



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseO 1550.5C
SNCOA
22 Nov 13

BASE ORDER 1550.5C

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: RESIDENT ENLISTED PROFESSIONAL MILITARY EDUCATION (PME)

Ref: (a) MCO P1510.94
(b) MCO P1553.4B
(c) MCO 6110.3
(d) MCO 6100.13

Encl: (1) Resident SNCO Academy Command Screening Checklist

1. Situation. To prescribe the policy for the conduct of the Staff Noncommissioned Officer Academy (SNCOA), Marine Corps Base (MCB) Hawaii per the references.

2. Cancellation. BaseO 1550.5B.

3. Mission. The mission of the SNCOA, MCB Hawaii is to provide Noncommissioned Officers (NCO) with the requisite education and leadership training to enhance their professional qualifications in preparation for the assumption of duties of greater responsibility.

4. Execution. Addressees will familiarize themselves with this Order and be guided accordingly.

a. Commander's Responsibility. Commanders are responsible for ensuring their Marines are provided the opportunity to satisfy PME requirements; that their Marines are fully qualified to attend per the enclosure; and that the enclosure is completed, signed and accompanied by the Marine to the course.

b. Class Dates and Quota Assignments. Class dates and quota assignments for the Sergeants' Course are published annually via Marine Administrative message. The class dates and quota assignments for the Corporals' Course are published annually by the Director, SNCOA via electronic correspondence. Coordination may be arranged through your training offices and G-3 at U.S. Marine Corps Forces, Pacific. The following information is required:

- (1) Name (Last Name, First Name, Middle Initial).
- (2) Electronic Data Interchange Personal Identifier.
- (3) Military Occupational Specialty.
- (4) Date of Rank.
- (5) Expiration of Active Service.
- (6) Date of Birth.

c. Attendance. Attendance is open to Marines who satisfy the prerequisites set forth in reference (b) and the enclosure. Marines with permanent or temporary physical/medical waivers will not be accepted, to include light or limited duty. Marines with combat related injuries that are kept on active duty will be accepted.

d. Reporting. Marines will report to the SNCOA, MCB Hawaii located at building 224 no later than 0730 on the reporting day in the Service "A" uniform. Marines attending either resident course will have in their possession their original orders and their command screening checklist signed by their unit's Battalion Commander and Battalion Sergeant Major or by an acting authority in their absence.

e. Disenrollments. Faculty staff may recommend a student be disenrolled for numerous reasons. Authority to disenroll a student rests with the Director, Enlisted PME. Disenrollment cases are resolved on an individual basis; the parent unit will be notified of action taken. The decision to disenroll will not be taken lightly and will be based on what is in the best interests of the Marine Corps. Students may be disenrolled for the following reasons:

(1) Emergency Leave. Students granted emergency leave for more than four training days will be administratively disenrolled. Authority to retain students who will miss more than four training days for emergency leave is exercised solely by the Director, Enlisted PME.

(2) Cancellation of Temporary Additional Duty (TAD) Orders. A student will be administratively disenrolled if the Marine's TAD orders are cancelled by the command originating the orders.

(3) Medical. A student may be medically disenrolled upon the recommendation of a medical officer, or because of an injury or illness that causes the student to miss in excess of four training days (consecutive or nonconsecutive).

(4) Family/Financial Hardship. Pre-enrollment screening should preclude attendance by any student with existing family/financial problems. However, should problems arise during a course of instruction, a student may be disenrolled.

(5) Sexual Assault. A student that is approved transfer in accordance with MCO 1000.9A and MCO P5354.1D will be administratively disenrolled.

