

OKINAWA SNCOA SERGEANTS SCHOOL CHECK-IN

CHECK-IN PROCEDURES / REQUIREMENTS

- All Students must report in the Service “A” uniform.
- UDP Students: Service “C” uniform.
- Bring Woodland MARPAT utilities to change into after check-in.
- All students will report to second deck, Room 130 (Building 2729) aboard Camp Hansen
- 0700-1200 Local / 0700-1800 Off-Island (Note: Off-Island who arrive on Okinawa after 1800hrs, will need to check in with SNCOA Duty.)
- Students from Iwakuni, Korea, Guam or any outlying areas need to e-mail the Sergeants School Chief SSgt Triplett and Operations Chief GySgt Opena to secure a barracks room:
 - DNS: 315-623-7496 Sergeants School Chief / 315-623-4047 Operations Chief
 - Phone: 080-6488-4177 (after hours cell/SNCOA Duty)
 - Email: mallory.triplett@usmc.mil/albert.opena@usmc.mil
- Command Screening Checklist (NAVMC 11580 Rev October 2018; found on MCU website: <https://www.usmcu.edu/ceme/okinawa/>)
 - All required signatures (SgtMaj, CO, and Doctor/IDC) Note: If the CO (O5) is not available, a By Dir letter must accompany the package.
 - Medical stamp is required.
- Completed the Sergeants School Distance Education Program (Copy of EPME5000AA certificate in hand).
- Defense Travel System orders or endorsed original orders from the Marines S-1. (TECOM funding letter does not constitute orders).
- Basic Individual Record (MOL or 3270).
- Basic Training Record (MOL or 3270).

UNIFORM REQUIREMENTS

- Woodland camouflage utilities
- Service Alphas (for Check in and Mess night)
- Service Charlies
- PT gear
 - PT gear will consist of green t-shirt (Sgt's shirt), trunk style PT shorts (no silkies), white socks, reflective belt and **military water source**.

- Business Casual Attire (will be worn 3 separate training days)

ADDITIONAL GEAR AND SUPPLIES REQUIRED

- Eye pro
- Booney cover
- Boots
- Field pack
- Issued gloves
- Map pens/alcohol pen
- Note taking gear
- Pens and pencils

OPTIONAL ITEMS

- Gortex top and bottom (highly suggested that you have these)
- Insect repellent
- Sun screen
- Laptop/iPad/tablet
- Notebook
- Pens and pencils
- Gore-Tex top and bottom
- Tanker jacket

ADDITIONAL INFORMATION

- Mess Night cost is \$30-40 (cost varies per venue)
- "Sergeant of Marines" t-shirts are available for \$11.00
- SNCOA Okinawa coins are available for \$7.00

FINAL NOTES

- There is very little free time to take care of personal issues while enrolled in the school, be proactive prior to attending the school and be ready. On the first training day you will receive the training schedule and a brief covering all the do's and don'ts for the school.

- Refrain from submitting special liberty until you check-in and see the schedule. SNCOA Director may modify the academic schedule to meet academic hour requirements and accommodate federal holiday liberty periods not specified on the academic calendar.

- If you are not going to be attending the school due to other commitments please contact your respective S-3 section in order to be removed from MCTIMS. Notify the Sergeants School Chief by email to inform him of the situation.

- Student address is:
 - SNCO Academy
 - Sergeants School Class XX-XX
 - Unit 35027
 - FPO, AP 96373-5027

OKINAWA SNCOA CAREER SCHOOL CHECK-IN

CHECK-IN PROCEDURES / REQUIREMENTS

- All Students must report in the Service “A” uniform.
- UDP Students: Service “C” uniform.
- Bring Woodland MARPAT utilities to change into after check-in.
- All students will report to second deck, Room 209/210 (Building 2729) aboard Camp Hansen
- 0700-1200 Local / 0700-1800 Off-Island (Note: Off-Island who arrive on Okinawa after 1800hrs, will need to check in with SNCOA Duty.)
- Students from Iwakuni, Korea, Guam or any outlying areas need to e-mail the Career School Chief GySgt Porquin and Operations Chief GySgt Opena to secure a barracks room:
 - DNS: 315-623-6843 Career School Chief / 315-623-4047 Operations Chief
 - Phone: 080-6488-4177 (after hours cell/SNCOA Duty)
 - Email: harrison.porquin@usmc.mil/albert.opena@usmc.mil
- Command Screening Checklist (NAVMC 11580 Rev October 2018; found on MCU website: <https://www.usmcu.edu/ceme/okinawa/>)
 - All required signatures (SgtMaj, CO, and Doctor/IDC)

- Medical stamp is required
- Completed the Career Course Distance Education Program (Copy of EPME6000AA certificate in hand)
- Defense Travel System orders or endorsed original orders from the Marines S-1. (TECOM funding letter does not constitute orders)
- Basic Individual Record (MOL or 3270)
- Basic Training Record (MOL or 3270)

