

## **SNCOA HAWAII SERGEANTS COURSE CHECK-IN**

### **CHECK IN PROCEDURES**

- **Students will report in the Service "A" uniform**
- Students should not report prior to the report date. If you are arriving from off-island, ensure that coordination is conducted via the academy Deputy Director at DSN: 457-2560 or (808) 257-2560 for BEQ spaces and transportation requirements.
- Students will report to the Staff Noncommissioned Officer Academy (SNCOA), Marine Corps Base Hawaii (MCBH), Bldg 224.
- Students will report between the hours of 0700-1200. Marines registered in MCTIMS that fail to report by 1200 will lose their seat in the course and a "stand-by" will be given that seat.
- Marines must have the following items with them during the check-in process:
  - **Original Orders**
  - **Command Screening Checklist (NAVMC 11580) with Battalion/Squadron Commander and Sergeant Major signature and Medical Officer/IDC signature and stamp**
  - **Printed copy of EPME 5000AA completion certificate**

### **UNIFORM REQUIREMENTS**

- Service Alpha Uniform
- Seasonal Service Uniform (X2) w/garrison cover
- Woodland MCCUU (X2) w/ 8pt cover
- Authorized MCMAP belt
- Additional green (serviceable) utility trousers for combat conditioning
- Business casual (X2). Males Marines will be required to wear a tie on at least one occasion.
- Boots (X2)
- PT shirts (X5) (no unit logos)
- PT shorts (X3)
- Running shoes
- USMC running suit
- Glow belt
- IIF issued CamelBak or canteen
- IIF Issued Flak Jacket
- IIF Issued Assault Pack
- IIF Issued Kevlar w/ woodland cover

### **ADDITIONAL SUPPLIES**

- Composition Book
- Pens and pencils
- 3-Ring binder and/or notebook
- Mouth guard (For MCMAP)
- Uniform ruler (For practical application of a uniform inspection)
- Highly recommended items:
  - Laptop
  - Map pens
  - Protractor (1:50,000)
  - GPS

### **ADDITIONAL INFORMATION**

- Fitness Reports: Students are required to complete a "TD" report with their parent command prior to reporting. Sergeants Course students will receive an "FD" report from the Director. This report will be a "Not Observed" report with Section "I" comments regarding course completion.
- Class Photo: A class photograph will be taken and is available at a cost of \$10.00 per copy (prices subject to change). Photo is optional.
- T-shirts: "Sergeant of Marines" t-shirts are available for purchase for PT sessions. (\$7.00)

