



## QUANTICO SNCO ACADEMY ADVANCED SCHOOL CHECK-IN

### Information for Marines attending the Enlisted College for Schools (Updated December 2021)

#### CHECK - IN PROCEDURES/ REQUIREMENTS

- All Students must report in the Service “A” uniform.
- **All students will report to Jordan Hall (building 3076) at 0730 on the reporting date.** Students traveling from outside the local area will report no later than 2359, but should make every effort to arrive by 1630.
- 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/quantico/>) 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 [smb.mcbqsncoa.headquarters@usmc.mil](mailto:smb.mcbqsncoa.headquarters@usmc.mil). Waivers must be received by SNCO Academy Quantico at least 5 working days prior to school convene date.**
- **\*\*\*If not on full duty status, ensure all 6 pages of Command Screening checklist is 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)).**
- Completed the **Advanced Course Distance Education Program EPME7000AA** (Copy of EPME7000AA certificate in hand).
- **Defense Travel System (DTS) orders or endorsed original TAD orders from the Marines S-1.** (TECOM funding letter does not constitute orders)
- **UNIFORM REQUIREMENTS**
  - Seasonal Service uniforms w/garrison cover
  - Green MCCUU (X2)
  - Additional green (serviceable) utility trousers for combat conditioning
  - Boots (X2)
  - PT shirts (X5) (no unit logos)
  - PT shorts (X3)
  - White socks (X3)
  - Running shoes
  - USMC sweatshirt and bottoms
  - Yellow reflective belt
  - Black or Coyote brown Camelback or canteen (Recommended for PT)

- Professional business attire:

**Males:** Suit, tie, slacks, dress shirt, collared shirt, and dress shoes

**Females:** Skirt, dress, or pantsuit

### **ADDITIONAL SUPPLIES**

- Pens and pencils
- Notebook
- Laptop – **Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a Wifi enabled laptop from your command.**

### **ADDITIONAL INFORMATION**

- Do not park in “Reserved” spaces; tickets are given for illegal parking.
- Professional dinner cost is approximately \$40.00.
- Moisture wicking “Gunnery Sergeant of Marines” t-shirts are available for \$10.00. \$5.00 for coins.
- Class photos will be taken and made available for each student for \$10.00.



# QUANTICO SNCO ACADEMY CAREER SCHOOL CHECK-IN



## CHECK - IN PROCEDURES/ REQUIREMENTS

- All Students must report in the **Service “A” uniform**.
- **All students will report to Jordan Hall (building 3076) at 0730 on the reporting date.** Students from the National Capital Region will report no later than 1200. Students traveling from outside the local area will report no later than 2359, but should make every effort to arrive by 1630.
- 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/quantico/>) 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 [smb.mcbqsncoa.headquarters@usmc.mil](mailto:smb.mcbqsncoa.headquarters@usmc.mil). **Waivers must be received by SNCO Academy Quantico at least 5 working days prior to school’s convene date.**
- **\*\*\*If not on full duty status, ensure all 6 pages** of Command Screening checklist must be given upon checking in to S-1 with all the signatures required (**Page 2 (Medical, SgtMaj and CO), Page 4 (SgtMaj and Commander (O-6)) and Page 6 (Physician’s signature)**).
- Completed the **Career Course Distance Education Program EPME6000AA** (Copy of EPME6000AA certificate in hand).
- **Defense Travel System (DTS) orders or endorsed original TAD orders from the Marines S-1.** (TECOM funding letter does not constitute orders).

## UNIFORM REQUIREMENTS

- Seasonal Service uniforms w/garrison cover
- Blue Dress “A” or SNCO Evening Dress
- Green MCCUU (X2)
- Additional green (serviceable) utility trousers for combat conditioning
- Boots (X2)
- PT shirts (X5) (no unit logos)
- PT shorts (X3)
- White socks (X3)
- Running shoes
- USMC sweatshirt and bottoms
- Yellow reflective belt
- Black or Coyote brown Camelback or canteen (Recommended for PT)

### **ADDITIONAL SUPPLIES**

- Pens and pencils
- Notebook
- Laptop – **Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a Wifi enabled laptop from your command.**

### **ADDITIONAL INFORMATION**

- Do not park in “Reserved” spaces; tickets are given for illegal parking.
- Mess Night Cost is approximately \$40.00.
- Moisture wicking “Staff Sergeant of Marines” t-shirts are available for \$10.00. \$5.00 for coins.
- Class photos will be taken and made available for each student for \$10.00.



## QUANTICO SNCO ACADEMY SERGEANTS SCHOOL CHECK-IN

### CHECK - IN PROCEDURES/ REQUIREMENTS

- All Students must report in the **Service “A” uniform**.
- **All students will report to Jordan Hall (building 3076) at 0730 on the reporting date.** Students from the National Capital Region will report no later than 1200. Students traveling from outside the local area will report no later than 2359, but should make every effort to arrive by 1630.
- 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/quantico/>) 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 [smb.mcbqsncoa.headquarters@usmc.mil](mailto:smb.mcbqsncoa.headquarters@usmc.mil). **Waivers must be received by SNCO Academy Quantico at least 5 working days prior to school’s convene date.**
- **\*\*\*If not on full duty status, ensure all 6 pages** of Command Screening checklist must be given upon checking in to S-1 with all the signatures required (**Page 2 (Medical, SgtMaj and CO), Page 4 (SgtMaj and Commander (O-6)) and Page 6 (Physician’s signature)**).
- Completed the **Sergeants Course Distance Education Program EPME5000AA** (Copy of EPME5000AA certificate in hand).
- **Defense Travel System (DTS) orders or endorsed original TAD orders from the Marines S-1.** (TECOM funding letter does not constitute orders).

### UNIFORM REQUIREMENTS

- Seasonal Service uniforms w/garrison cover
- Blue Dress “A”
- Green MCCUU (X2)
- Additional green (serviceable) utility trousers for combat conditioning
- Boots (X2)
- PT shirts (X5) (no unit logos)
- PT shorts (X3)
- White socks (X3)
- Running shoes
- USMC sweatshirt and bottoms
- Yellow reflective belt
- Black or Coyote brown Camelback or canteen (Recommended for PT)

### ADDITIONAL SUPPLIES

- Pens and pencils
- Notebook

- Laptop – **Most material at the academy is electronic. If you do not own a laptop, it is recommended that you temp loan a Wifi enabled laptop from your command.**

**ADDITIONAL INFORMATION**

- Do not park in “Reserved” spots; tickets are given for illegal parking.
- Mess Night Cost is approximately \$40.00.
- Moisture wicking “Sergeant of Marines” t-shirts are available for \$10.00. \$5.00 for coins.
- Class photos will be taken and made available for each student for \$10.00.