UNIFORM REQUIREMENTS

- Garrison cover
- Service “A” uniform (for check-in and mess night)
- Service “C” uniform
- Utility cover
- Woodland MCCUU
- Boots
- PT shirts (X5) (no unit logos)
- PT shorts (X3) (no silkies)
- White socks (X3) (no logos)
- Running shoes
- Yellow reflective belt
- Military issued Camelbak or canteen
- Business Casual Attire
 - Men: short-sleeved/long-sleeved button down shirt or polo, khaki or dress pants, belt, socks, and dress shoes
 - Females: slacks, blouses, pencil skirts, button downs, flats (closed-toe) or heels, and tailored dresses

OPTIONAL ITEMS

- Laptop/iPad/Tablet (personal or temp loan unit laptop)
- Notebook
- Pens and pencils

- Gore-Tex top and bottom
- Tanker jacket

ADDITIONAL INFORMATION

- Mess Night cost is \$30-40 (cost varies per venue)
- “Staff Sergeant of Marines” t-shirts are available for \$11.00
- SNCOA Okinawa coins are available for \$7.00

FINAL NOTES

- There is very little free time to take care of personal issues while enrolled in the school, be proactive prior to attending the school and be ready. On the first training day you will receive the training schedule and a brief covering all the do's and don'ts for the school.
- Refrain from submitting special liberty until you check-in and see the schedule. SNCOA Director may modify the academic schedule to meet academic hour requirements and accommodate federal holiday liberty periods not specified on the academic calendar.
- If you are not going to be attending the school due to other commitments please contact your respective S-3 section in order to be removed from MCTIMS. Notify the Career School Chief by email to inform him of the situation.
- Student address is:
 - SNCO Academy
 - Career School Class XX-XX
 - Unit 35027
 - FPO, AP 96373-5027

OKINAWA SNCOA ADVANCED SCHOOL CHECK-IN

CHECK-IN PROCEDURES / REQUIREMENTS

- All Students must report in the Service “A” uniform.

- UDP Students: Service “C” uniform.
- Bring Woodland MARPAT utilities to change into after check-in.
- All students will report to first deck, Room 157 (Building 2729) aboard Camp Hansen
- 0700-1200 Local / 0700-1800 Off-Island (Note: Off-Island who arrive on Okinawa after 1800hrs, will need to check in with SNCOA Duty.)
- Students from Mainland Japan (i.e. Iwakuni), Korea, Guam or any outlying areas need to e-mail the Advanced School Chief MSgt Brewer and Operations Chief GySgt Opena to secure a barracks room:
 - DNS: 315-623-4884 Advanced School Chief / 315-623-4047 Operations Chief
 - Phone: 080-6488-4177 (after hours cell/SNCOA Duty)
 - Email: daniel.brewer@usmc.mil/albert.opena@usmc.mil
- Command Screening Checklist (NAVMC 11580 Rev October 2018; found on MCU website: <https://www.usmcu.edu/ceme/okinawa/>)
 - All required signatures (SgtMaj, CO, and Doctor/IDC)
 - Medical stamp is required
- Completed the Advanced Course Distance Education Program (Copy of EPME7000AA certificate in hand)
- Defense Travel System orders or endorsed original orders from the Marines S-1. (TECOM funding letter does not constitute orders)
- Basic Individual Record (MOL or 3270)
- Basic Training Record (MOL or 3270)

UNIFORM REQUIREMENTS

- Garrison cover
- Service “A” uniform (for check-in)
- Service “C” uniform
- Utility cover
- Woodland MCCUU
- Boots
- PT shirts (X5) (no unit logos)
- PT shorts (X3) (no silkies)
- White socks (X3) (no logos)

- Running shoes
- Yellow reflective belt
- Military issued Camelbak or canteen
- Business Casual Attire
 - Men: short-sleeved/long-sleeved button down shirt or polo, khaki or dress pants, belt, socks, and dress shoes
 - Females: slacks, blouses, pencil skirts, button downs, flats (closed-toe) or heels, and tailored dresses

OPTIONAL ITEMS

- Laptop/iPad/Tablet (personal or temp loan unit laptop)
- Notebook
- Pens and pencils
- Gore-Tex top and bottom
- Tanker jacket

ADDITIONAL INFORMATION

- Mess Night cost is \$30-40 (cost varies per venue)
- “Gunnery Sergeant of Marines” t-shirts are available for \$11.00
- SNCOA Okinawa coins are available for \$7.00

FINAL NOTES

- There is very little free time to take care of personal issues while enrolled in the school, be proactive prior to attending the school and be ready. On the first training day you will receive the training schedule and a brief covering all the do's and don'ts for the school.
- Refrain from submitting special liberty until you check-in and see the schedule. SNCOA Director may modify the academic schedule to meet academic hour requirements and accommodate federal holiday liberty periods not specified on the academic calendar.

- If you are not going to be attending the school due to other commitments please contact your respective S-3 section in order to be removed from MCTIMS. Notify the Advanced School Chief by email to inform him of the situation.

- Student address is:
 - SNCO Academy
 - Advanced School Class XX-XX
 - Unit 35027
 - FPO, AP 96373-5027