(6) Unprofessional Conduct. A student who is found guilty of an offense under the Uniform Code of Military Justice, convicted by civil authorities (i.e. Driving Under the Influence, Driving While Intoxicated, abuse, etc.), or does not demonstrate the professionalism or leadership traits normally expected of a NCO (i.e. plagiarism, cheating, drunkenness or in the possession of alcoholic beverages, etc.) will be disenrolled. Example: If a student is found with alcoholic beverages in their possession during chow or any time during class hours they may be adversely disenrolled. The Director, Enlisted PME will notify the parent command via the chain of command.

f. Professional Incompetence. A student who fails to exhibit military attributes to the degree appropriate for the current grade is professionally

incompetent. These attributes include, but are not limited to: leadership, force, judgment, integrity, military presence and bearing, reliability, obedience, moral fitness, physical fitness, endurance, apathy, failure to adapt in an academic environment, self-discipline, and academic integrity (plagiarism). Students who continually receive negative counseling for professional incompetence may be recommended for disenrollment by the faculty staff.

(1) Counseling. Students who fail to exhibit the military attributes to the degree appropriate for their current grade will be counseled in accordance with paragraph 3403 of the Procedures Manual.

(2) Student Performance Evaluation Board. A Student Performance Evaluation Board (SPEB) is required for all students facing potential disenrollment due to professional incompetence.

(3) Height, Weight, and Body Fat. Students will participate in an initial 100 percent height and weigh-in assessment. If a student does not meet height, weight, and body fat percentage standards, they will be disenrolled for professional incompetence. A SPEB is not required for student disenrollment based on height, weight, and body fat standards.

(4) Physical Fitness Test (PFT) and Combat Fitness Test (CFT) Failures. Students will be required to participate in a PFT and CFT. Students are required to conduct a Physical Assessment Test on training day one. The Physical Assessment Test will consist of a PFT. The CFT will be conducted and scheduled according to training schedule. If a student fails a scheduled PFT or CFT, they will be disenrolled for professional incompetence. A SPEB is not required for students being disenrolled due to PFT or CFT failure.

(5) Fitness Report. Students who are disenrolled for professional incompetence will have a disenrollment letter forwarded to the unit commander via the local chain of command and receive an adverse fitness report.

g. Academic Failure. Students who fail to meet the academic standard of an 80 percent Grade Point Average (GPA) will be disenrolled. Students who are in danger of falling below the academic standard will be tracked during the course to determine if they are capable of attaining the minimum standard. Academics chiefs will use the MCTIMS "GPA Attainable" tool in the student evaluation module to determine if the student can obtain the required GPA for graduation.

(1) Counseling. Students who fail any performance evaluation will be counseled.

(2) Board. A SPEB is required for all students facing potential disenrollment for academic failure.

(3) Fitness Report. Student fitness reports will report the adverse nature of the disenrollment. Students who are disenrolled for academic failure will have a disenrollment letter forwarded to the unit commander via the local chain of command.

5. Administration and Logistics. Recommendations to this Order will be submitted to the Director, SNCOA, MCB Hawaii via the appropriate chain of command.

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6. Command and Signal

a. Command. This Order is applicable to MCB Hawaii, tenant commands, and base personnel.

b. Signal. This Order is effective the date signed.



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DISTRIBUTION: A

NAVMC 11580 (Rev. 03-10) (EF)

FOUO - Privacy Sensitive when filled in.

Resident SNCO Academy Command Screening Checklist

- Purpose:** To ensure Marines selected to attend resident Enlisted Professional Military Education are fully qualified.
- Information:** PME schools are not screening institutions. In order to preclude Marines from being turned away upon arrival, it is necessary that parent commands ensure their Marines satisfy enrollment prerequisites set forth in MCO P1553.4A and this checklist. A failure to satisfy any of the prerequisites on the checklist disqualifies a Marine from attending the course.
- Action:** The completed Command Screening Checklist will hand-carried to the course of instruction and maintained in the Marine's student academic record. The checklist will be destroyed upon completion of TAD.

