



# **OKINAWA SNCO ACADEMY CHECK-IN PROCEDURES AND REQUIREMENTS**



## **Required Documents**

- ☐ **Copy of approved command-endorsed Command Screening Checklist**
  - ☐ (pages 1-3) and Duty Status Waiver (pages 4-7), if applicable (NAVMC 11580 Rev. October 2024).
  - Previous versions of the Command Screening Checklist are not accepted.**
  - For more information, visit the MCU website: <https://www.usmcu.edu/ceme/quantico>
- ☐ Must include all required signatures (SNCOIC, OIC, CSEL/USEL, CO (O-5 or above), S-3, and Medical provider stamp).
- ☐ If approval from the CO (O-5 or above) and/or CSEL is unavailable, a By Direction letter must be provided.
- ☐ PHA date must be current and valid throughout the whole duration of the course. (PHA's will be validated by instructors via IMR-Digital or physical).
- ☐ PFT recertification must be completed within 45 days prior to the reporting date. (Must be verified by your Chain of Command and S-3).
- ☐ **If you are not in FULL DUTY STATUS** an approved Command Screening Checklist and Duty Status Waiver must be submitted to [OKI\\_SNCOA\\_WAIVERS@usmc.onmicrosoft.com](mailto:OKI_SNCOA_WAIVERS@usmc.onmicrosoft.com).
- All waivers must be received at least (5) business days prior to the school's convening date.**
- ☐ **Copy of completed Marine Net Distance Education Program certificate**
  - ☐ Sergeants School: EPME5000AA
  - ☐ Staff Noncommissioned Officer Leadership School (SLS): EPME6000AA and EPME7000AA
- ☐ **Copy of EPME Transcript**
- ☐ **Defense Travel System orders or endorsed original TAD orders from your S-1. (Neither a TECOM funding letter nor a unit PME nomination letter constitutes orders. Students will not be accepted without proper TAD orders upon Check-in.)**
- ☐ **Basic Training Record** (Mol or 3270).
  - ☐ Ensure TD FitReps are submitted, and the end date is on the day before report date.

**If you are enrolled in MCTIMS but will no longer be attending the school due to other commitments, contact your respective S-3 to be removed from MCTIMS. Notify the respective school of your removal of attendance.**





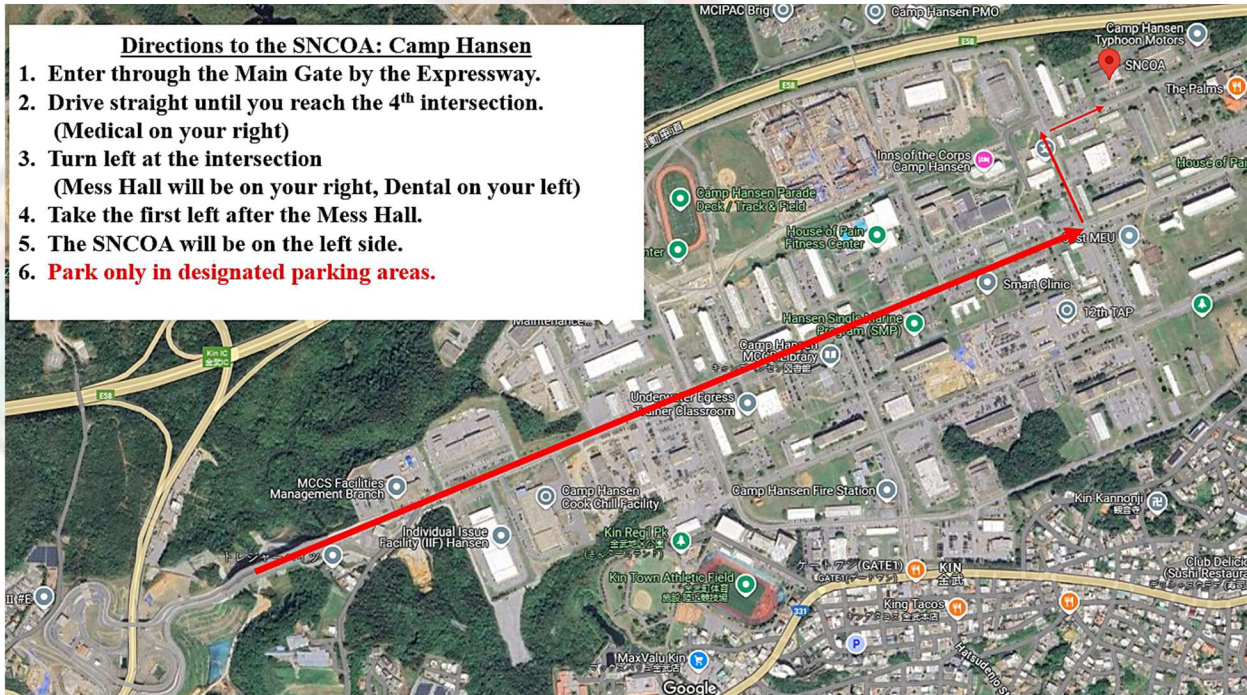
# OKINAWA SNCO ACADEMY CHECK-IN PROCEDURES AND REQUIREMENTS



## Directions and Designated parking areas.

### Directions to the SNCOA: Camp Hansen

1. Enter through the Main Gate by the Expressway.
2. Drive straight until you reach the 4<sup>th</sup> intersection.  
(Medical on your right)
3. Turn left at the intersection  
(Mess Hall will be on your right, Dental on your left)
4. Take the first left after the Mess Hall.
5. The SNCOA will be on the left side.
6. **Park only in designated parking areas.**



**For Check-in and daily parking, students will utilize designated parking areas clearly marked.**

**Do not create or use unauthorized parking spots.**

**Parking in areas marked as “No parking” in the diagram may result in potential actions, including but not limited to: (Issuance of Citation / Towing of vehicle at owner’s expense).**

**Adhere strictly to the designated parking guidelines to avoid any disciplinary actions.**

