



# MARINE CORPS UNIVERSITY COLLEGE OF ENLISTED MILITARY EDUCATION



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

### Enlisted College Prerequisites

- The following MarineNet courses are required in order to attend the resident schools at the Enlisted College:
  - Advanced School: EPME7000AA
  - Career School: EPME6000AA
  - Sergeant's School: EPME5000AA

### Check-In Information

- Check-in will be in **Service "A" uniform**.
  - 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.usmcm.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 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)).**
- Bring a copy of the associated **MarineNet course certificate**.

### Check-in Quantico

- All students will check in to **Jordan Hall, Building 3076 no earlier than 1200 and no later than 1800 on the report date**. Late check ins will still be able to check in to the duty desk in Jordan Hall after 1800, but will have to report the next day to S1 at 0500 in Jordan Hall (1st floor, Building 3076). Students should make every effort to report to arrive between 1200-1800.
- Rooms will be provided in Jordan Hall (Building 3076) upon arrival. Linens will also be provided.
- **SERGEANTS SCHOOL – YOU WILL RECEIVED (1) MRE AND WILL BE CHECKED FOR (1) MEAL DUE TO THE SMALL UNIT LEADERSHIP EVALUATION (SULE) EVENT THAT YOU WILL BE PARTICIPATING IN SERGEANTS SCHOOL.**



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## Administrative Information

- **Marine Reserve Order Writing System (MROWS) orders** will be routed to MFR G-3 and must be received by the fund approvers NLT 15 business days prior to the course report date.
  
- Use of applicable **SIC/Activity code** is mandatory for orders approval.
  - FHG SIC/Activity Code, 4FG      ○ DIV SIC/Activity Code, 4DV
  - MLG SIC/Activity Code, 4MG      ○ MAW SIC/Activity Code, 4MW
  
- **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.
  
- **Rental cars** are not authorized under any circumstances.
  
- 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.
  - SMCR Students funding source, PID CDT.
  - IMA Students funding source, PID IMA.
  - IRR Students funding source, PID IRR.
  
- In progress payment. Ensure an in progress payment diary entry **TTC 800 000 COMPL ACDTRUA TO TYPE** flag is run on the fifth day of active duty and a final payment will be paid upon completion of the final travel claim and active duty period.
  
- Marines serving on Active Duty Operational Support (ADOS) orders will be unit funded. To avoid use of unit funding, it is recommended that Marines on ADOS orders have their short tour terminated. ADOS can resume upon completion of the course.
  
- Active Component and Active Reserve Marines are **not authorized** to attend any reserve two 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.
  
- You will receive a **Reserve Training (RT) fitness report** upon completion of the course



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## Gear List

- Service 'A' uniform with ribbons and badges
- Seasonal Service uniforms. Service 'C' in the summer school, Service 'B' in the winter. (two sets)
- Woodland MARPAT MCCUU (two sets) w/cover
- Boots (x2) (one pair may get muddy)
- Green/Green PT uniform with white socks (no logo)
- USMC running suit
- USMC Sweat top and bottom (Seasonal)
- Yellow glow belt
- Running shoes
- Appropriate Civilian Attire
- 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.**
- Cash (optional – to cover coins -\$5.00, t-shirts -10.00, and class photos – 10.00)

## Read Ahead Material

- MCWP 6-11 Leading Marines
- MCDP-1 Warfighting
- MCDP 1-0 Operations
- MCDP-5 Planning
- MCDP-6 Command and Control
- MCWP 5-1 Marine Corps Planning Process
- APP 6A Military Symbols
- Message to the Force 2018 "Execute"

## Points of Contact

- **SNCO Academy Quantico**
  - Advanced School: 703-784-1836/432-4792
  - Career School: 703-432-4795/432-4707
  - Sergeants School: 703-432-5196/784-1746
- **Enlisted Reserve Liaison**
  - MGySgt Gary King: 703-784-4497 or gary.king@usmcu.edu
- **MFR G3/5**
  - MFRG3TRAINING@USMC.MIL