



OKINAWA SNCO ACADEMY **CHECK-IN REQUIREMENTS**



Required Documents

This document outlines the essential paperwork you **MUST** have for Check-In.
Failure to provide complete and correct documentation may result in denial of enrollment.

☐ 1. Copy of approved command-endorsed Command Screening Checklist

(NAVMC 11580 Rev. May 2026)

Previous versions of the Command Screening Checklist are not accepted.

For more information, visit the MCU website: <https://www.usmcu.edu/CEME/quantico/>

Full Duty: (Pages 1-3)

- ☐ 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 entire duration of the course. (PHA's will be validated by instructors through physical records of IMR).
- ☐ PFT recertification must be completed within 45 days prior to the reporting date. (Must be verified by your Chain of Command and S-3).

Light Duty, Limited duty, or Pregnancy status: (Pages 1-7)

- ☐ Must submit completed endorsed Command Screening Checklist and Duty Status Waiver to CEME_Waivers@usmcu.edu.

All waivers must be received at least (5) business days prior to the school's convening date.
Must provide Approved Duty Status Waiver upon Check-In.

- ☐ Must include all required signatures (Battalion/Squadron SgtMaj, Battalion/Squadron CO, SgtMaj (O-6 level), CO (O-6 or above), SNCOA Director, and CEME Director (if applicable).
- ☐ If approval from the O-6 level is unavailable, a By Direction letter must be provided.

Previous Disenrollment (180 Day-Waiver) : (AA Form)

- ☐ Must submit completed endorsed Command Screening Checklist and 180-Day Waiver AA Form to the Director, of CEME: CEME_Waivers@usmcu.edu.



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All waivers must be received at least (5) business days prior to the school's convening date.
Must provide Approved 180 Day Waiver upon Check-In.

- ☐ Must be endorsed by O-5 Commander or higher within the student's chain of command.
- ☐ If approval from the CO (O-5 or above) is unavailable, a By Direction letter must be provided.
- ☐ **2. Copy of completed Marine Net Distance Education Program certificate**
 - ☐ Sergeants School:
 - EPME5000BA
 - ☐ Staff Noncommissioned Officer Leadership School (SLS):
 - EPME6000BA (E-6)
 - EPME7000BA (E-7)
- ☐ **3. Copy of EPME Transcript**
 - Verification of completion for Distance Education Program for respective PME.
- ☐ **4. 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.)**
- ☐ **5. Basic Training Record (Mol or 3270).**
 - ☐ Ensure TD FitReps are submitted, and the end date is on the day before report date.

Any student who is registered or on the waitlist for an EPME course seat in MCTIMS and will not be attending must take immediate action to be removed from the system. Coordinated through the unit's respective S-3.

Failure to be removed from MCTIMS prior to the course start date will result in the Marine being marked as a "No Show." A "No Show" status will render the Marine ineligible to attend any EPME course—both resident and seminar—for a period of 180 days.

It is imperative that all commands and individual students understand the severity of this policy and ensure timely coordination with S-3 sections to avoid punitive delays in Professional Military Education opportunities.



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Billeting: Update

Temporary no-cost billeting aboard Camp Hansen is currently unavailable until further notice due to a plumbing issue affecting Building 2340, the barracks previously designated for temporary student lodging. As a result, no-cost temporary billeting requests are not being accepted currently.

Students requiring lodging while attending SNCOA Okinawa must coordinate alternative lodging arrangements with their parent command. Funding for lodging is not provided by TECOM, and any lodging expenses are the responsibility of the student's parent's command.

Personnel who are permanently stationed or deployed to Okinawa are not authorized temporary lodging in accordance with the Joint Travel Regulations (JTR) and are expected to commute from their assigned installation. The Green Line, privately owned vehicles (POVs), and carpooling are the recommended methods of transportation.

If a registered student is unable to attend due to billeting or lodging issues, the parent command must notify the SNCOIC/Chief of Sergeant School/SLS and ensure the student is deregistered in MCTIMS no later than one day prior to the report date.

Alternate Lodging Option (Unit Funded)

Students requiring lodging may reside at the Inns of the Corps, Building 2413, Camp Hansen. To ensure availability, lodging reservations should be made as early as possible.

Contact Information:

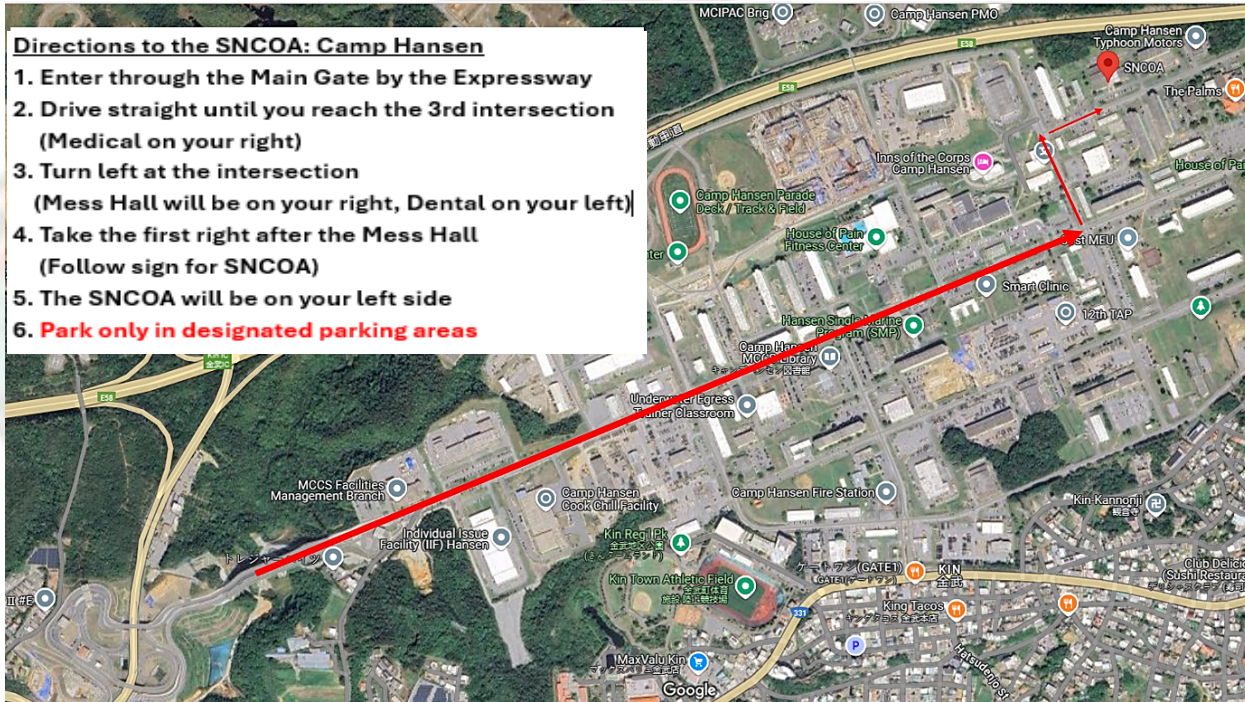
- DSN: 315-623-4511
- Cell: 098-969-4511
- U.S. Phone: 011-81-98-969-4511
- Email: Hansen.Lodge@okinawa.usmc-mccs.org



OKINAWA SNCO ACADEMY CHECK-IN REQUIREMENTS



Directions and 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.

