

Camp Lejeune Sergeants School

SNCOA Location: Camp Lejeune SNCOA (Bldg. M285) aboard Camp Johnson, NC

Check-In Procedures:

- 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 at the SNCOA Barracks and bring all required materials to Bldg. M285 (Room 257) at 0700 the following morning.
- Students **MUST HAVE** the following items with them during the check-in process:
 - TAD Orders to Sergeants School (including individuals on the waitlist or walk-ons)
 - [Command Screening Checklist NAVMC 11580](#) (Rev. October 2024) 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 5000BA completion certificate
- Students on light or limited duty must have a completed duty status waiver, signed by the Director of the SNCOA, and an approved PT plan. Waivers cannot be granted on the day of pick-up. The duty status waiver has been incorporated into the command screening checklist. Please follow the instructions on the waiver form.

Required Uniforms/Supplies:

- Service “A” (Check-in)
- Service “B” or “C” for Graduation (IAW Marine Corps seasonal uniform change)
- Blue Dress “A” (Mess Night)
- Woodland Marine Corps Combat Utility Uniform w/ 8 pt cover
- PT Uniform (no logos)
- Business Casual Attire for Oral Presentation Evaluation.
 - Students can opt to wear the seasonal Service uniform instead if preferred.
- 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 with a temporary loan device for the duration of the class. (Refer to MARADMIN 270/24)

Additional Information:

- Fitness reports: Students must complete a “TD” report with their parent command ending the day before reporting.
 - Students will receive an “FD” report from the SNCOIC.
 - 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.

Parking:

- Parking is available on-site in front of building M285. Additional space is available in the overflow parking lot adjacent to Hoover Road. **Please do not park on the grass.**

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 on your left-hand side.
- Turn left into the parking lot after the volleyball court/grass field; that is M285.



