
Welcome Aboard



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Marine Corps Combat Service Support Schools

Camp Johnson, North Carolina

Version 1-04

This pamphlet is provided as guidance only and is not intended to be used as a substitute for current Marine Corps Orders or Marine Corps Base Orders.

Commanding Officer's Message

Welcome to the Marine Corps Combat Service Support Schools and Camp Johnson, home of the Montford Point Marines!

Formal school training is the primary mission of the Marine Corps Combat Service Support Schools. Our formal schools provide Marine Corps Officers and Enlisted members training and instruction that leads to the assignment of a military occupational specialty (MOS). Our formal schools include:

- Financial Management School (FMS)
- Logistics Operations School (LOS)
- Personnel Administration School (PA)
- Supply School (SS)

In addition to the above MCCSSS formal schools, the following schools are located on Camp Johnson:

- Field Medical Service School (FMSS)
- Instructional Management School (IMS)
- Marine Combat Water Survival Swimming School (MCWSSS)

Camp Johnson is also home of the following tenant commands:

- East Coast Food Management Team
- Marine Corps Administrative Analysis Team (MCAAT), East
- Marine Corps Logistics Chain Analysis Team (MCLCAT), East
- Marine Corps Non Appropriated Fund Audit Service (MCNAFAS)

Students, you are blessed with the finest Combat Service Support instructors in the Marine Corps. I encourage you to challenge yourselves, as well as your instructors during your training. Get your Marine Corps career off to a good start by studying and then applying the class material while you're here, I guarantee you'll be glad you did.

Permanent personnel, remember why we're here. Our command's purpose is to train Marines that are relevant to our operating forces and supporting establishment. Whether you are an instructor, a curriculum developer, or a support staff member, you are a valued member of the MCCSSS team.

I expect all of us to set the example and to maintain the proper focus on and balance between mission accomplishment and taking care of our Marines.

For all Marines, we take great pride in being different, holding ourselves to a higher standard. Be guided by our core values-honor, courage, and commitment. You will be challenged. Be strong, do the right thing, be a Marine!

Let's not forget to enjoy ourselves during our tours-whether it's for three weeks or three years. The area has much to see and offer in the way of entertainment and recreation. I encourage you to visit the Beirut Memorial and experience the Montford Point Marine Museum (Bldg M-101) among the many opportunities here.

Finally, I challenge all of us to make Camp Johnson a better place as compared to when we arrived. Likewise, I challenge all of us to improve ourselves to be better Marines, spouses, parents, siblings, friends, etc. Individually we can make a difference; together we can make an impact.



PAUL K. DURKIN
Colonel, U.S. Marine Corps
Commanding

Equal Opportunity

Commanding Officer's Statement of Equal Opportunity

I am responsible for the fair and just treatment of every Marine, Sailor, and Civilian Marine assigned to Marine Corps Combat Service Support Schools. I take this responsibility seriously and require all members of this command to do likewise. My intent is to promote an environment free from discrimination based on race, color, religion, gender, age, or national origin. Furthermore, I expect that we nurture members of this command to achieve their maximum potential. Discrimination in any form, to include sexual harassment, has no place in this command or the Marine Corps. Be guided by the golden rule (treat others as you would like to be treated) and do the right thing!



Possible Consequences. Hazing will not be tolerated; it is neither a leadership tool nor a tradition. Maltreatment disguised as a rite of passage is unacceptable and will not be tolerated. Those who participate in or tolerate discrimination and maltreatment in any form are in violation of Marine Corps policy and are subject to administrative and disciplinary action. Similarly, anyone proven to have made false allegations of discrimination, to include sexual harassment, is subject to administrative and disciplinary action under the Uniform Code of Military Justice.

Complaint Procedures. The chain of command is the primary and preferred method for identifying and correcting discriminatory practices. Members of Marine Corps Combat Service Support Schools are encouraged to report disparate treatment and inappropriate behavior without fear of reprisal. Assistance is available through our Equal Opportunity Representatives, Chaplain, and the chain of command. All complaints will be acted upon promptly and reported following current directives and regulations.

Preventative Education. Commanders will ensure every member of this command is continually educated and understands Marine Corps policy regarding equal opportunity, prevention of sexual harassment, the complaint (formal and informal) process, request mast, and reprisal prevention.

We must at all times treat each other with dignity and respect. Anything less falls short of living up to our core values: honor, courage, and commitment and is unacceptable.

A handwritten signature in black ink, appearing to read "Paul K. Anderson". The signature is written in a cursive style and is positioned above the printed name.

