



SNCO ACADEMY QUANTICO

CHECK-IN PROCEDURES AND REQUIREMENTS



- All students will report to Jordan Hall (building 3076) at 0730 on the reporting date in the **Service “A”** uniform.
 - Students from the National Capital Region will report no later than 1200. Students traveling from outside the local area will report no later than 2359 but should make every effort to arrive by 1630. Late Check-Ins will go at 0600 the following day.
 - Bring a copy of your **COMPLETED** command endorsed Command Screening Checklist (current version can be found at the MCU website <https://www.usmcu.edu/ceme/quantico>) and approved Duty Status Waiver (if applicable). **The 2024 version is the only one that will be accepted.**
 - ☐ Ensure all required signatures are present (S-3, Sergeant Major, CO (O-5 or above), and Medical Officer/ Civilian Healthcare provider or Independent Duty Corpsman) (Page 2)
 - ☐ Medical Stamp or National Provider ID # is required in block 12 (Page 2).
 - ☐ Completed the Sergeants School Distance Education Program EPME5000BA (Copy of EPME5000BA certificate required for check-in).
 - ☐ Defense Travel System (DTS) orders or endorsed original TAD orders from your S-1. (Neither a TECOM funding letter nor a unit PME nomination letter constitutes orders).
- ***If the student is not on Full Duty status (i.e. pregnant, light duty, limited duty), ensure to fill out pages 3-6 of the NAVMC 11580 Rev Dec 2022 Command Screening Checklist form and submit to ceme_waivers@usmcu.edu. Waivers must be received by the College of Enlisted Military Education at least 5 working days prior to school’s convene date.
- ☐ Ensure PFT and Ht/Wt are re-certified within 45 days of reporting (blocks 4b/4c signed by S-3)
 - ☐ Ensure all required signatures are present (Sergeant Major, CO (O-5 or above), and Medical Officer/ Civilian Healthcare provider or Independent Duty Corpsman) (Page 4)
 - ☐ Ensure all 6 pages of Command Screening Checklist are given upon checking into S-1 with all the signatures required (Page 2 (medical, SgtMaj, and CO), Page 4 (SgtMaj and Commander (O6) and Page 6 (Physician’s signature)).
- Ensure your TD FitRep from your command ends on the day before you check in. Your FD FitRep will encompass Academic Day 1 – Graduation Day.

REQUIRED SUPPLIES

- Pens, Pencils, and a notebook
- Laptop w/CAC reader-All written assignments will be completed digitally. If you do not own a laptop, it is recommended that you temp loan a Wi-Fi enabled laptop from your command.

ADDITIONAL INFORMATION

- Do not park in “Reserved” or “Staff” spots; tickets are given for illegal parking.
- Moisture wicking “Sergeant of Marines” t-shirts are available for \$11.
- SNCOA Coins are available for \$6 or \$15
- Class and Conference Group photos will be taken and made available for each student for \$10 each.
- Mess Night Cost is approximately \$50-\$60
- You WILL be issued a barracks room in Jordan Hall and are expected to maintain its cleanliness.

UNIFORM REQUIREMENTS

- Service “A” uniform (must be worn while reporting)
 - 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 logos)
 - PT shorts (X3)
 - White socks (X3)
 - Running shoes
 - USMC sweatshirt and bottoms
 - Yellow Reflective belt
 - Black or Coyote Brown Camelback or canteen (Recommended for PT)
 - Boonie Cover
 - Appropriate Civilian Attire
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- SULE GEAR - The following items will be required to conduct the Small Unit Leader Evaluation (SULE) at the end of the course. If you do not have these items, they WILL NOT be issued here at MCB Quantico. See your local IIF or battalion supply for items you do not possess.
 - ☐ Extra set of utilities
 - ☐ Boonie cover
 - ☐ Gortex Top & Bottom (Optional)
 - ☐ Extra pair of boots
 - ☐ Assault-style pack (tactical in nature)
 - ☐ Cammie paint
 - ☐ Map pens