Okinawa General Academy Information

If you cannot find the answer to your question here or at the course site, please feel free to contact the respective course or the headquarters staff. Choose from the following topics:

**Organization:** The Okinawa SNCOA is a regional, formal enlisted PME institution (MCC JBG) which offers three courses; SNCO Advanced Course, SNCO Career Course, and the Sergeants Course. The SNCOA is under the Marine Corps University (MCU), Marine Corps Combat Develop Command (MCCDC), Quantico VA. The SNCOA is administratively attached to Marine Corps Base, Camp Smedley D. Butler. The Commanding General, Marine Corps Base, Camp Smedley D. Butler is also the Commanding General, Marine Corps Formal Schools, Camp Smedley D. Butler. Students are attached to Headquarters and Service Battalion, Marine Corps Base, Camp Smedley D. Butler (MCC KBD).

**Student Chain of Command:** The student’s immediate supervisor is the faculty advisor. The Course SNCOIC is available, along with the Academy Director, to help with any concerns. If further assistance is necessary, the Academy will direct the student to the appropriate service agency.

**Administration:** The SNCOA Administration Section provides limited, routine administrative support directly associated with the course quota coordination, appropriation data, endorsements, in/out processing, fitness reports, and awards. The SNCOA Administration Section coordinates with the Headquarters and Service Battalion Consolidated Administration Center (CAC) for unit diary entries. The SNCOA Corpsman maintains health and dental records.

The SNCOA Administration Section DOES NOT process Administrative Action Forms, applications for programs offered by the Marine Corps, or correct SRB errors made prior to the student arriving. SRB corrections will be deferred until students return to their parent command.

**Split Pay:** Students on split pay MUST notify the SNCOA Administration Section during in-processing.

**Per Diem (TAD Pay):** Quarters and messing are directed.

The SNCO ACRS, SNCO CCRS, and SGT’S CRS are formal schools. Students who are NOT stationed on are entitled to per diem, paid at the daily rate as authorized in the Joint Federal Travel Regulations (JFTR).

Advance payments MUST BE arranged at the parent command prior to reporting. Any amount remaining must be settled upon return to the parent command.

Meal cards should be collected by the parent unit for Marines on funded orders before reporting in. Marines with their meal cards will be collected during in-processing.

**Travel Pay**
Advance travel pay MUST BE drawn at the parent command, if travel is by other than Government Travel Request.

All SNCO's should have a Government Sponsored Credit Card issued by their parent command before reporting.
Travel pay must be liquidated upon return to the parent command.

**Family Separation Allowance:** Family Separation Allowance (FSA), if applicable, must be settled upon return to the parent command.

**Basic Allowance for Subsistence (BAS):** Students on funded TAD orders will receive TAD rations. Although not required for students who are not funded, it is easier for them if they are receiving BAS while at the SNCOA. Quarters and messing are directed.

**Billeting Quarters are available:** Students will be billeted in Barracks 2655, Camp Hansen. During normal working hours (Monday through Friday 0700-1700), students arriving from off-island commands can report to the Staff Academy, Building 2729. After normal working hours and weekends, off-island students should report to Barracks 2655 (Academy Barracks) for billeting. When dialing from a military installation, the number to the Academy Billeting Manager is 623-4203.

**Transportation:** The SNCOA is not prepared to provide transportation. Off-island students need to make every effort to fly into the Kadena AMC terminal. Off-island students who must arrive on Okinawa prior to the class reporting date must:

- **From Kadena:** Check in with the Marine Liaison to arrange for transportation to Camp Hansen on the inter-camp shuttle bus. Note: Students should be advised to re-manifest for a return flight when they arrive.

- **From Naha Airport:** Have at least $100.00 worth of YEN to cover taxi fare to Camp Hansen. In order to receive reimbursement, the expense must be authorized in your orders.

**Leave and Liberty**

**Leave:** Delay (annual leave) in conjunction with class attendance requires the approval of the student's parent command and must be authorized in their orders.

**Liberty:** Normal liberty commences daily at the end of the class schedule and expires at 0500 the following day. Weekend liberty commences at the end of the class schedule on Friday and expires at 0500 on the next training day. These hours may be adjusted to meet training requirements.

**Postal**

The Camp Hansen Post Office, located in building 2385, is open Monday through Saturday. Mail is picked up on weekdays between 0930 and 1030. Students' mail will be distributed in their squad boxes located in the lounge area of each course. Mail is not picked up on weekends/holidays.

The mailing address for students is:

- **Rank, Name**
- **SNCOA, Camp Hansen**
- **Course (SNCOAC, SNCOCC, or SGTSC)**
- **Class #, Platoon #**
- **Unit 35027**
- **FPO AP 96373-35027**

**Weather:** The temperature in Okinawa is hottest during the months of June through September. The average temperature is hottest in July at 84 degrees. The humidity for this time period averages 87%.
The average temperature drops in September to 82 degrees and reaches its lowest average of 65 degrees in December. The humidity also drops off to its lowest average of 75% in December. Typhoon season goes from July 1 to November 30th.

**Mess Night:** As part of the Sergeant’s Courses, students are required to plan and participate in a Mess Night. It will take place near the end of the course.

Students are encouraged to bring their Blue Dress or Evening Dress uniform.

Career Course encourages students to invite personal guests.

**Professional Dinner:** As part of the Advanced Course, students are required to plan and participate in a Professional Dinner. It is scheduled near the end of the course.

Students WILL wear professional business attire. Female Marines may wear a pants suit or dress, but will also be in professional business attire.