Semper Fidelis

TABLE OF CONTENTS

INTRODUCTION

Marine Corps Combat Service Support Schools Chart	3
Headquarters and Service Company	4
Financial Management School	5
Instructional Management School	6
Logistics Operations School	7
Personnel Administration School	8
Supply School	9
Marine Corps Combat Water Survival Swimming School	10

GENERAL INFORMATION

History	11-12
Reporting	13
Billeting	13
Meals	14
Identification Cards	14
Safety	14
Leave and Liberty	14
Marines Reporting Aboard from Reserve Units	15

POLICIES

Reservists Reporting In	15
Substance Abuse/Alcohol Use	15
Smoking/Tobacco Use	15
Sexual Harassment	16
Crime Prevention/ Theft	16
Visitation/Private Owned Vehicles	16
Check Writing Privileges	17
Standards of Conduct	17-18
Off-Limits Establishments	18
Civilian Clothes Policy	18
Camouflage Utility Uniform Policy	18
Pet and Firearm Registration	19
Family Member Employment Program/Career Resource Center	19

CAMP JOHNSON FACILITIES AND SERVICES

Camp Johnson Post Exchange	20
Cash Sales/Barber Shop	20
Dry Cleaning and Tailor Shop	20
Post Office	20
Fitness Center/Gym	20
Swimming Pool	20
Library	20
Recreation Center/Filling Station	20
Cab Services	21
Religious Services	21
Public Transportation	21

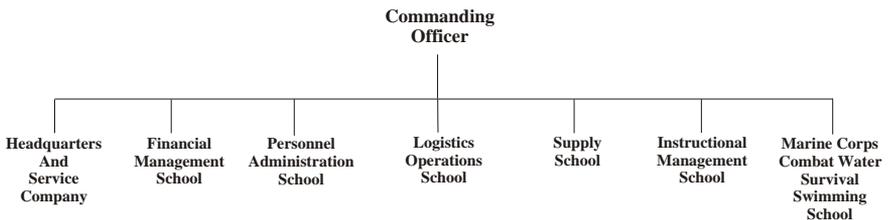
CIVILIAN COMMUNITY AND SURROUNDING AREA	22
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Marine Corps Combat Service Support Schools



Mission:

The mission of Marine Corps Combat Service Support Schools (MCCSSS) is to conduct formal resident training for officers and enlisted personnel in the occupational fields of Logistics, Motor Transport Maintenance, Personnel Administration, Supply, Financial Management, as well as to conduct Instructional Management and Combat Water Survival Swim training. The Commanding Officer of MCCSSS also serves as the Camp Johnson Area Commander and provides administrative support to various tenant commands.



Headquarters and Service Company



Mission:

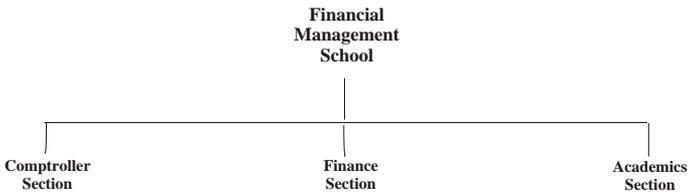
Provide service and support to MCCSSS in the functional areas of administration, instructional development, information systems management, personnel administration, maintenance, supply/fiscal, MCCS, and motor transport. Perform other functions as necessary for the discipline, morale, and welfare of military personnel assigned to MCCSSS.

Financial Management School



Mission:

Provide the Marine Corps with a core of basically trained Financial Management Officers and Marines with essential knowledge in all levels of finance, accounting, and comptrollership principles.



<u>Course Title</u>	<u>MOS</u>	<u>Length</u>
Financial Mgt Officer Finance	3404	35 Days
Financial Mgt Officer Comptroller	3404*	29 Days
Financial Mgt Career	3451	12 Days
Advanced Finance	3432	21 Days
Fiscal Budget Technician	3451	25 Days
Basic Finance Technician	3432	38 Days

Instructional Management School



Mission:

Train and educate the faculty of Marine Corps Formal Schools and training centers in the systematic design, development, delivery and supervision of instruction in accordance with the systems approach to training.

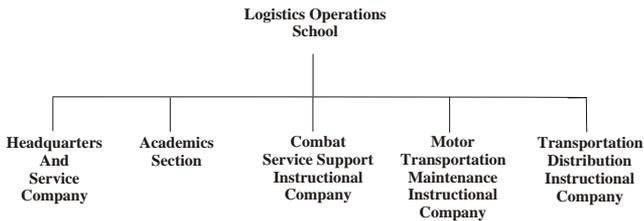
Course Title	MOS	Length (Days)
Administrator's Course	N/A	5
Formal Schools Instructor Course	N/A	10
Curriculum Developer's Course	N/A	10

Logistics Operations School



Mission:

Prepare officers and enlisted personnel for duty with the operating forces by presenting formal instruction and practical application in the logistics operations Military Occupational Specialties at the entry, noncommissioned officer, and supervisory levels. Provide command, control, and other functions necessary for the discipline, morale and welfare of the military personnel assigned.



