are not authorized under any circumstances.
- Marines traveling from Hawaii or Alaska are authorized an additional day of travel when warranted. Ensure appropriate travel time is requested to arrive on date of check-in.
- Use of the appropriate funding source PID is required.
  - SMCR Students funding source, PID CDT.
  - IMA Students funding source, PID IMA.
  - IRR Students funding source, PID IRR.
- In progress payment. Ensure an in progress payment diary entry TTC 800 000 COMPL ACDTRUA TO TYPE flag is run on the fifth day of active duty and a final payment will be paid upon completion of the final travel claim and active duty period.
- Marines serving on Active Duty Operational Support (ADOS) orders will be unit funded. To avoid use of unit funding it is recommended that Marines on ADOS orders have their short tour terminated. ADOS can resume upon completion of the course.
- Active Component and Active Reserve Marines are not authorized to attend any reserve two week resident PME course under any circumstance.
- Reserve component Marines on mobilization orders are authorized to attend PME schools that are up to 15 days in duration.
- You will receive a Reserve Training (RT) fitness report upon completion of the course



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### Gear List

- Service 'A' uniform with ribbons and badges
- Seasonal Service uniforms. Service 'C' in the summer school, Service 'B' in the winter. (two sets)
- Woodland MARPAT MCCUU (two sets) w/cover
- Boots (x2) (one pair may get muddy)
- Green/Green PT uniform with white socks (no logo)
- USMC running suit
- USMC Sweat top and bottom (Seasonal)
- Yellow glow belt
- Running shoes
- Appropriate Civilian Attire
- Laptop – **Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a laptop from your command that is capable of accessing WIFI.**
- Cash (optional – to cover coins, t-shirts -10.00, and class photos – 10.00)

### Read Ahead Material

- MCWP 6-11 Leading Marines
- MCDP-1 Warfighting
- MCDP 1-0 Operations
- MCDP-5 Planning
- MCDP-6 Command and Control
- MCWP 5-1 Marine Corps Planning Process
- APP 6A Military Symbols
- Message to the Force 2018 "Execute"

### Points of Contact

- **SNCOA Quantico**
  - Advanced School: 703-784-1836
  - Career School: 703-784-2971
  - Sergeants School: 703-784-1174
- **SNCOA Camp Lejeune, NC**
  - Sergeants School: 910-450-0173
- **Enlisted Reserve Liaison**
  - MGySgt Doug Kummings: 703-784-4497 or [douglas.kummings@usmcu.edu](mailto:douglas.kummings@usmcu.edu)
- **MFR G3/5**
  - MFRG3TRAINING@USMC.MIL