Guests are encouraged.

**Fitness reports:** Students will receive a “FD” report from the SNCOIC. This report will be a "Not Observed" report with section "C" comments regarding academic achievement. Students are required to complete a "TD" report with their parent command prior to reporting. PFT and CFT scores will be recorded on the FITREP as required.

**Parking:** There is ample parking at each of the three billeting sites and at the Advanced Course. However, there is limited parking at the Academy for the Sergeants and Career Course students. Since the students normally carpool (AC), parking seldom a problem.

**Class Photos:** A class photograph will be taken for each course prior to graduation, Prices vary.

**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.

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

**Athletic Facilities:** All athletic events aboard Camp Hansen can be coordinated through the Hansen Fitness Center building 2431. Athletic facilities include handball/racquetball courts, tennis courts, fitness center, gym, bowling alley, boating/sailing, nearby beach, and outdoor swimming pool.

**Banks:** A Military Banking Facility (Community Bank), with automatic teller, is located in building 2374. Hours of operation are 0900-1500 Monday through Friday.

**Credit Unions:** The Navy Federal Credit Union branch office, with automatic teller, is located in building 2476. Hours of operation are 0800-1530 Monday through Friday. Yen can be purchased at Community Bank.

**Clubs on Camp Hansen**
**The Palms:** The Palms Club is located in building 2654. Hours of operation are; 1000-2300 Monday through Thursday, 1000-2400 Friday and Saturday, 1200-2230 Sunday and Holidays. Lack of business may warrant the club closing early. The club provides a lunch service from 1100-1300 and dinner from 1630-2100 Monday through Saturday. The club provides a brunch on Saturday and Sunday from 0900-1200, and dinner from 1230-2100. The club offers YEN sales based on availability.

**Hostess House:** The Hostess House aboard Camp Hansen is located in building 2448. The following is a breakdown of hours of operation and room costs:
- Monday - Friday 0800 - 2000
- Saturday 0800 - 2400
- Sunday & Holidays 0800 – 1700
- E-1 - E-5 $10.00 per night, additional persons $10.00 each
- E-6 - E-9 $12.00 per night, additional person s $12.00 each
- Officers & Civilians $19.00 per night, additional person s $10.00 each

**The Marine Corps Exchange (MCX)**

**Convenience Store:** A 7-day type convenience store is located in building 2440. Hours of operation are 0600-2100 Monday through Friday 0800-2100 Saturday and Sunday.

**Commissary:** There is no commissary located on Camp Hansen. The nearest commissary is located on Camp Courtney.

**Exchange Services Mall:** The services mall is located in building 2384. Hours of operation are 0900-1800 Monday through Saturday, closed on Sunday. The following services are available: Dry cleaning, laundry, and alterations. (Cobbler shop located in with the dry cleaning/laundry shop).

**Car rental:** Rental cars are available. This price will include insurance. Either a SOFA license or an international license is required. Please check the current rates.

**Military clothing store:**
Sound shop/package store/gift shop (building 2410)

**Barber Shops:** Barber Shops are located in buildings 2614 and 2213. Hours of operation are 0900-1800 Monday through Saturday.

**Tire and Auto Center:** There is a Service Station/Garage here on Camp Hansen which offers limited repairs. The building number is 2102 and the hours of operation are:
- Mon - Wed and Fri 1100 - 1800
- Thursday Closed
- Saturday 0800 - 1500
- Sunday 1000 - 1600

**Naval Medical Clinic:** The medical clinic is located in building 2401. Sick call goes at 0730-0900 and 1300-1400 daily except Thursday.

**Dental Clinic:** The dental clinic is located in building 2404. Sick call goes at 0700-1130 and 1300-1530 Monday through Friday except for Wednesday afternoon.
**Red Cross:** The American Red Cross is located in building 2364. The Red Cross provides assistance during periods of crisis or emergency.

**Navy Marine Corps Relief Society:** The Camp Hansen office is located in building 2364. Hours of operation are 0900-1300 Monday, Tuesday, and Thursday.

**Library:** The Library aboard Camp Hansen is located in building 2412. It offers limited copying, printing, and computer services. The following are the library’s hours of operation:
- Monday - Friday 1130 - 2030
- Saturday & Sunday 0900 - 1900

**Religious Activities:** A comprehensive religious program is offered on Camp Hansen in both the Protestant and Catholic communities. Divine services are conducted at two chapels on Camp Hansen. A complete schedule is published weekly in the Okinawa Marine newspaper.

**Dining Facilities:** Messing is available for students. The two Mess Halls at which the students can eat are the 12th Marines Mess Hall and the MEF HQ Mess Hall. The hours are as follows:
- 12th Marines (Bldg 2324) & MEF HQ (Bldg 2635)
  - Monday - Friday
  - Breakfast 0600 - 0730 (0830 Snack line) 0530 - 0730 (0600 - 0800 Snack line)
  - Lunch 1100 - 1300
  - Dinner 1600 - 1800
  - Saturday & Holidays
  - Breakfast and Lunch 0800 - 1100
  - Dinner 1500 - 1700

**USO**
- Monday - Friday Breakfast 0800 - 1000 Snacks In Bar 0800 - 2100

**Food Court (Taco Bell, 31 Flavors, Popeye's, Charlie’s, Pizza Hut, Subway, Burger King, Dunkin Donuts)**
- Monday - Thursday 0600 - 2300
- Friday & Saturday 0600 - 2400
- Sunday 0700 - 2400