Privacy Act Statement	
This Statement serves to inform you of the purpose of this data collection and to apprise how the collected data will be used. The Privacy Act System of Records Notice that allows for collection of this information is NM01500-2 DON EDUCATION AND TRAINING RECORDS located at http://www.privacy.navy.mil/privacy/noticenumber/NM01500-2.doc . Please read this Statement carefully.	
AUTHORITY: 10 U.S.C. § 5041, Headquarters U.S. Marine Corps, and E.O. 9397 (SSN)	
PRINCIPAL PURPOSE: Information is obtained to identify personnel who are assigned as students to a resident PME course of instruction. The collected information will be maintained in the Marine Corps Training Information Management System (MCTIMS) database.	
ROUTINE USE: Information collected on this form may be shared outside the DoD for those specific purposes and listed organizations identified as DoD Blanket Routine Uses at http://www.defenselink.mil/privacy/dod_blanket_uses.html .	
RETENTION: Automated MCTIMS records are retained permanently.	
DISCLOSURE: Providing information on this form, including your Social Security Number, is voluntary. Failure on your part, however, to answer all questions, or any misrepresentation (by omission, concealment, or by misleading, false, or partial answers), may serve as a basis for denied assignment to the course of instruction you are requesting to attend.	

Name : _____ Grade : _____
 SSN : _____ Unit : _____

1	Course attending :	<input type="checkbox"/> Sergeants	<input type="checkbox"/> Career	<input type="checkbox"/> Advanced	
Prerequisites		Yes	No	Remarks	
2	Appropriate grade.	<input type="checkbox"/>	<input type="checkbox"/>		
	DOR :				
3	Meets minimum obligated service (1 year) upon completion of school in accordance with the MCTIMS school catalog.	<input type="checkbox"/>	<input type="checkbox"/>		
	EAS :				
4	Successful completion of appropriate grade level distance education program.	<input type="checkbox"/>	<input type="checkbox"/>		
	Program :				
	Date Completed :				
5	Possesses appropriate uniforms for the course. Uniform requirements can be obtained from the MCU/EPME website.	<input type="checkbox"/>	<input type="checkbox"/>		
6	Meets height/weight standards per MCO 6110.3.	<input type="checkbox"/>	<input type="checkbox"/>		
	Date of Weigh-in :				
	Height :	<input type="checkbox"/>	<input type="checkbox"/>		
	Weight :				
	BF% (if required) :				

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ENCLOSURE(1)

Prerequisites		Yes	No	Remarks
7	Assigned to the BCP and/or MAP program? <ul style="list-style-type: none"> If yes, Marine is disqualified from attending. 	<input type="checkbox"/>	<input type="checkbox"/>	
8	Physically capable of participation in a challenging combat physical training program and have passed a current PFT and CFT per MCO 6100.13.	<input type="checkbox"/>	<input type="checkbox"/>	
	Date/Score Last PFT			
	Run Time :			
	Flex Arm Hang/Pull ups:			
	Crunches :			
	Date/Score Last CFT			
	Mvmt to Contact :			
Ammo Lift :				
Maneuver under fire :				
9	Medically qualified (current physical) to participate in a challenging combat physical training program. In Full Duty Status. <ul style="list-style-type: none"> Note: Must be signed and stamped by a medical officer, civilian health provider, or independent duty corpsman. 	<input type="checkbox"/>	<input type="checkbox"/>	
	Date of Physical :			
	Medical Officer Name :			
	Medical Officer Billet :			
10	Capable of handling live ammunition and fire arms per the Lautenberg Amendment to the Gun control Act of 1968 (ALMAR 290/98 & MARADMIN 186/03).	<input type="checkbox"/>	<input type="checkbox"/>	
11	Formally assigned to a Permanent Limited Duty status in accordance with MARADMIN 228/06. <ul style="list-style-type: none"> If yes, identify nature of limitation(s) and contact the respective SNCO Academy Deputy Director to discuss facilities requirements. 	<input type="checkbox"/>	<input type="checkbox"/>	
12	Are there any existing family or financial hardships that would preclude this Marine from attending the course?	<input type="checkbox"/>	<input type="checkbox"/>	
13	Has the Marine been previously disenrolled from the course they are attending, as identified in item 1?	<input type="checkbox"/>	<input type="checkbox"/>	
	Reason :			
	Date Disenrolled :			
	Location :			

Unit Sergeant Major	Phone #	Signature	Date
Unit Commanding Officer	Phone #	Signature	Date

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ENCLOSURE(1)