

# CAMP LEJEUNE SNCOA SERGEANTS SCHOOL CHECK-IN

## SNCOA BUILDING M285

### DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right onto Hoover Rd (at the PX)
- Continue on Hoover Rd until you pass a volleyball court and grass field less than a half mile down the road on your left-hand side
- Turn left into the parking lot after the field; that is Bldg M285
- See the strip map at the end of this document

### CHECK-IN PROCEDURES:

- Students will report to the SNCOA on Camp Johnson, Bldg M285, on the report date listed in MCTIMS.
- Students will report in Service "A" uniform.
- Students will need their woodland MARPAT utilities for the afternoon of check-in day.
- Students arriving from outside the local area may check into the SNCOA barracks Bldg M283 the day prior.
- Students from the local area (Camp Lejeune, MCAS New River, MCAS Cherry Point) will report between 0700 – 1200. Local students who fail to report by 1200 may lose their registered seat in the course, and a stand-by student will be given the available seat. Students outside the local area who arrive after 1600 will check in to the SNCOA Barracks, Bldg M283, and bring all required materials to M285 at 0700 the following morning.
- Students **MUST HAVE** the following items with them during the check-in process:
  - Original Orders
  - Command Screening Checklist NAVMC 11580 (Rev. December 2022) with Battalion/Squadron Commander and Sergeant Major signatures and Medical Officer / IDC signature and stamp or national provider ID #. Per MCO 6100.13A, students must have a current Periodic Health Assessment to participate in the physical training program. Students will not be enrolled without proof of a current PHA.
  - SgtMaj and SNCOIC's contact information (phone number & email address)
  - Printed copy of EPME 5000AA completion certificate
  - Students will need a Physical Training uniform (green on green) for weigh-in 0700-1200.
  - Students on limited duty or pregnant must have a completed limited duty waiver, signed by the Director of the Enlisted College, and an approved PT plan. Waivers cannot be granted on the day of pick-up. No light-duty Marines will be accepted for pickup. The limited duty status waiver has been incorporated into the command screening checklist. Please follow the instructions on the waiver form.

**UNIFORM REQUIREMENTS:**

- Service Alpha Uniform
- Seasonal Service Uniform (x2) w/cover
- Dress Blue Alphas. You must have medals for mess night.
- Woodland MCCUU (x2) w/ 8pt cover
- Authorized MCMAP Belt
- Additional woodland (serviceable) MCCUU trousers for combat conditioning
- Boots (x2) (one pair will get muddy)
- PT shirts (x5) (no unit logos)
- PT Shorts (x3)
- PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Issued gloves and watch caps (seasonal)

**ADDITIONAL SUPPLIES:**

- Notebook (8 1/2 x 11 size paper)
- Pens, pencils, and highlighters
- Students are required to bring a Personal Electronic Device (PED), such as a laptop, tablet, etc. Students who do not own a device are not required to purchase one. It is the unit's responsibility to provide the Marine a temporary loan device for the duration of the class. (Refer to MARADMIN 385/22)

**ADDITIONAL INFORMATION:**

- Fitness reports: Students must complete a "TD" report with their parent command before reporting. Students will receive an "FD" report from the Director. This report will be a "Not Observed" academic report with Section "I" comments indicating class standing.
- Mess Night is a requirement and will cost \$40 per student.
- Class photo: A class photo will be taken and available for \$7-\$16 per copy. (Photo is optional.)
- T-Shirts: "Sergeant of Marines" shirts are available for purchase for \$15.
- Coins: School coins are available for purchase for \$10.
- All prices are subject to change.

