UNITED STATES MARINE CORPS
STAFF NONCOMMISSIONED OFFICER ACADEMY
MARINE CORPS BASE
BOX 555104
CAMP PENDLETON, CA 92055-5104

1000
CPLS
4 Apr 13

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

Subj: CORPORALS COURSE FISCAL YEAR 2013 COURSE SCHEDULE

Ref: (a) MCO P1510.94 W/CH 1, SOP FOR RESIDENT ENLISTED PME

Encl: (1) Required Uniform Items for Male Marines
(2) Required Uniform Items for Female Marines
(3) Uniform Requirements for Male Sailors
(4) Required Miscellaneous Gear
(5) Command Screening Checklist
(6) Orders Example
(7) Seat Allocations
(8) Map

1. This Letter establishes procedures for the nomination and enrollment of students to the Corporals Course for Fiscal Year 2013 in accordance with the reference. The designated class dates are:

CLASS NUMBER	REPORT / CONVENING DATE	GRADUATION DATE
8-13	6 MAY 2013	24 MAY 2013
9-13	10 JUN 2013	28 JUN 2013
10-13	8 JUL 2013	26 JUL 2013
11-13	5 AUG 2013	23 AUG 2013
12-13	9 SEP 2013	27 SEP 2013

* Holiday observed during the cycle

2. Students must meet the following criteria:

a. 6-Month Minimum. The nominee must have at least six months of service left after graduation or have an enlistment package pending (as verified on the screening checklist).

b. Full Duty. The nominee must be in a full duty status, verified by a medical officer or a qualified Independent Duty Corpsman when a medical officer is not available. The Marine must meet body composition standards verified by the unit's Physical Fitness Representative.

c. No Personal or Financial Problems. The nominee must have no personal or financial problems that will interfere with the training curriculum.

d. Serviceable Uniforms and Accessories. All uniforms and accessories listed in the enclosures must be serviceable and belong to the nominee.

3. Nominations. The nominations are due by the Friday prior to the class report date. If commands do not submit their nominations by 1300 the Friday prior to before the convening date, then those commands will lose their seats. Nominations for the subordinate elements of 1st Marine Division, I MEF Headquarters Group, 1st Marine Logistics Group, 3rd Marine Aircraft Wing, Marine Corps Installations-West/Marine Corps Base Camp Pendleton, Marine Corps Air Station, Miramar and Marine Corps Recruit Depot San Diego are submitted via their respective G-3/S-3 training sections. All other units submit nominations directly to the Operations Chief, Corporals Course at DSN 365-2074 or commercial (760) 725-2074.

4. Reporting:

a. Time: 0700-1000.

b. Place: Building #21441, Camp Del Mar (21 Area)

c. Uniform: Students will check-in in their Service "A" uniform or service equivalent for sister service students.

5. Required reporting items:

a. Armed Forces Identification Card.

b. Temporary Additional Duty orders.

c. Health records.

d. Screening checklist (signed and completed no earlier than 30 days prior to class report date).

e. Meal card (if applicable).

f. Service Record Books are not required.

6. Walk-ins are welcome and assigned a seat on a first-come, first-served basis. Walk-ins must have all the required items and will be given a seat after all nominated students have checked-in. No walk-in will be given a seat until all scheduled students are processed. Walk-ins are normally processed after 1000 on the convene date but must report prior to 1100.

Subj: CORPORALS COURSE FISCAL YEAR 2013 COURSE SCHEDULE

7. TAD orders to attend the school are issued at no expense to the government (travel is an exception for some commands). Billeting is provided. Messing is available in Camp Del Mar. Units from out of the Camp Pendleton area with Marines that require billeting on the Sunday prior to the report date must notify the Operations Section the week prior.

8. Graduation ceremonies are held at the Staff Noncommissioned Officer Academy BLDG 524103 (Main Classroom) at 0900 on the scheduled graduation date.

9. The point of contact is the course Operations Section at DSN 365-2752/2906, commercial (760) 725-2906 or fax at DSN 365-2671.

W. C. BALDWIN

DISTRIBUTION: C-1 & C-3

Copy to: 1st MarDiv G-3
1st MLG G-3
3d MAW G-3
I MHG S-3
MCI-West/MCB CamPen G-3
MCB, Scty Bn S-3
MCAS Miramar S-3
MCRD SDIEGO G-3
MCLB BRST S-3
AAS Bn S-3
SOI(W) S-3
MCTSSA S-3

