

## HOW TO SCHEDULE FOR THE E-3 AND BELOW COURSE:

1. S-3s or authorized training POC's will send nominations to [BASE.SAFETY.MCBB.POV@usmc.mil](mailto:BASE.SAFETY.MCBB.POV@usmc.mil), providing the following information: rank, last name, first name MI, EDIPI and unit. If there are any specific dates an individual cannot attend, please include that in the email.
2. S-3s or authorized training POC's will receive an email verification of the class date from the POV Licensing Office. The email will contain the necessary information to be passed on to the nominated individual.

### **Important Notes:**

1. Arrive on time and in the uniform of the day (cammies).
2. Students are only eligible to attend the class on the assigned date.
3. Failure to attend the assigned date will result in the student being dropped and they will require renomination through their S-3. For class rescheduling, please ensure the S-3 contacts us in advance.
4. If USFJ FORM 4EJ is not signed by the CO, the individual will not be able to attend the class even if they were nominated for that day.

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