**If you have any questions, please call:**

School SNCOIC: 910-450-0173

School Chief: 910-450-0128

Admin Chief: 910-450-0126

# CAMP LEJEUNE SNCOA CAREER SCHOOL CHECK-IN

## SNCOA BUILDING M285

### DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right onto Hoover Rd (at the PX)
- Continue on Hoover Rd until you pass a volleyball court and grass field less than a half mile down the road on your left-hand side
- Turn left into the parking lot after the field; that is Bldg M285
- See the strip map at the end of this document

### CHECK-IN PROCEDURES:

- Students will report to the SNCOA on Camp Johnson, Bldg M285, on the report date listed in MCTIMS.
- Students will report in Service "A" uniform.
- Students will need their woodland MARPAT utilities for the afternoon of check-in day.
- Students arriving from outside the local area may check into the SNCOA barracks Bldg M283 the day prior.
- Students from the local area (Camp Lejeune, MCAS New River, MCAS Cherry Point) will report between 0700 – 1200. Local students who fail to report by 1200 may lose their registered seat in the course, and a stand-by student will be given the available seat. Students outside the local area who arrive after 1600 will check in to the SNCOA Barracks, Bldg M283, and bring all required materials to M285 at 0700 the following morning.
- Students **MUST HAVE** the following items with them during the check-in process:
  - Original Orders
  - Command Screening Checklist NAVMC 11580 (Rev. December 2022) with Battalion/Squadron Commander and Sergeant Major signatures and Medical Officer / IDC signature and stamp or national provider ID #. Per MCO 6100.13A, students must have a current Periodic Health Assessment to participate in the physical training program. Students will not be enrolled without proof of a current PHA.
  - SgtMaj and SNCOIC's contact information (phone number & email address)
  - Printed copy of EPME 6000AA completion certificate
  - Students will need Physical Training uniform (green on green) for weigh-in 0700-1200.
  - Students on limited duty or pregnant must have a completed limited duty waiver, signed by the Director of the Enlisted College, and an approved PT plan. Waivers cannot be granted on the day of pick-up. No light-duty Marines will be accepted for pickup. The limited duty status waiver has been incorporated into the command screening checklist. Please follow the instructions on the waiver form.

**UNIFORM REQUIREMENTS:**

- Service Alpha Uniform
- Seasonal Service Uniform (x2) w/cover
- Dress Blue Alphas or an Evening Dress. You must have medals for mess night.
- Dress Blues White Trousers (Summer Season)
- Woodland MCCUU (x2) w/ 8pt cover
- Authorized MCMAF Belt
- Additional woodland (serviceable) MCCUU trousers for combat conditioning
- Boots (x2) (one pair will get muddy)
- PT shirts (x5) (no unit logos)
- PT Shorts (x3)
- PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Issued gloves and watch caps (seasonal)

**ADDITIONAL SUPPLIES:**

- Notebook (8 1/2 x 11 size paper)
- Pens, pencils, and highlighters
- Students are required to bring a Personal Electronic Device (PED), such as a laptop, tablet, etc. Students who do not own a device are not required to purchase one. It is the unit's responsibility to provide the Marine a temporary loan device for the duration of the class. (Refer to MARADMIN 385/22)

**ADDITIONAL INFORMATION:**

- Fitness reports: Students must complete a "TD" report with their parent command before reporting. Students will receive an "FD" report from the Director. This report will be a "Not Observed" academic report with Section "I" comments indicating class standing.
- Mess Night is a requirement and will cost \$45 per student.
- Class photo: A class photo will be taken and available at a cost. (Photo is optional.)
- T-Shirts: "Staff Sergeant of Marines" t-shirts are available for purchase for PT sessions at a cost.
- Coins: School coins are available for purchase for \$10.
- All prices are subject to change.

