

# Camp LeJeune General Academy Information

If you can't find the answer to your question here or at the course site please feel free to contact the respective course or the headquarters staff.

**Organization:** The Staff NCO Academy is a professional military education school under the academic supervision of the Marine Corps University within the Marine Corps Combat Development Command (MCCDC). For personnel and administrative matters, the students are attached to the Marine Corps Combat Service Support Schools, Camp Lejeune, North Carolina.

**Student Chain of Command:** As students, your immediate supervisor is your Faculty Advisor. The course SNCOIC is available as well to help you with administrative problems. If further assistance is necessary, the Chief Faculty Advisor will direct you to the appropriate service.

**Administration:** The SNCO Academy Administration Section will provide you with routine administration support while you are a student here. Applications for programs offered by the Marine Corps and corrections of errors in records prior to arriving will be deferred until you return to your parent command. The Academy conducts all in/out processing and fitness reports. Advance travel may be drawn from your parent command.

**HQMC Visit:** Advanced Course and Career Course students will have the opportunity to review their official records. They will receive a period of instruction from the Career Counseling Branch and Performance Evaluation Branch, HQMC.

**Postal:** The mailing address while in attendance is:

RANK NAME (CPL CRS, SCRS, CCRS, ACRS)  
SNCO ACADEMY  
PSC 20161  
CAMP LEJEUNE, NC 28542-0161

**Mess Night:** As part of the course, you will participate in a Mess Night. The Mess Night will take place the last week of the course. The cost per person is \$40 (prices are subject to change). These funds are not reimbursable.

**Professional Dinner:** Students in the SNCOA Advanced Course are required to plan and participate in a Professional Dinner. It will take place near the end of the course. The cost per person is

# Camp LeJeune General Academy Information

approximately \$40 (prices subject to change). These funds are not reimbursable.

Male students "will" wear a coat and tie. Female Students may wear a pants suit or dress. Guests are encouraged.

**Transportation:** For those coming from out of town, taxis are available from the Jacksonville airport and the Greyhound Bus Depot to Camp Johnson.

## **Directions to the SNCO Academy**

From Jacksonville, take US Route 17 south to US Route 24 East to the Montford Point Exit and turn left at the light.

From Wilmington, take US Route 17 north to US Route 24 East to the Montford Point Exit and turn left at the light.

Proceed through MCB Camp Johnson Main Gate. After passing MCX and BAS, take a right onto Hoover Road. At the stop sign, take a left. Each Course building will have the corresponding Rank painted on the front i.e. Sergeant's Course has a Sergeant Chevron painted on the front. See map for further details.

**Fitness reports:** A "TD" report should be submitted by your reporting senior at your parent command. Upon completion of the course, you will receive a "FD" fitness report. This report will be based on academic achievement, physical fitness, and demonstrated leadership ability. However, all fitness reports will be "Not Observed", with appropriate comments in Section "I" (i.e., GPA, Distinguished Graduate, etc.). "GC" Fitness reports will be done for Marines while in attendance at the SNCO Academy if eligible.

**Parking:** Parking is not only available but plentiful; you will not park in spaces marked "SNCOA" or in the grass. Student parking is labeled on the Map.

**Class Photos:** As part of the course, class photos may be taken and made available to the student for approximately \$8.00 to \$16.00 per copy, depending on the size.

**Graduation:** All students who satisfy the requirements of their course will graduate in a formal ceremony. Family and members from each student's command are encouraged to attend. All

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Graduations will be held at 1000 at the Camp Lejeune Base Theater, unless otherwise directed.

**Command Participation:** Commands are encouraged to visit or call the Academy. Your interest in your Marines progress will inspire motivation.

**Other Services:** The Camp Lejeune/Jacksonville area has much to offer in the area of athletic facilities, banking facilities, clubs, shopping, and other general services.