

## **USMC Sister Service Registration Instructions**

The Marine Corps recognizes the value of sister service members attending the enlisted professional military education resident courses. The various perspectives and experiences of these students are an invaluable addition to the education of the joint force. To foster jointness and increase collaboration among services, the College of Enlisted Military Education (CEME) reserves allocations at Regional Staff Noncommissioned Officer Academies (SNCOA) for sister service members to attend Marine Corps enlisted professional military education schools.

### **Nomination Process**

Prospective students should contact their respective service coordinator to determine eligibility and specific service requirements. The points of contact for the Air Force and Navy are located below in the points of contact section. The CEME Operations section is the sole information source for school seats and questions regarding sister service registration. Regional SNCOA should not be contacted directly.

Nominations must be received by CEME operations 60 days prior to the respective course report date.

### **Pre-requisites**

1. Prospective students must meet all requirements listed on the Command Screening Checklist (NAVMC 11580)
2. Prospective students must be within their service height and weight standards.
3. Nominees must be in a full duty status. (Unless an approved duty status waiver is obtained)
4. Complete the Marine Corps' Distance Education Program requirement for the school they are applying to attend. Instructions are provided below.

### **Command Screening Checklist**

Nominees must complete the current College of Enlisted Military Education Command Screening Checklist which can be found at <https://www.usmcm.edu/CEME/>.

### **Duty Status Waivers**

Nominees interested in attending a school that are not in a full duty status must complete the current duty status waiver that can be found at <https://www.usmcm.edu/CEME/>.

### **Distance Education Requirements**

Students must complete the appropriate distance education program (DEP) for the school that they are attending via MarineNet, prior to being considered for registration.

To create an account, members need to contact the MarineNet helpdesk and provide their EDIPI to be authenticated. Students should inform the help desk personnel that they are attending the resident school and access is required to complete the distance education program.

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Once enrolled in the appropriate DEP, they will be assigned a proctor from the SNCOA that they will be attending. Proctors are responsible for assisting with the DEP curriculum and proctoring exams throughout the DEP.

MarineNet Help Desk  
(888) 4DL-USMC (435-8762) / DSN 995-6049  
Mon-Thu 0730-2000, Fri 0730-1600 Eastern Standard Time

<https://www.marinenet.usmc.mil/MarineNet/EditProfile.aspx>

Sergeants School Distance Education Program (EPME5000)

Career School Distance Education Program (EPME6000)

Advanced School Distance Education Program (EPME7000)

### Class Dates

Class dates for the current fiscal year can be found on the CEME website under the Academic Calendar link. <https://www.usmcu.edu/CEME/>

### Allocations

The College of Enlisted Military Education has allocated one seat for the Navy and Air Force for each Sergeants School class and two seats for each Career School and Advanced School classes at each of the Staff Noncommissioned Officer Academies. These allocations are filled on a first come, first served basis, with priority determined by the nominating service.

### Funding

Funding for all TAD/TDY expenses including travel, lodging, messing, and per diem are the responsibility of the nominating service.

### Locations

Allocations are reserved for attendance at the following SNCOA.

SNCO Academy Quantico  
Building 3077  
3077 Broadway Street  
Quantico, VA 22134

## **USMC Sister Service Registration Instructions**

SNCO Academy Camp Lejeune  
Building M285  
PSC BOX 20161  
Camp Lejeune, NC 28542

SNCO Academy Camp Pendleton  
Building 524103  
PSC BOX 555104  
Camp Pendleton, CA 92055

SNCO Academy Okinawa  
Building 2729, Camp Hansen  
Unit 35027  
FPO AP 96373

SNCO Academy Twentynine Palms  
Building 1611  
Twentynine Palms, CA 92278

SNCO Academy Hawaii  
Building 224  
MCB Kaneohe Bay, HI 96863

### **Reporting Instructions**

Specific reporting instructions for each academy can be obtained at the link below:  
<https://www.usmcu.edu/ceme/acadamies/>

### **Required Uniforms**

Sister Service members are required to bring the service equivalent uniforms to the requirements listed for the respective academy that they are attending.

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### Points of Contact

College of Enlisted Military Education  
Operations Chief  
GySgt Joshua Lancaster  
(703) 432-5283  
joshua.lancaster@usmcu.edu

United States Air Force (6E)  
Manager, AF EPME Policy & Programs  
TSgt Vanessa Berrio  
(210) 565-4454  
vanessa.berrio@us.af.mil

United States Space Force (6E)  
CMSGT Esther Sanford  
esther.sanford@spaceforce.mil

United States Navy (5E)

**PENDING**

Interested Navy personnel should contact the CEME Operations section directly.