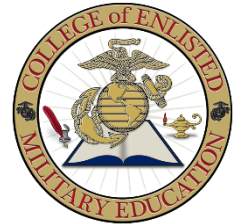




## SNCO ACADEMY HAWAII SERGEANTS SCHOOL CHECK-IN



### CHECK - IN PROCEDURES/ REQUIREMENTS

- Students will report to the SNCO Academy Hawaii (Building 224) in the Service "A" uniform on the report date listed in MCTIMS.
- Students arriving from outside the local area will contact the SNCOIC for lodging information.
- Students from the local area will report between the hours of 0730 – 1100. Local students who fail to report by 1100 may lose their registered seat in the course and a stand-by student will be given the available seat. Students outside the local area who arrive after 1100 will contact the SNCOIC for further guidance.
- Students **MUST HAVE** the following items with them during the check-in process:
  - Original TAD Orders
  - Command Screening Checklist NAVMC 11580 (Rev. Dec 2022), located on the MCU website (<https://www.usmcu.edu/ceme/hawaii/>) with approved Duty Status Waiver (if applicable).
    - Ensure all required signatures are present (Sergeant Major, CO (O-5 or above) and Medical Officer/Civilian Healthcare provider or Independent Duty Corpsman)
    - Medical Stamp or National Provider ID # is required.
  - SgtMaj and SNCOIC's contact information (phone number & email address)
  - Printed copy of EPME 5000AA completion certificate
  - Students who are on limited duty, or who are pregnant must have a completed limited duty waiver, signed by the Director of the Enlisted College and an approved PT plan. Waivers cannot be granted on the reporting day. Light duty Marines will not be accepted for pick up. The limited duty status waiver has been incorporated into the command screening checklist. Please follow the instructions on the waiver form.

### UNIFORM REQUIREMENTS

- Seasonal Service uniforms w/garrison cover
- Blue Dress "A"
- Green MCCUU (X2)
- Additional green (serviceable) utility trousers for combat conditioning
- Boots (X2)
- PT shirts (X5) (no unit logos)
- PT shorts (X3)
- White socks (X3)
- Running shoes
- Yellow reflective belt
- Black or Coyote brown Camelback or canteen (Required for PT)
- Flak, Kevlar, and day pack for the Small Unit Leader Evaluation (SULE)
- Professional business attire

## **ADDITIONAL SUPPLIES**

- Pens, pencils and highlighters
- Notebook
- Laptop – Course materials at the Academy are all electronic. If you do not own a laptop, we recommend that you temporarily loan a Wi-Fi enabled laptop from your command.

## **ADDITIONAL INFORMATION**

- Fitness reports: Students are required to complete a “TD” report with their parent command prior to the report date. Students will receive a “FD” report from the Director. This report will be “Not Observed” academic report with Section “I” comments indicating class standing.
- It is recommended to bring \$100 to cover expenses such as mess night, shirts, and a gift for the Guest of Honor.
- You are directed to park at the Base Library. Please reference the picture located below.



Any inquiries or questions you may have prior to your arrival should be addressed to the point of contacts listed below:

Director: 1stSgt Craig Provens, (808) 257-2600, or [craig.provens@usmc.mil](mailto:craig.provens@usmc.mil)

Sergeant School SNCOIC: GySgt Froylan Ceja, (708) 927-4527, or [froylan.ceja@usmc.mil](mailto:froylan.ceja@usmc.mil)

Administration Chief: Sgt Allison Zagal, (808) 257-3109, or [allison.zagal@usmc.mil](mailto:allison.zagal@usmc.mil)