

# Hawaii SNCOA Reporting Information

## Reporting Procedures:

- Students should not report in prior to the report date. If you are arriving from off-island, ensure coordination is conducted via the academy Deputy Director at DSN: 457 or (808) 257-1338/2560 for BEQ spaces and transportation requirements.
- Students will report in the Service "A" uniform.
- Students will report no later than 1200 on the report date.
- Students will report to the Staff Noncommissioned Officer Academy (SNCOA), Marine Corps Base Hawaii (MCBH), Bldg 224.
- Sergeants' and Corporals' Course students must have in their possession:
  - Original Orders
  - [Command Screening Checklist](#) signed by the Battalion Commander, Sergeant Major and signed and stamped by Medical Officer prior to being accepted into the requisite course.

**Administration:** The Administration Section provides limited, routine administrative support directly associated with the course quota coordination, endorsements, fitness reports, and Service Record Book (SRB) entries. The Administration Section DOES NOT retain student Service Record Books (SRB), Health Records, or Dental Records during the course.