



OKINAWA SNCO ACADEMY CHECK-IN PROCEDURES AND REQUIREMENTS



Staff Noncommissioned Officer Leadership School

SLS Email: SLS_SNCOA_OKI@usmc.onmicrosoft.com

DSN: 315-623-4938/ 6843

Student Address: (SLS X-XX) Rank Full Name, SNCOA, UPR 35027 BOX 11, FPO AP 96384-2700

Check-in Procedures:

- ❖ All students will report to Camp Hansen, building 2729, second deck, room 210 in the Service Alpha uniform.
- ❖ UDP students will report in the Service Charlie uniform.

All students must bring serviceable/proper fitting Green on Green w/white socks and PT shoes for Initial Ht/Wt and Woodland MCCUU to change into after Check-ins.

- ❖ **0800-1100:** For all local students
 - **Academy Briefs begin at 1100, if you are not Checked in/ registered you will be subject to the probability of not being enrolled.**
- ❖ **0800-1600:** For all Off-island students.
 - **If you will be arriving after the initial reporting date due to travel, contact the SNCO Leadership School.**

Students from Iwakuni, Korea, Guam or any other outlying areas will be required to inform the SLS and Operations Section (OperationsSNCOA@usmc.onmicrosoft.com).

Billeting:

No cost billeting is no longer available due to increase of permanent/deployed personnel staying in no cost billeting. All no cost billeting on Camp Hansen is controlled by Camp Hansen Housing Manager.

» DSN: 315-623-4303/ 7340

Off-Island students will reside at the Inns of the Corps, located in Building 2413 aboard Camp Hansen. To ensure availability, it is strongly recommended to make lodging arrangements well in advance.

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



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Uniform Requirements: (All items must be Serviceable IAW MCO 1020.34H)

- ☐ Laptop/ iPad/ Tablet (Personal or unit temp loan laptop)
- ☐ Service Alpha uniform w/ Garrison Cover
- ☐ Service Charlie uniform w/ Garrison Cover
- ☐ Dress Blue Bravo uniform w/ Barracks Cover (**Ribbons/ Badges**)
- ☐ Woodland MCCUU (x2) (**No faded MCCUU**)
- ☐ Utility cover
- ☐ Boots
- ☐ PT shirts (x5) (**No unit logos**)
- ☐ PT shorts (x3) (**No silkies**)
- ☐ Clean White socks (x3) (**No logos**)
- ☐ Running shoes
- ☐ USMC sweatshirt and bottoms
- ☐ Yellow Reflective belt
- ☐ Refillable Water Source or Military-issued Camelback
- ☐ Professional Business Casual Attire
 - **Males:** Short-sleeved/long-sleeved button-down shirt or polo, khaki or dress pants, belt, dress socks, and dress shoes. (**No sneaker bottom shoes**)
 - **Females:** Slacks, blouses, skirts, button-down shirts or polo, khaki or dress pants, flats (closed toe) or heels, and/or tailored dresses.

Belts are required when wearing attire with belt loops; however, suspenders may be used as a substitute.

Optional Gear:

- Compression shorts (**Olive Drab ONLY**)
- Tanker Jacket
- Gortex Top & Bottom



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Additional Information:

- ***“Staff Sergeant of Marines” or “Gunnery Sergeant of Marines” T-Shirts: (\$12.00)***
- **Okinawa SNCOA Coins: (\$15.00)**
- **Mess Night: (\$50)**

Important Information for Students

Personal Time Management

While enrolled in the school, there will be limited free time to address personal matters. It is strongly recommended that you proactively manage any personal issues before attending. On the first day of training, you will receive a comprehensive schedule and a briefing outlining the expectations, rules, and guidelines for the duration of your course.

Special Liberty Requests

Before submitting any requests for special liberty, consult with your Chief Instructor. The Director may adjust the academic schedule as necessary to meet educational requirements and accommodate federal holiday liberty periods not indicated on the official academic calendar.