



UNITED STATES MARINE CORPS
STAFF NONCOMMISSIONED OFFICER ACADEMY
MARINE CORPS BASE HAWAII
BOX 93062
KANEHOE BAY, HAWAII 96863-3062

1500
SNCOH
1 Apr 19

From: Deputy Director, Staff Noncommissioned Officer Academy Hawaii
To: Sergeants School Attendees

Subj: LETTER OF INSTRUCTION FOR SERGEANTS SCHOOL

1. Situation. This school is designed for all Marine Corps Sergeants regardless of Military Occupational Specialty (MOS). School content is established to support unit commanders and build the necessary leadership and warfighting skills within the target population. Sergeants attending this school receive education that provides them with an introduction to Marine Corps warfighting doctrine, allows them to perform the duties of small unit leaders, and also improves their oral and written communication skills. This instruction builds upon the knowledge gained in the distance education and places emphasis on those skills necessary to lead Marines.

2. Mission. Sergeant's School will be conducted at MCB, Hawaii, in order to develop students' ability to think critically, solve problems, and communicate effectively as leaders of Marines.

3. Execution (Coordinating Instructions)

a. For Off-Island Students (billeting concerns). There are no barracks or squad bays for billeting at the Academy. We will provide a letter of non-availability to students for their DTS paperwork.

b. Check In Procedures

(1) Students will report in the Service "A" uniform

(2) Students will report to the SNCOA, MCBH, Bldg 224.

(3) 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.

(4) Marines must have the following items with them during the check-in process:

(a) Original TAD Orders.

(b) Command Screening Checklist (NAVMC 11580) with all required signatures to include the Medical Officer/IDC signature and stamp.

(c) Printed copy of EPME 5000AA completion certificate.

(d) Duty status waiver if applicable.

(5) Class Dates. See the current FY academic calendar.

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(6) Uniform/Gear Requirements

- (a) Service Alphas W/ Garrison Cover
- (b) Service Charlies W/ Garrison Cover
- (c) Utilities, Woodland (x2) w/ 8pt Cover & MC Approved Combat Boots
- (d) Business casual w/ tie, or coat
- (e) PT Gear (green on green) with no Unit Logos, and Glow Belt
- (f) IIF Issued Camel Back
- (g) IIF Issued Flak Jacket
- (h) IIF Issued Kevlar
- (i) IIF Issued Day Pack
- (j) Note Taking Gear
- (k) Map Pens & Protractor
- (l) Laptop (highly recommended)

4. Admin and Logistics.

a. Fitness Reports: Students are required to complete a "TD" report with their parent command prior to reporting. Career school students will receive an "FD" report from the Director. This report will be a "Non Observed" report with Section "I" comments regarding course completion.

b. Mailing Address: Sgt (Your Name), Sergeants School _-19, SNCO Academy, PSC Box 63062, MCBH Kaneohe Bay, HI 96863.

c. Mess Hours (Weekdays): 0530-0730, 1030-1300, 1600-1800

d. Mess Hours (Weekend): 0800-1100, 1500-1700

5. Command and Signal. Any inquiries or questions you may have prior to your arrival should be addressed to the contacts listed below.

a. Director: 1stSgt Leon Parker, (808) 257-2600, or leon.parker@usmc.mil

b. Deputy Director: GySgt Stephen Patterson, (808) 257-2560, or stephen.patterson@usmc.mil

c. Administration Chief: Victor Johnson, (808) 257-3109, or victor.e.johnson@usmc.mil

S. P. PATTERSON