

Camp Lejeune Sergeants School

SNCOACamLejSergeantSchool@usmcu.edu

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

Disclaimer: The information detailed below is subject to change and the intent of this form is to serve as a guideline for those who are interested in attending the course.

Check-In Procedures:

- Students will report in Service “A” uniform.
- Students will need their PT gear for the initial Waist-to-Height Ratio (WHtR) screenings and 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 before. Students arriving after 1600 should contact the school's SNCOIC for further coordination (910-450-0173/0009).
- 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.
- Students **MUST HAVE** the following items with them during the check-in process:
 - TAD Orders to Sergeants School (including individuals on the waitlist).
 - Command Screening Checklist (NAVMC 11580) which is located on the College of Enlisted Education’s website (<https://www.usmcu.edu/CEME/>). Ensure the checklist is complete with the Battalion/Squadron Commander and Sergeant Major signatures, Medical Officer / IDC signature and stamp, or national provider ID number.
 - Per MCO 6100.13A and current course requirements, students must have a current Periodic Health Assessment (PHA) to participate in the physical training program.
 - Students will not be enrolled without proof of a current PHA that expires **after** the course graduation date.
 - Students attending in a limited duty or pregnancy status must complete the appropriate CEME Duty Status Waiver Request. Students on limited duty must also provide an approved physical training plan. The completed waiver must contain all required signatures and receive approval from the SNCOA Director before the student reports. Waivers must be submitted within **five** working days of the report date and will not be reviewed or approved on the day of reporting.
 - SgtMaj and SNCOIC’s contact information (phone number & email address)
 - Printed copy of EPME 5000BA completion certificate.
- The SNCOA will conduct initial and final Physical Fitness Tests and initial and final Waist-to-Height Ratio (WHtR) screenings in accordance with current policy and MARADMIN 066/26.
 - Students who fail any of the events are subject to an adverse fitness report and will be ineligible to return to the SNCOA, including CDET’s seminar program, for six months.

Required Uniforms/Supplies:

- Service “A” (Check-in)
- Seasonal Uniform: Service “C” / “B” (Graduation)
- Blue Dress “A” (Mess Night)
- Woodland Marine Corps Combat Utility Uniform w/ 8-point cover
- PT Uniform with Glow Belt (no logos)
- Students are required to bring a Personal Electronic Device (PED), such as a laptop or tablet that can access Moodle throughout the duration of the course. **Microsoft Office** and **Adobe** is required for coursework and academic requirements. 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 required; the purchase of class T-shirts and photos is optional. If the student brings a minimum of \$100, that will cover the costs of all items.
- Refer to MARADMIN 329/26 for any further course dates, enrollment, cancellation, etc.

Parking:

- Parking is available on-site in front of building M285. Additional space is available in the overflow parking lot adjacent to Hoover Road. **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.

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