



**UNITED STATES MARINE CORPS**  
STAFF NONCOMMISSIONED OFFICER ACADEMY  
3077 BROADWAY STREET  
QUANTICO VIRGINIA 22134-5001

1000  
S-1  
1 Nov 16

POLICY LETTER 3-16

From: Director, Staff Noncommissioned Officer Academy Quantico  
To: Distribution List

Subj: POLICY FOR STAFF NONCOMMISSIONED OFFICER ACADEMY QUANTICO STUDENT  
PREREQUISITES FOR ATTENDANCE

Ref: (a) MARADMIN 448/16  
(b) MARADMIN 398/09

Encl: (1) Gear List

1. Purpose. To establish policy for student prerequisites attending the Staff Noncommissioned Officer Academy Quantico (SNCOAQ) courses.

2. Information. Reference (a) establishes course dates and procedures for all Marines desiring to complete their Professional Military Education (PME). All students must become familiar with this policy to ensure proper documentation and reporting procedures are being met upon arrival at SNCOAQ. Ensure that all students read enclosure (1) for detailed information on the items required for in processing and attendance at the Academy.

a. Check-in time. SNCOAQ S-1 will be in the barracks (bldg 3076) from 0700 to 1730 on the scheduled course report date. Local Marines will report into the academy by 1200 and non-local Marines have until 2359. If a student arrives after 1730 they must report to the duty located in building 3076 (Jordan Hall).

b. Early Check ins. Only non-local Marines will be allowed to check in early. It is the Marine's responsibility to notify the SNCOAQ S-4, (703) 784-2892 at least 5 days prior to their estimated date of arrival. Failure to do this will impede the process.

c. Gear list. See enclosure (1).

d. Required documentation. All Marines will have the following items in their possession prior to leaving their parent command. These items must be turned in at the time of processing into the Academy (S-1).

(1) Command Screening Checklist (CSC). Ensure the CSC has all required signatures and medical stamp.

(2) Original Orders. Defense Travel System (DTS) orders or endorsed original orders from the Marine's S-1. The Training and Education Command (TECOM) funding letter does not constitute Original Orders.

(3) MarineNet and Marine Corps Institute (MCI) Courses

(a) Sergeants Course. Completed the Sergeants course MarineNet EPME5000AA prior to leaving their parent command. The Sergeants course MCI

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(MCI 8010) no longer meets the eligibility requirements for attendance at the resident Sergeants course. All students must have a copy of the MarineNet certificate at the time of processing.

(b) Career Course. Completed the Career Course Distance Education Program EPME6000AA. The Career course MCI (MCI 8100) no longer meets the eligibility requirements for attendance at the resident Career course. All students must have a copy of the MarineNet certificate at the time of processing.

(c) Advanced Course. Completed the Advanced Course Distance Education Program EPME7000AA. The Advanced course MCI (MCI 8200) no longer meets the eligibility requirements for attendance at the resident Advanced course. All students must have a copy of the MarineNet certificate at the time of processing.

e. Non-compliance. If a Marine checks in without the required documentation he or she will receive a non-compliance letter, and the letter will be sent via email to their Commanding Officer as stated in reference (b).

3. The point of contact for this policy letter is the S-1 Chief at (703)784-5793/2928.

  
G. J. BASS

Distribution: A

## GEAR LIST

All arriving Staff Noncommissioned Officer Academy Quantico students will need the following items while attending their Professional Military Education.

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### **Sergeants Course**

- All service uniforms, including Alphas
  - Woodland Marine Corps Combat Utility Uniform
  - Dress Blue Alphas
  - Camel Back/Canteen (Black, Green or Tan)
  - Glowbelt
  - Computer (recommended, not required)
  - Professional Attire (example below)
    - \* Males- Tie, Slacks, dress shirt, and dress shoes
    - \* Females- Slacks or Skirts, Top and closed toed shoes
  - USMC Running Suit, Sweat top and bottom
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### **Career Course**

- All service uniforms
  - Woodland Marine Corps Combat Utility Uniform
  - Dress Blue Whites/Alphas or Evening Dress
  - Camel Back/Canteen (Black, Green or Tan)
  - Glowbelt
  - Alphas
  - Computer (recommended, not required)
  - Professional Attire (example below)
    - \* Males- Tie, Slacks, dress shirt, and dress shoes
    - \* Females- Slacks or Skirts, Top and closed toed shoes
  - USMC Running Suit
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### **Advanced Course**

- All service uniforms
- Woodland Marine Corps Combat Utility Uniform
- Camel Back/Canteen (Black, Green or Tan)
- Glowbelt
- Alphas
- Computer (recommended, not required)
- Business Professional (Dinner)
  - \* Males- Jacket, Tie, Slacks, dress shirt, and dress shoes
  - \* Females- Slacks or Skirts, Top and closed toed shoes
- Business Casual (pro dress day)
  - \* Males- Tie, Slacks, dress shirt or polo shirt, and dress shoes
  - \* Females- Slacks or Skirts, Top and closed toed shoes
- USMC Running Suit