UNIFORM REQUIREMENTS FOR MALE MARINES

QTY	ARTICLE	COMMON TERMS
1	BELT, TROUSERS: web, khaki	Web belt
1	BELT, MARTIAL ARTS	MCMAP belt (No Riggers, etc…)
1	BELT, REFLECTIVE, SAFETY (YELLOW)	PT reflective belt
1 pr	BOOT, MARINE CORPS COMBAT: hot weather (HW), pr	Marine Corps Combat Boots hot weather (Has air holes)
1 pr	BOOT, MARINE CORPS COMBAT: temperate weather (TW), pr	Marine Corps Combat Boots temperate weather (No air holes)
1	BUCKLE: f/belt (Coat)	Alpha belt buckle
1	BUCKLE: f/belt, web, khaki, gold plated	Web belt buckle
1	CAP, COMBAT UTILITY: COVER, FIELD, MARPAT, DESERT	Boonie Cover
1	CAP, COMBAT UTILITY: garrison, desert MARPAT w/embroidered emblem SEASONAL	Desert cammie cover (seasonal)
1	CAP, COMBAT UTILITY: garrison, woodland MARPAT w/embroidered emblem SEASONAL	Green cammie cover (seasonal)
1	CAP, GARRISON, MAN'S: all-season polyester/wool gabardine, green	P*** cutter
1	CLASP, NECKTIE: gold-plated	Tie clasp (seasonal)
2	COAT, COMBAT UTILITY: desert MARPAT w/embroidered emblem and embroidered desert MARPAT name and service tape	Desert digital cammie blouse (seasonal)
2	COAT, COMBAT UTILITY: woodland MARPAT w/embroidered emblem and embroidered woodland MARPAT name and service tape	Green digital cammie blouse (seasonal)
1	COAT, MAN'S: all-season polyester/wool, gabardine, green, w/belt and belt keeper w/button	Alpha blouse and Alpha belt
1	INSIGNIA, BRANCH OF SERVICE: garrison cap, black, screw post	P*** cutter Eagle, Globe, and Anchor
1	INSIGNIA, BRANCH OF SERVICE: service uniform collar, black, pr	Alpha coat collar Eagle, Globe, and Anchors
2	NECKTIE: khaki	Khaki Tie (Clip-on okay)_ (seasonal)
2	SHIRT, MAN'S: polyester/wool, khaki, long sleeve	Bravo shirts (Only 2 required if you have green sweater w/epaulettes) (seasonal)
2	SHIRT, MAN'S: polyester/wool, khaki, (quarter-length-sleeve)	Charlie shirts (seasonal)
1	SHOES, DRESS: black, pr.	Coreframs (synthetic leather or standard issue leather)
6	SOCKS: BOOT, green, or coyote brown, pr	Boot socks
3	SOCKS: dress, black pr.	Dress socks
3	SOCKS: athletes, PT, white, pr.	PT socks
1	SUIT, RUNNING, PHYSICAL TRAINING	Marine Corps PT Running Suit(Top & bottom)
2	TROUSERS, MAN'S: desert MARPAT w/embroidered desert MARPAT name tape	Desert digital cammie trousers(seasonal)
2	TROUSERS, MAN'S: woodland MARPAT w/embroidered woodland MARPAT name tape	Green digital cammie trousers(seasonal)
2	TROUSERS, MAN'S: all-season polyester/wool, gabardine, green, pr.	Green service trousers
2	TRUNKS, GENERAL PURPOSE: nylon, olive green, pr.	PT shorts
6	UNDERSHIRT: cotton, olive green	Green t-shirts
3	UNDERSHIRT, man's: cotton, white crew neck	White t-shirts

