

CAMP LEJEUNE SNCOA SERGEANTS SCHOOL CHECK-IN

SNCOA BUILDING M285

DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right on to 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 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 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 the hours of 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. October 2018) 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 picked up without proof of a current PHA.
 - SgtMaj and SNCOIC's contact information (phone number & email address)
 - Printed copy of EPME 5000AA completion certificate
 - Students who are on limited duty, or who are 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 the day of pick up. No light duty Marines will be accepted for pick up. 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. 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)
- White PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Green Canteen or issued water source
- Issued gloves and watch caps (seasonal)

ADDITIONAL SUPPLIES:

- Notebook (8 ¹/₂ x 11 size paper)
- Pens, pencils and highlighters
- Highly recommended items
 - Laptop (with Microsoft Word & PowerPoint or equivalent)

The Academy DOES NOT currently have student computers or printers

ADDITIONAL INFORMATION:

- Fitness reports: Students are required to complete a “TD” report with their parent command prior to reporting. Students will receive a “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 photograph will be taken and is available at a cost of \$7 - \$16 per copy (prices subject to change). Photo is optional.
- T-Shirts: “Sergeant of Marines” t-shirts are available for purchase for PT session at a cost of \$9.
- Coins: School coins are available for purchase at a cost of \$10.

Any Questions please call:

School SNCOIC: 910-450-0173

School Chief: 910-450-0128

Admin Chief: 910-450-1942

CAMP LEJEUNE SNCOA CAREER SCHOOL CHECK-IN

SNCOA BUILDING M285

DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right on to 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 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 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 the hours of 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. October 2018) 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 picked up without proof of a current PHA.
 - SgtMaj and SNCOIC's contact information (phone number & email address)
 - Printed copy of EPME 6000AA completion certificate
 - Students who are on limited duty, or who are 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 the day of pick up. No light duty Marines will be accepted for pick up. 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 Evening Dress. 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)
- White PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Green Canteen or issued water source
- Issued gloves and watch caps (seasonal)

ADDITIONAL SUPPLIES:

- Notebook (8 ^{1/2} x 11 size paper)
- Pens, pencils and highlighters
- Highly recommended items
 - Laptop (with Microsoft Word & PowerPoint or equivalent)

The Academy DOES NOT currently have student computers or printers

ADDITIONAL INFORMATION:

- Fitness reports: Students are required to complete a “TD” report with their parent command prior to reporting. Students will receive a “FD” report from the Director. This report will be a “Not Observed” academic report with Section “I” comments indicating class standing.
- Dining - In is a requirement and will cost \$40 per student.
- Class photo: A class photograph will be taken and is available at a cost of \$7 - \$16 per copy (prices subject to change). Photo is optional.
- T-Shirts: “Staff Sergeant of Marines” t-shirts are available for purchase for PT session at a cost of \$9.
- Coins: School coins are available for purchase at a cost of \$10.

Any Questions please call:

School SNCOIC: 910-450-0018

School Chief: 910-450-1957

Admin Chief: 910-450-1942

CAMP LEJEUNE SNCOA ADVANCED SCHOOL CHECK-IN

SNCOA BUILDING M285

DIRECTIONS:

- From Camp Johnson Front Gate, continue straight
- Turn right on to 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 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 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 the hours of 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. October 2018) 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 picked up without proof of a current PHA.
 - SgtMaj and SNCOIC's contact information (phone number & email address)
 - Printed copy of EPME 7000AA completion certificate
 - Students who are on limited duty, or who are 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 the day of pick up. No light duty Marines will be accepted for pick up. 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 pant suit
- 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)
- White PT socks (x3)
- Running Shoes
- Authorized USMC Sweat top and bottom
- Glow belt
- Green Canteen or issued water source
- Issued gloves and watch caps (seasonal)

ADDITIONAL SUPPLIES:

- Notebook (8 ¹/₂ x 11 size paper)
 - Pens, pencils and highlighters
 - Highly recommended items
 - Laptop (with Microsoft Word & PowerPoint or equivalent)
- ***The Academy DOES NOT currently have student computers or printers***

ADDITIONAL INFORMATION:

- Fitness reports: Students are required to complete a “TD” report with their parent command prior to reporting. Students will receive a “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.
- Class photo: A class photograph will be taken and is available at a cost of \$7 - \$16 per copy (prices subject to change). Photo is optional.
- T-Shirts: “Gunnery Sergeant of Marines” t-shirts are available for purchase for PT session at a cost of \$9.
- Coins: School coins are available for purchase at a cost of \$10.

Any Questions please call:

School SNCOIC: 910-450-0009

School Chief: 910-450-0107

Admin Chief: 910-450-1942



- From Camp Johnson Front Gate, continue straight
- Turn right on to 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