Camp Pendleton Reporting Information

**Reporting Procedures Sergeants Course:** Students should not report in prior to the report date. Per Diem and billeting is not available. All students will report in the Service "A" uniform to the Academy Administration Office building 524103, San Onofre, between 0700 and 1200 on the report day. All in-processing will be conducted on the report date.

**Reporting Procedures Career and Advanced Course:** Students should not report in prior to the report date. Per Diem and billeting are available only to students on funded orders. All students will report in the Service "A" uniform and report to building 524103, San Onofre, between 0700 and 1200 on the report day. All in-processing will be conducted on the report date. Gunnery Sergeants scheduled to attend the Advanced Course shall bring a copy of their unit Commander’s Training Guidance (CTG) and /or Commander’s Training Philosophy (CTP) letter. The CTG/CTP will be used during the one-week Unit Readiness Planning Module.

Advanced Course students are also encouraged to bring a laptop computer loaded with MS Office.

**Upon check-in, all students must have in their possession:**
1) Original and four copies of TAD orders.
2) Completed Command Screening Checklist, with medical officer’s stamp. Command-generated checklists are not acceptable.