



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, Marine Reserve Order Writing System (MROWS), and S-1 Reporting Endorsement from their unit.
- ✓ 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.
- ✓ **Departure flights on graduation day should be no earlier than 1500. For 29 Palms, every effort should be made to arrive / depart via Palm Springs International Airport (PSP).**
- ✓ 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 29 Palms Travel Information

- ✓ If traveling via commercial air (COMMAIR):
 - ⊕ Airport is Palm Springs International Airport (PSP)
 - ⊕ **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 29 Palms 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 29 Palms before accepting the ride

SNCOA 29 Palms 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 Desert MCCUU in the event checked luggage is delayed.
- ✓ On the report date, students will check-in to the SNCOA (Building 1611), no earlier than 1000 and no later than 1800.
 - ⊕ Marines may arrive in civilian attire, get a barracks room and change into Service 'A'
 - ⊕ After 1800, late check-ins will check-in with the SNCOA S-1 but will have to report the next day in Service Alpha Uniform to the SNCOIC at 0600 at the SNCOA (Building 1611).
 - ⊕ Rooms and linens will be provided at the SNCOA (Building 1611) upon arrival.
- ✓ Bring a copy of your signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
- ✓ 3 Required documents for check-in:
 1. Signed ORIGINAL ORDERS (NOT DRAFT ORDERS).
 2. Command Screening Checklist NAVMC 11580 (Rev Oct 2024), found in the MCU / CEME website (<https://www.usmcu.edu/ceme/>) with approved Duty Status Waiver (if applicable). Ensure all required signatures are present:
 - CO (O-5 or above / O-6 for waiver), Sergeant Major, OIC, Section Chief / SNCOIC, S-3.
 - Medical Officer, Civilian Healthcare provider, or Independent Duty Corpsman (Page 2). Medical signature, stamp, and national provider ID# is required.
 3. Bring a copy of the associated MarineNet course certificate:

Sergeant School: EPME5000

***If the Marine is not on full duty status: complete pages 4-7 of the NAVMC 11580 (Rev Oct 2024) Command Screening Checklist, the SNCOA will submit to CEME for approval once received.

***If the Marine is not on full duty status, all 7 pages of Command Screening checklist must be provided upon checking in to S-1 with all required signatures.



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Points of Contact

Sergeants School	760-830-6239
Enlisted Reserve Liaison GySgt Isaias Garcia	760-830-6222 / 760-974-7873; Isaias.garcia@usmc.mil
MFR G3/5	MFRG3TRAINING@USMC.MIL

Gear List Checklist

- 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 Desert MARPAT MCCUU with 8-point cover and boonie
- (2) pair Boots
- Green-on-Green PT uniform with white socks (no logo)
- USMC Sweat top and bottom (Seasonal)
- Yellow glow belt
- Running shoes
- Appropriate Civilian Attire
- Professional Civilian Attire
- Tactical Assault Pack for Small Unit Leadership Evaluation
- Tactical Camelback for Small Unit Leadership Evaluation
- 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.
 - a. Wi-Fi is available on campus.
- SNCOA “Sergeant of Marines” t-shirts (\$15)

Advanced Reading Material Checklist

- | | |
|------------------------------|--|
| — MCDP-1 Warfighting | — MCDP-7 Learning |
| — MCDP 1-0 Operations | — MCDP-8 Information |
| — MCDP-5 Planning | — MCWP 5-1 Marine Corps Planning Process |
| — MCDP-6 Command and Control | — MCWP 6-11 Leading Marines |



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Directions to SNCOA 29 Palms

SNCOA 29 Palms
Building 1611 7th Street, MCAGCC
Twentynine Palms, CA 92277

4. Take State Highway 62 to Twentynine Palms CA
5. Upon entry into city, take a left on Adobe Rd toward MCAGCC
6. Once aboard MCAGCC, take a left on Del Valle Road
7. Proceed until 6th Street (By MCX) and take a right.
8. Take the first available left (Burke St) and follow signs to the SNCOA 29 Palms

