



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.
- ✓ Departure flights on graduation day should be no earlier than 1500.
- ✓ **In Progress Payments (IPP)**
 - ⊕ Per *MCTFS PRIUM Chap. 11 section 3, Par. 110301 4.a.*
 - Selected Marine Corps Reserve unit Commanding Officers shall report at least one IPP for all periods of active duty exceeding 6 days in duration.
 - Additional IPPs throughout the period are encouraged and are required no less than every 10-days following the first IPP.
 - Unit Commanding Officers shall establish local policies on the date IPP transactions will be reported in order to provide Marines with advance notice as to when they should expect to receive IPP EFT payments.
 - The appropriate documentation must be available before reporting the unit diary statement (generally, this is the member's signed receiving endorsement ordering the member to Active Duty; however, MROWS are not required to be signed IOT submit an IPP for a Marine).
- ✓ 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.



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✓ 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

SNCOA Camp Lejeune Travel 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.
 - ⊕ 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 Camp Lejeune 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 Camp Lejeune before accepting the ride.

SNCOA Camp Lejeune 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, students will check-in to Building M285 during the hours of 1000-1800.
 - ⊕ Marines may arrive in civilian attire, get a room, change into Service ‘Alpha,’ and then return to the 1st floor to complete check-in.
- ✓ After 1800, Marines will check-in with the duty desk in the SNCOA barracks, Building M283, and report the next day (Sunday) at 0600 in Building M285.
 - ⊕ Linens will be provided upon arrival.
- ✓ 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.usmcu.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@usmcu.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).



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✓ Bring a copy of the associated MarineNet course certificate:

Sergeant School: EPME5000	Career School: EPME6000	Advanced School: EPME7000
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Points of Contact

School SNCOIC	513-827-2811; george.zeek@usmcu.edu
School Chief	330-771-3151
Admin Chief	910-450-1942
Enlisted Reserve Liaison SSgt Joseph Lang	joseph.lang@usmcu.edu / 269-352-9125
MFR G3/5	MFRG3TRAINING@USMC.MIL

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 cotton socks (no logo)
- USMC Sweat top and bottom (Seasonal)
- Yellow glow belt
- Running shoes
- Appropriate Civilian Attire
- Professional Business Attire; e.g., dress slacks, collared shirt with tie (males), dress shoes, etc.
- **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

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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 SNCOA Camp Lejeune

Bldg. M285, Hoover Rd
Camp Lejeune, NC 28547

1. From Camp Johnson Front Gate, continue straight
2. Turn right on to Hoover Rd (which is just before the PX)
3. Continue on Hoover Rd until you pass a volleyball court and grass field (less than a half mile) on your left
4. Turn left into the parking lot after the field; that is Bldg. M285