**If you have any questions, please call:**

School SNCOIC: 910-450-0018

School Chief: 910-450-1957

Admin Chief: 910-450-0126

# CAMP LEJEUNE SNCOA ADVANCED SCHOOL CHECK-IN

## SNCOA BUILDING M285

### DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right onto Hoover Rd (which is just before the PX)
- Continue on Hoover Rd until you pass a volleyball court and grass field less than a half mile down the road on your left-hand side
- Turn left into the parking lot after the field; that is Bldg M285
- See the strip map at the end of this document

### CHECK-IN PROCEDURES:

- Students will report to the SNCOA on Camp Johnson, Bldg M285, on the report date listed in MCTIMS.
- Students will report in Service "A" uniform.
- Students will need their woodland MARPAT utilities for the afternoon of check-in day.
- Students will need their Seasonal Service uniform for the afternoon of check-in day.
- Students arriving from outside the local area may check into the SNCOA barracks Bldg M283 the day prior.
- Students from the local area (Camp Lejeune, MCAS New River, MCAS Cherry Point) will report between 0700 – 1200. Local students who fail to report by 1200 may lose their registered seat in the course, and a stand-by student will be given the available seat. Students outside the local area who arrive after 1600 will check in to the SNCOA Barracks, Bldg M283, and bring all required materials to M285 at 0700 the following morning.
- Students **MUST HAVE** the following items with them during the check-in process:
  - Original Orders
  - Command Screening Checklist NAVMC 11580 (Rev. December 2022) with Battalion/Squadron Commander and Sergeant Major signatures and Medical Officer / IDC signature and stamp or national provider ID #. Per MCO 6100.13A, students must have a current Periodic Health Assessment to participate in the physical training program. Students will not be enrolled without proof of a current PHA.
  - SgtMaj and SNCOIC's contact information (phone number & email address)
  - Printed copy of EPME 7000AA completion certificate
  - Students will need Physical Training uniform (green on green) for weigh-in 0700-1200.
  - Students on limited duty or pregnant must have a completed limited duty waiver, signed by the Director of the Enlisted College, and an approved PT plan. Waivers cannot be granted on the day of pick-up. No light-duty Marines will be accepted for pickup. The limited duty status waiver has been incorporated into the command screening checklist. Please follow the instructions on the waiver form.

**UNIFORM REQUIREMENTS:**

- Service Alpha Uniform
- Seasonal Service Uniform (x2) w/cover
- Professional dinner attire
  - Females - dress or pantsuit
  - Males - coat and tie.
- Woodland MCCUU (x2) w/ 8pt cover
- Authorized MCMAP Belt
- Additional woodland (serviceable) MCCUU trousers for combat conditioning
- Boots (x2) (one pair will get muddy)
- PT shirts (x5) (no unit logos)
- PT Shorts (x3)
- PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Issued gloves and watch caps (seasonal)

**ADDITIONAL SUPPLIES:**

- Notebook (8 1/2 x 11 size paper)
- Pens, pencils, and highlighters
- Students are required to bring a Personal Electronic Device (PED), such as a laptop, tablet, etc. Students who do not own a device are not required to purchase one. It is the unit's responsibility to provide the Marine a temporary loan device for the duration of the class. (Refer to MARADMIN 385/22)

**ADDITIONAL INFORMATION:**

- Fitness reports: Students must complete a "TD" report with their parent command before reporting. Students will receive an "FD" report from the Director. This report will be a "Not Observed" academic report with Section "I" comments indicating class standing.
- Professional Dinner is a requirement and will cost \$40 per student.
- PT will be scheduled between 0600-0800, seasonally dependent.
- Class photo: A class photo will be taken and available for \$7 - \$16 per copy (Photo is optional.)
- T-Shirts: "Gunnery Sergeant of Marines" t-shirts are available for purchase for \$9.
- Coins: School coins are available for purchase for \$10.
- All prices are subject to change.

**If you have any questions, please call:**

School SNCOIC: 910-450-0009

School Chief: 910-450-0107

Admin Chief: 910-450-0126



- From Camp Johnson Front Gate, continue straight
- Turn right onto Hoover Rd (which is just before the PX)
- Continue on Hoover Rd until you pass a volleyball court and grass field less than a half mile
- down the road on your left-hand side
- Turn left into the parking lot after the field; that is Bldg M285