



# MARINE CORPS UNIVERSITY

## COLLEGE OF ENLISTED MILITARY EDUCATION



### SNCOA Reporting Instructions for Reserve Component Marines

#### Unit Administrative Information

- ✓ Active Component and Active Reserve Marines are not authorized to attend any Reserve 2-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.
- ✓ Marines serving on Active-Duty Operational Support (ADOS) orders will be unit funded.
  - ⊕ To avoid use of unit funding, Marines on ADOS orders should have their short tour terminated, and ADOS can resume upon completion of the course.
  - ⊕ If a Reserve Marine attends the 2-week Resident PME while on ADOS, the Marine will need to bring their original ADOS, Marine Reserve Order Writing System (MROWS), and S-1 Reporting Endorsement from their unit.
- ✓ MROWS orders will be routed to MFR G-3 and must be received by the fund approvers NLT 30 business days prior to the course report date.
- ✓ Defense Travel System (DTS) authorization will be routed to MFR G-3 and must be received by DTS Approvers NLT 15 business days prior to the course report date.
- ✓ **Departure flights on graduation day should be no earlier than 1500. For 29 Palms, every effort should be made to arrive / depart via Palm Springs International Airport (PSP).**
- ✓ In Progress Payment (IPP) should be reported on unit diary in accordance with unit SOPs, but no less than the first week the Marine is attending school, followed by a final payment reported with the Marine's final travel claim.
- ✓ 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:  
<https://www.defensetravel.dod.mil/site/faqmeal.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.*
- ✓ 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; see below:

	SMCR & IMA Students	IRR Students
<b>Order Type</b>	SCHOOLS	SCHOOLS
<b>Sub-Type</b>	(K3) PME	(K3) PME
<b>Command</b>	FORCE	FORCE
<b>PID Code</b>	CDT	IRR
	The G3/MR BEA/BESA sub allocation is compulsory for all CDT MROWS	The G3/MR BEA/BESA sub allocation is compulsory for all IRR MROWS



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### SNCOA 29 Palms Travel Information

- ✓ If traveling via commercial air (COMMAIR):
  - ⊕ Airport is Palm Springs International Airport (PSP)
  - ⊕ **Departure flight on graduation day should be no earlier than 1500**
  - ⊕ Save all transportation receipts (e.g., Uber, Lyft, taxi) and submit with DTS voucher
- ✓ **READ CAREFULLY:** Rideshare (e.g., Uber, Lyft) and taxi services cannot access Marine Corps Base 29 Palms unless the driver has been personally enrolled in DBIDS.
  - ⊕ If reserving Uber/Lyft or taking a taxi, Marines are responsible for confirming the driver has access to Marine Corps Base 29 Palms before accepting the ride

### SNCOA 29 Palms Check-in Information

- ✓ Check-in will be in Service 'A' uniform.
  - ⊕ If traveling via COMMAIR, students are encouraged to carry-on Service 'A' uniform and one set of Desert MCCUU in the event checked luggage is delayed.
- ✓ On the report date, students will check-in to the SNCOA (Building 1611), no earlier than 0800 and no later than 1800.
  - ⊕ Marines may arrive in civilian attire, get a barracks room and change into Service 'A'
  - ⊕ After 1800, late check-ins will check-in with the SNCOA S-1 but will have to report the next day in Service Alpha Uniform to the SNCOIC at 0600 at the SNCOA (Building 1611).
  - ⊕ Rooms and linens will be provided at the SNCOA (Building 1611) upon arrival.
- ✓ Bring a copy of your signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
- ✓ 3 Required documents for check-in:
  1. Signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
  2. Command Screening Checklist NAVMC 11580 (Rev Oct 2024), found in the MCU / CEME website (<https://www.usmcu.edu/ceme/>) with approved Duty Status Waiver (if applicable). Ensure all required signatures are present:
    - ☐ CO (O-5 or above / O-6 for waiver), Sergeant Major, OIC, Section Chief / SNCOIC, S-3.
    - ☐ Medical Officer, Civilian Healthcare provider, or Independent Duty Corpsman (Page 2). Medical signature, stamp, and national provider ID# is required.
  3. Bring a copy of the associated MarineNet course certificate:

Sergeant School: EPME5000
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\*\*\*If the Marine is not on full duty status: complete pages 4-7 of the NAVMC 11580 (Rev Oct 2024) Command Screening Checklist, the SNCOA will submit to CEME for approval once received.

\*\*\*If the Marine is not on full duty status, all 7 pages of Command Screening checklist must be provided upon checking in to S-1 with all required signatures.



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### Points of Contact

Sergeants School	760-830-6239
Enlisted Reserve Liaison GySgt Isaias Garcia	760-830-6222 / 760-974-7873; Isaias.garcia@usmc.mil
MFR G3/5	<a href="mailto:MFRG3TRAINING@USMC.MIL">MFRG3TRAINING@USMC.MIL</a>

### Gear List Checklist

- Service 'A' uniform with ribbons and badges
- (2) Sets of seasonal service uniform: Service 'C' for summer classes, Service 'B' for winter classes
- (2) Sets Desert MARPAT MCCUU with 8-point cover and boonie
- (2) pair Boots
- Green-on-Green PT uniform with white socks (no logo)
- USMC Sweat top and bottom (Seasonal)
- Running shoes
- Appropriate Civilian Attire
- Professional Civilian Attire
- Tactical Assault Pack for Small Unit Leadership Evaluation
- Tactical Camelback for Small Unit Leadership Evaluation
- Laptop – Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a Wi-Fi enabled laptop from your command.
  - a. Wi-Fi is available on campus.
- SNCOA "Sergeant of Marines" t-shirts (\$15)

### Advanced Reading Material Checklist

- |                              |  |
|------------------------------|--|
| — MCDP-1 Warfighting         | — MCDP-7 Learning                        |
| — MCDP 1-0 Operations        | — MCDP-8 Information                     |
| — MCDP-5 Planning            | — MCWP 5-1 Marine Corps Planning Process |
| — MCDP-6 Command and Control | — MCWP 6-11 Leading Marines              |





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## Directions to SNCOA 29 Palms

SNCOA 29 Palms  
Building 1611 7<sup>th</sup> Street, MCAGCC  
Twentynine Palms, CA 92277

4. Take State Highway 62 to Twentynine Palms CA
5. Upon entry into city, take a left on Adobe Rd toward MCAGCC
6. Once aboard MCAGCC, take a left on Del Valle Road
7. Proceed until 6th Street (By MCX) and take a right.
8. Take the first available left (Burke St) and follow signs to the SNCOA 29 Palms

