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 an education that provides them with an introduction to Marine Corps warfighting doctrine, allows them to perform small unit leaders' duties, and improves their oral and written communication skills. This instruction builds upon the knowledge gained in distance education and emphasizes those skills necessary to lead Marines.

2. **Mission.** Sergeant’s School will be conducted at Marine Corps Base Hawaii (MCBH) 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) All Marines flying in will report NLT 2359 the day of check-in.
   (5) Marines must have the following items with them during the check-in process:
      (a) Original TAD Orders.
      (b) Command Screening Checklist (NAVMC 11580 Revisions May 2017) 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.

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

   (7) Uniform/Gear Requirements
      (a) Service Alphas W/ Garrison Cover
      (b) Service Charlies W/ Garrison Cover
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(c) Utilities, Woodland (x2) w/ 8pt Cover & MC Approved Combat Boots
(d) Business casual w/ tie, or coat One professional business attire outfit (no Chuck Taylors (Converse), skirts must be 2” above or below the knee, shirts must be button down; short or long sleeve is fine as well as a Polo.
(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 (Not provided by the Academy)
(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. Sergeant 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 Beau Rogers, (808) 257-2600, or beau.rogers@usmc.mil

b. Deputy Director: GySgt Ernesto Bottoms, (808) 257-2560, or ernesto.bottoms@usmc.mil

c. Administration Chief: Sgt Allison Zagal, (808) 257-3109, or allison.zagal@usmc.mil