



QUANTICO SNCO ACADEMY CHECK-IN

PROCEDURES AND REQUIREMENTS



- **All students will report to Jordan Hall (building 3076) at 0730 on the reporting date in the Service “A” uniform.** 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** (current version can be found at the MCU website <https://www.usmcu.edu/ceme/quantico>) and approved Duty Status Waiver (if applicable).
 - **Ensure all required signatures are present** (S-3, Sergeant Major, CO (O-5 or above), and Medical Officer/ Civilian Healthcare provider or Independent Duty Corpsman) (Page 2)
 - **Medical Stamp or National Provider ID #** is required in block 12 (Page 2).

*****If the student is not on Full Duty status (i.e. pregnant, light duty, limited duty), ensure to fill out pages 3-6 of the NAVMC 11580 Rev Dec 2022 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 school’s convene date.**

- Ensure PFT and Ht/Wt are re-certified within 45 days of reporting (blocks 4b/4c signed by S-3)
 - 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)
 - Ensure all 6 pages of Command Screening Checklist are given upon checking into 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)).
- **Defense Travel System (DTS) orders or endorsed original TAD orders from your S-1.** (Neither a TECOM funding letter nor a unit PME nomination letter constitutes orders).
 - **Ensure your TD FitRep from your command ends on the day before you check in. Your FD FitRep will encompass Academic Day 1 – Graduation Day.**

REQUIRED SUPPLIES

- Pens, Pencils, and a notebook
- **Laptop w/CAC reader-All written assignments will be completed digitally. If you do not own a laptop, it is recommended that you temp loan a Wi-Fi enabled laptop from your command.**

ADDITIONAL INFORMATION

- Do not park in “Reserved” or “Staff” spots; tickets are given for illegal parking.
- Moisture wicking “Sergeant/Staff Sergeant/Gunnery Sergeant of Marines” t-shirts are available for \$11. SNCOA Coins are available for \$6.
- Class photos will be taken and made available for each student for \$10.
- You **WILL** be issued a barracks room in Jordan Hall and are expected to maintain its cleanliness.
- For more information, refer to the CEME website (<https://www.usmcu.edu/ceme/quantico>) and MARADMIN 400/23 (<https://www.marines.mil/News/Messages/Messages-Display/Article/3492533/announcement-of-the-fiscal-year-2024-class-dates-for-the-regional-staff-noncomm/>)

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UNIFORM REQUIREMENTS FOR ALL SCHOOLS

- Service “A” uniform (must be worn while reporting)
- 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)
- Appropriate Civilian Attire

SCHOOL SPECIFIC REQUIREMENTS

ADVANCED SCHOOL (M02T8H5):

- Completed the **Advanced School Distance Education Program EPME7000BA** (Copy of EPME7000BA certificate required for check-in).
- Professional Business Attire (For professional dinner)

CAREER SCHOOL (M02T8A5):

- Completed the **Career School Distance Education Program EPME6000AA** (Copy of EPME6000AA certificate required for check-in).
- Business Casual Attire (For dining out)

SERGEANTS SCHOOL (M02T4M5):

- Completed the **Sergeants School Distance Education Program EPME5000BA** (Copy of EPME5000BA certificate required for check-in).
- Mess Night Cost is approximately \$40-\$50
- **SULE GEAR** - The following items will be required to conduct the Small Unit Leader Evaluation (SULE) at the end of the course. If you do not have these items, they **WILL NOT** be issued here at MCB Quantico. See your local IIF or battalion supply for items you do not possess.
 - Extra set of utilities
 - Extra pair of boots
 - Boonie cover
 - Assault-style pack (green camo, tan camo, or solid black, olive green, or tan only)
 - Gortex Top & Bottom (Optional, but highly recommended)