



# MARINE CORPS UNIVERSITY

## COLLEGE OF ENLISTED MILITARY EDUCATION



### SNCOA Reporting Instructions for Reserve Component Marines

#### Unit 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, Marines on ADOS orders should have their short tour terminated, and ADOS can resume upon completion of the course.
  - ⊕ If a Reserve Marine attends the 2-week Resident PME while on ADOS, the Marine will need to bring their original ADOS MROWS, and provide a DTS Authorization or S-1 Reporting Endorsement from their unit.
- ✓ 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.
- ✓ Airport is Ronald Reagan Washington National Airport (DCA). **Departure flights on graduation day should be no earlier than 1500.**
- ✓ In Progress Payment (IPP) should be reported on unit diary in accordance with unit SOPs, but no less than the first week the Marine is attending school, followed by a final payment reported with the Marine's final travel claim.
- ✓ 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 Quantico Travel Information

- ✓ If traveling via commercial air (COMMAIR):
  - ⊕ Airport is Ronald Reagan Washington National Airport (DCA)
  - ⊕ **Departure flight on graduation day should be no earlier than 1500**
  - ⊕ Save all transportation receipts (e.g., Uber, Lyft, taxi) and submit with DTS voucher
- ✓ **READ CAREFULLY:** Rideshare (e.g., Uber, Lyft) and taxi services cannot access Marine Corps Base Quantico unless the driver has been personally enrolled in DBIDS.
  - ⊕ If reserving Uber/Lyft or taking a taxi, Marines are responsible for confirming the driver has access to Marine Corps Base Quantico before accepting the ride.
- ✓ **The best taxi service to use is Global Taxi (540-657-2227); Marines may schedule a tax in advance of arrival using Global Taxi.**

### SNCOA Quantico Check-in Information

- ✓ 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.
- ✓ On the report date, Marines may arrive at Jordan Hall (Building 3076) during the hours of 1500-1800, in civilian attire, get a barracks room and get settled. Linens will be provided upon arrival.
- ✓ **Marines will return to the 1<sup>st</sup> floor during the hours of 1500-1800 in Service 'A' and with all required documents to complete check-in.**
- ✓ After 1800, Marines will check-in with the duty desk in Jordan Hall to receive a barracks room, then will report the next day (Sunday) at 0500 in Jordan Hall wearing Service 'A' and with all required documents.
- ✓ 3 Required documents for check-in:
  1. Signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
  2. Command Screening Checklist NAVMC 11580 (Rev Dec 2022), found in the MCU website (<https://www.usmcu.edu/ceme/>) with approved Duty Status Waiver (if applicable). Ensure all required signatures are present:
    - ☐ Sergeant Major, CO (O-5 or above)
    - ☐ Medical Officer/Civilian Healthcare provider or Independent Duty Corpsman (Page 4). Medical Stamp or National Provider ID # is required.
  3. Bring a copy of the associated MarineNet course certificate:

Sergeant School: EPME5000	Career School: EPME6000	Advanced School: EPME7000
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\*\*\*If the Marine is not on full duty status: complete pages 3-6 of the NAVMC 11580 (Rev Dec 2022) Command Screening Checklist and submit to [ceme\\_waivers@usmcu.edu](mailto:ceme_waivers@usmcu.edu).

**\*\*\*Waivers must be received by the College of Enlisted Military Education at least 5 working days prior to convene date.**

\*\*\*If the Marine is 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



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and Commander (O-6) and Page 6 (Physician's signature).

### 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 GySgt Jason Greene	678-458-0008; <a href="mailto:jason.greene@usmcu.edu">jason.greene@usmcu.edu</a>
MFR G3/5	<a href="mailto:MFRG3TRAINING@USMC.MIL">MFRG3TRAINING@USMC.MIL</a>

### 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 – all course 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

- |                              |  |
|------------------------------|--|
| — 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"    |



# MARINE CORPS UNIVERSITY COLLEGE OF ENLISTED MILITARY EDUCATION



## Directions to Marine Corps University and SNCOA Quantico

Conde Hall  
3077 Broadway Street  
Quantico, VA 22134

4. Take Interstate 95 to exit 150 (East towards Triangle/Quantico)
5. Upon exiting from ramp, continue straight to the traffic light at Route 1.
6. 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.
7. Travel under the archway to the main gate. The speed limit through the gate is 15 mph.
8. Proceed through the gate and remain on Fuller Road for approximately 2 miles. You will pass through the golf course.
9. Continue around the bend and down the hill until you pass Little Hall.
10. Just before the fire station, turn left onto Martin Street.
11. Go through the tunnel and take the first right in the traffic circle onto Broadway Street.
12. At the T-intersection take a right, you will pass Conde Hall (SNCOA; building 3077) and Jordan Hall (building 3076) will be the building directly to the left.
13. Turn into the parking lot in front of Jordan Hall and follow the signs to check in.