UNIFORM REQUIREMENTS FOR FEMALE MARINES

QTY	ARTICLE	COMMON NAMES
1	BELT, MARTIAL ARTS	MCMAP belt (No Riggers, etc..)
1	BELT, REFLECTIVE, SAFETY (YELLOW)	PT reflective belt
1 pr	BOOT, MARINE CORPS COMBAT: hot weather (HW), pr	Marine Corps Combat Boots hot weather (Has air holes)
1 pr	BOOT, MARINE CORPS COMBAT: temperate weather (TW), pr	Marine Corps Combat Boots temperate weather (No air holes)
1	CAP, COMBAT UTILITY: COVER, FIELD, MARPAT, DESERT	Boonie Cover
1	CAP, COMBAT UTILITY: garrison, desert MARPAT w/embroidered emblem SEASONAL	Desert Cammie covers(seasonal)
1	CAP, COMBAT UTILITY: garrison, woodland MARPAT w/embroidered emblem SEASONAL	Green Cammie covers(seasonal)
1	CAP, GARRISON, WOMAN'S: all-season polyester/wool gabardine, green	P*** cutter
2	COAT, COMBAT UTILITY: desert MARPAT w/embroidered emblem and embroidered desert and MARPAT name and service tape	Desert digital cammie blouse(seasonal)
2	COAT, COMBAT UTILITY: woodland MARPAT w/embroidered emblem and embroidered woodland MARPAT name and service tape	Green digital cammie blouse(seasonal)
1	COAT, WOMAN'S: all season polyester/wool, gabardine, green	Alpha blouse
1	INSIGNIA, BRANCH OF SERVICE: garrison cap, black, screw post	P*** cutter Eagle, Globe, and Anchor
1	INSIGNIA, BRANCH OF SERVICE: service uniform collar, black, pr	Alpha coat collar Eagle, Globe, and Anchors
1	NECK TAB, WOMAN'S: green	Neck tab
2	SHIRT, WOMAN'S: polyester/wool, khaki, long-sleeve	Bravo shirts (Only 2 required if you have green sweater w/epaulettes) (seasonal)
2	SHIRT, WOMAN'S: polyester/wool, khaki, short-sleeve	Charlie shirts (seasonal)
1 pr	SHOE, DRESS: oxford, black, pr	Oxfords
1	SKIRT, WOMAN'S: all season polyester/wool gabardine, green	Green skirt
2	SLACKS, WOMAN'S: all-season polyester/wool, gabardine, green	Green Service trousers
6	SOCKS: boot, black, green, or coyote brown, pr	Boot socks
3	SOCKS: dress, black pr	Dress socks
3	SOCKS: athletes, pt, white, pr	Pt socks
1	SUIT, RUNNING, PHYSICAL TRAINING	Marine Corps PT Running Suit(Top & bottom)
2	TROUSERS, COMBAT UTILITY: desert MARPAT w/embroidered desert MARPAT name tape	Desert digital cammie trousers
2	TROUSERS, COMBAT UTILITY: woodland MARPAT w/embroidered woodland MARPAT name tape	Green digital cammie trousers(seasonal)
2	TRUNKS, GENERAL PURPOSE: nylon, olive green, pr	PT shorts
6	UNDERSHIRT: cotton, green	Green t-shirts
3	UNDERSHIRT: cotton, white, V neck	White V neck shirts

UNIFORM REQUIREMENTS FOR MALE SAILORS ("Green Side")

QTY	ARTICLE	COMMON TERMS
1	BAG, DUFFLE: w/carrying strap	Sea bag
1	BELT, BLACK, COTTON OR NYLON WEB w/Silver Clip	Trouser belt
1	BELT, MARTIAL ARTS	MCMAP belt (If certified)
1	BELT, REFLECTIVE, SAFETY (YELLOW)	PT reflective belt
1 pr	BOOT, MARINE CORPS COMBAT: hot weather (HW), pr	Marine Corps Combat Boots hot weather (Has air holes)
1 pr	BOOT, MARINE CORPS COMBAT: temperate weather (TW), pr	Marine Corps Combat Boots temperate weather (No air holes)
1	Buckle, Belt, Silver	Belt buckle
1	CAP, COMBAT UTILITY: COVER, FIELD, MARPAT, DESERT	Boonie Cover
1	CAP, COMBAT UTILITY: garrison, desert MARPAT w/embroidered emblem SEASONAL	Desert cammie cover
1	CAP, COMBAT UTILITY: garrison, woodland MARPAT w/embroidered emblem SEASONAL	Green cammie cover
1	Cap, Garrison, Black	P*** cutter
2	COAT, COMBAT UTILITY: desert MARPAT w/embroidered emblem and embroidered woodland MARPAT name and service tape	Desert digital cammie blouse
2	COAT, COMBAT UTILITY: woodland MARPAT w/embroidered emblem and embroidered woodland MARPAT name and service tape	Green digital cammie blouse
2	Shirt, Khaki, Poly/wool	Service Uniform shirt
1 pr	Shoe, Dress, Black	Corafram (synthetic leather or standard issue leather)
6	SOCKS: BOOT, black, green, or coyote brown, pr	Boot socks
3	Socks, Black	Dress socks
3	SOCKS: athletes, PT, white, pr.	PT socks
2	TROUSERS, MAN'S: desert MARPAT w/embroidered desert MARPAT name tape	Desert digital cammie trousers
2	TROUSERS, MAN'S: woodland MARPAT w/embroidered woodland MARPAT name tape	Green digital cammie trousers
2	Trousers, Black, Poly/wool	Black service uniform trousers
2	TRUNKS, GENERAL PURPOSE: nylon, olive green, pr.	PT shorts
6	UNDERSHIRT: cotton, olive green	Green t-shirts
3	UNDERSHIRT, man's: cotton, white crew neck	White t-shirts

