



MARINE CORPS UNIVERSITY COLLEGE OF ENLISTED MILITARY EDUCATION



SNCOA Reporting Instructions for Reserve Component Marines

Administrative Information

- ✓ Active Component and Active Reserve Marines are not authorized to attend any Reserve 2-week resident PME course under any circumstance.
- ✓ Reserve Component Marines on mobilization orders are authorized to attend PME schools that are up to 15 days in duration.
- ✓ Marines serving on Active Duty Operational Support (ADOS) orders will be unit funded.
 - ⊕ To avoid use of unit funding, it is recommended that Marines on ADOS orders have their short tour terminated. ADOS can resume upon completion of the course.
- ✓ Marine Reserve Order Writing System (MROWS) orders will be routed to MFR G-3 and must be received by the fund approvers NLT 30 business days prior to the course report date.
- ✓ Defense Travel System (DTS) authorization will be routed to MFR G-3 and must be received by DTS Approvers NLT 15 business days prior to the course report date.
- ✓ Per Diem
 - ⊕ Government quarters will be provided at no cost.
 - ⊕ Government messing will be available at cost per the applicable government meal rate (GMR). Use the following link to determine the exact GMR cost for the course dates:
<https://www.defensetravel.dod.mil/site/faqmeal.cfm>
 - ⊕ GMR will cover the cost of chow at the respective installation; if you use the chow hall, you are required to pay. *There are no “meal cards” during school.*
- ✓ Marines traveling from Hawaii or Alaska are authorized an additional day of travel when warranted. Ensure appropriate travel time is requested to arrive on date of check-in.
- ✓ Use of the appropriate funding source PID is required; see below:

	SMCR & IMA Students	IRR Students
Order Type	SCHOOLS	SCHOOLS
Sub-Type	(K3) PME	(K3) PME
Command	FORCE	FORCE
PID Code	CDT	IRR
	The G3/MR BEA/BESA sub allocation is compulsory for all CDT MROWS	The G3/MR BEA/BESA sub allocation is compulsory for all IRR MROWS



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SNCOA Check-in Information

- ✓ If traveling via commercial air (COMMAIR), students are responsible for transportation from arrival airport to the respective SNCOA – there is no bus or transportation service provided at any SNCOA location.
- ✓ Check-in will be in Service ‘A’ uniform.
 - ⊕ If traveling via COMMAIR, students are encouraged to carry-on Service ‘A’ uniform and one set of MCCUU in the event checked luggage is delayed.
- ✓ Bring a copy of your signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
- ✓ Bring a copy of your command endorsed Command Screening Checklist NAVMC 11580 (Rev Aug 2021), found in the MCU website (<https://www.usmcm.edu/ceme/>) 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) (Page 4)
 - Medical Stamp or National Provider ID # is required.

***If the student is not on Full duty status, ensure to fill pages 3-6 of the NAVMC 11580 (Rev Aug 2021) Command Screening Checklist form and submit to ceme_waivers@usmcm.edu. Waivers must be received by the College of Enlisted Military Education at least 5 working days prior to convene date.

***If not on full duty status, all 6 pages of Command Screening checklist must be provided upon checking in to S-1 with all required signatures: Page 2 (Medical, SgtMaj and CO), Page 4 (SgtMaj and Commander (O-6)) and Page 6 (Physician’s signature).

- ✓ Bring a copy of the associated MarineNet course certificate:

Sergeant School: EPME5000	Career School: EPME6000	Advanced School: EPME7000
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SNCOA Quantico Check-in Information

- ✓ **Rental cars are not authorized under any circumstances.**
- ✓ On the report date, students will check-in to Jordan Hall (Building 3076), no earlier than 1200 and no later than 1800
 - ⊕ After 1800, late check-ins will check-in with the duty desk in Jordan Hall, and report the next day to S1 at 0500 in Jordan Hall (1st floor, Building 3076).
 - ⊕ Rooms and linens will be provided in Jordan Hall (Building 3076) upon arrival.

Points of Contact

Sergeants School	703-432-5196 / 784-1746
Career School	703-432-4795 / 432-4707
Advanced School	703-784-1836 / 432-4792
Enlisted Reserve Liaison SSgt Jason Greene	678-458-0008; jason.greene@usmcm.edu
MFR G3/5	MFRG3TRAINING@USMC.MIL



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Gear List

- Service 'A' uniform with ribbons and badges
- (2) Sets of seasonal service uniform: Service 'C' for summer classes, Service 'B' for winter classes
- (2) Sets Woodland MARPAT MCCUU with cover
- (2) pair Boots (one pair may get muddy)
- Green-on-Green PT uniform with white socks (no logo)
- USMC Sweat top and bottom (Seasonal)
- Yellow glow belt
- Running shoes
- Appropriate Civilian Attire
- Laptop – Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a Wi-Fi enabled laptop from your command.
- Cash (optional) for the purchase of coins (\$5), SNCOA t-shirts (\$10), and/or class photos (\$10)

Advanced Reading Material Checklist

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| — MCDP-1 Warfighting | — MCWP 5-1 Marine Corps Planning Process |
| — MCDP 1-0 Operations | — MCWP 6-11 Leading Marines |
| — MCDP-5 Planning | — APP 6A Military Symbols |
| — MCDP-6 Command and Control | — Message to the Force 2018 "Execute" |



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Directions to Marine Corps University

Marine Corps University
2076 South Street
Quantico, VA 22134

1. Take Interstate 95 to exit 150 (East towards Triangle/Quantico)
2. Upon exiting from ramp, continue straight to the traffic light at Route 1.
3. Cross over Route 1, continuing straight. A small replica of the flag raising at Iwo Jima will be on your right after you pass through the intersection.
4. Travel under the archway to the main gate. The speed limit through the gate is 15 mph.
5. Proceed through the gate and remain on Fuller Road for approximately 2 miles. You will pass through the golf course.
6. Continue around the bend and down the hill until you pass Little Hall.
7. Just before the fire station, turn left onto Martin Street.
8. Go through the tunnel and make a right. Parking is immediately on your right and the university is in the building facing the water in front of you.