REQUIRED MISCELLANEOUS GEAR

QUANTITY	ARTICLE
1	2" 3-ring binder
1	Spiral notebook
2	#2 Pencil
2	Black pens
1 pr.	Shirt stays (males)
1 set	Identification tags
1 pr.	Shower shoes
1 set	Hygiene gear
1	Towel, washcloth (Brown, Green or white)
1	Laundry bag
1	Combination padlocks
1 pr.	Sweat, Green
1 pr.	Running shoe
1 set	Cammi paint
1	Canteen and Canteen Cup (Mandatory) Warrior's Night
1 set	Fine tip map pens non-permanent
1	Protractor (Land Navigation)
1	Military issue camel back
1	Uniform marking kit

UNITED STATES MARINE CORPS
STAFF NONCOMMISSIONED OFFICER ACADEMY
MARINE CORPS BASE
BOX 555104
CAMP PENDLETON, CA 92055-5104

1510
CPLS
26 Mar 12

1. Purpose: To assist in the preparation and selection of Marines for resident education at the Corporals Course, Marine Corps Base, Camp Pendleton, CA.

2. Information: Professional Military Education 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 P1553.4 and this checklist.

3. Action: One copy of the completed checklist will accompany the orders throughout the TAD assignment. The checklist will be destroyed upon completion of TAD.

NAME: _____ GRADE: _____ EDIPI: _____

UNIT: _____

Prerequisite	Yes/No	Remarks
1. Appropriate grade. If not, explain.	___/__	DOR: _____ _____
2. Agreement to serve minimum obligated service of 6 months on completion of school NAVMC 2771).	___/__	EAS: _____ _____ _____ _____ _____
3. Meets fitness standards (MCO 6100.12). Physically capable of participation in a progressive physical readiness program.	___/__	Last PFT Score: ___ DATE: _____ _____ _____ _____ _____

COMMAND SCREENING CHECKLIST

4. Full duty status. Medically qualified to participate in a Progressive physical readiness program. ___/__ _____

*A medical officer must screen the individual, or a qualified Independent Duty Corpsman, (as per ManMed, chapter 2) which is assigned to perform such duties. Stamp or print credentials clearly.

5. Meets height/weight standards (MCO 6110.3). Indicate Body Fat % if Overweight. ___/__ Body Fat %: _____ DATE: _____

6. Any existing family or financial hardships. ___/__ _____

7. Possesses appropriate uniforms and gear for the course. ___/__ _____

8. Completed the "Leading Marines" (MCI 0037) MCI or the "Leading Marines Distance Education Program" (EPME 3000AA) via MarineNet. _____

_____	_____	_____	_____
Sergeant Major	Date	Commanding Officer	Date

Example
UNITED STATES MARINE CORPS
NAME OF ACTIVITY
UNIT ADDRESS

SSIC
Code/Serial
Date

From: Commanding Officer
To: Corporal Fname MI. LNAME XXX XX 1234/0111 USMC

Subj: TEMPORARY ADDITIONAL DUTY (NON-FUNDED)

1. You are directed to proceed and report by **1000, REPORT DATE** to the Staff Noncommissioned Officer in Charge, Corporals Course, Camp Pendleton, CA (Building 21441, Camp Del Mar) for temporary duty in connection with Corporals Course Class ##-##. Complete and return on or about 1200, **GRADUATION DATE**.

2. You are directed to report in the Service Alpha uniform with TAD orders, medical records, completed screening checklist, meal card (if applicable) and all required uniforms/gear. Your service record book and dental record are not required.

3. These orders are issued with the understanding that there will be no expense to the government. Billeting is provided for all students attending Corporals Course. Messing is available.

SIGNATURE

RECEIVING ENDORSEMENT

1. I have in my possession my medical record, screening checklist and all required uniforms/gear. I received these orders at _____ on _____.

_____
(Signature)
Marine's name

Enclosure (7)

SCHOOL SEAT ALLOCATIONS (75 TOTAL)

COMMAND:	SEATS
1st MAR DIV G-3	20
1 MLG G-3	8
3d MAW G-3	8
I MHG S-3	10
MCAS MIRAMAR	5
MCI-WEST/MCB G-3	5
MCB, Security Bn S-3	5
MCRD G-3	5
SOI S-3	6
MCTSSA S-3	1
MCLB, BARSTOW S-3	1
AAS BN S-3	1

MOST COMMON PROBLEMS WHEN REPORTING

- Reporting with no orders and no signature

- NO Screening checklist, incomplete and not signed

- Not screened by Medical officer or Independent Duty Corpsman.

- Not in proper uniform when reporting.

- Required uniforms (basic issue) not complete.

- Personal, marital, financial, medical problems that interfere with training.

- Reporting late with the wrong report time on orders, i.e. 2359.

- Does not meet body composition standards.

- PFT failures.

- Off Duty Education (college): Marines involved in off duty education are allowed to attend providing that it does not impact on the course. These students will not be secured from the training day until after 1630.