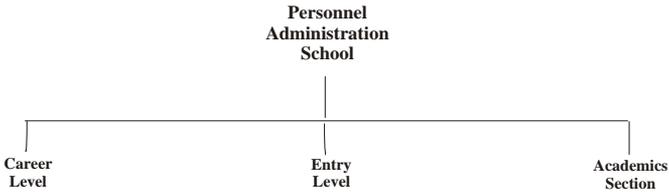
Course Title	MOS	Length
Logistics Officer	0402	56 Days
Motor Transport Maintenance Officer	3510	20 Days
Reserve Motor Transport Supervisor	35XX	10 Days
Team Embarkation Officer/Assistant	0430	19 Days
Motor Transport Advanced		
Combat Service Support Chief	0491	24 Days
Logistics Embarkation SNCO/NCO	04XX	39 Days
Motor Transport Career	35XX	19 Days
Maintenance Management	0411	20 Days
Maintenance Management Reserve	04XX	10 Days
Fuel & Electrical Systems Component Repair	3524	44 Days
Logistics Vehicle Systems Maintenance	35XX	19 Days
Military Motorcycle Maintenance	XXXX	13 Days
Automotive Intermediate Maintenance	3522	68 Days
Reserve Automotive Mechanic	35XX	10 Days
Automotive Organizational Maintenance	3521	59 Days
Basic Integrated Maintenance Management Course	0411	20 Days
Basic logistics Embarkation Specialist	0431	15 Days
Basic Landing Support Marine	0481	21 Days

Personnel Administration School



Mission:

Personnel Administration School is responsible for providing basic, intermediate and advanced resident formal school instruction to Marines in the Occupational Field 01.



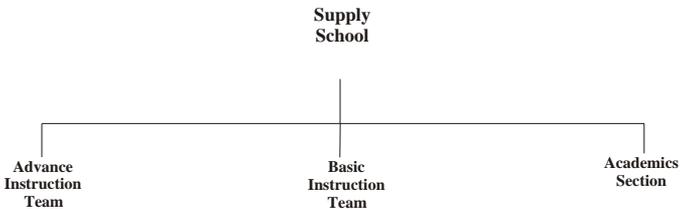
Course Title	MOS	Length
Personnel Officer Course	0170	18 Days
Adjutant Course	0180	33 Days
Advanced Personnel Administration	0193	32 Days
Senior Clerk Course	01XX	26 Days
Reserve Administration Course	01XX	11 Days
Administrative Clerk Course	0151	23 Days
Personnel Clerk Course	0121	27 Days

Supply School



Mission:

The design, development, conduct and evaluation of entry-level, intermediate, and advance formal resident education and training for officers and enlisted personnel assigned to the Supply occupational field as directed by the Commandant of the Marine Corps



Course Title	MOS	Length(Days)
Ground Supply Officer Course	3002	57
NCO Supply Course	30XX	20
Ground Supply Chief Course	30XX	30
Functional Systems Administrator Course	XXXX	17
Enlisted Supply Independent Duty Course	30XX	21
Enlisted Supply Basic Course	3043	12
Enlisted Supply Basic Course Reserves	3043	13
Enlisted Warehousing Basic Course	3051	21

Marine Corps Combat Water Survival Swimming School



Mission:

The mission of the Combat Water Survival Swimming School (CWSSS) is to train Marines as instructors and instructor-trainers in order to permit swimming certification and training within their parent units. The Camp Johnson CWSSS, as the lead school within the Marine Corps, also has responsibility for designing the Marine Corps curricula for all USMC instructor swim training based upon American Red Cross standards.

Course Title	MOS	Length(Days)
Marine Combat Instructor of Water Survival (MCIWS)	8563	15
Marine Combat Instructor Trainer of Water Survival (MCITWS)	N/A	10

Camp Johnson's History

Yesterday, Today, and Tomorrow

As a result of Executive Order 8802, issued by President Franklin D. Roosevelt in June 1941, Montford Point, now called Camp Johnson, was established as the first Black Recruit Training Depot within the United States Marine Corps.

On April 26, 1942, Montford Point was opened under the command of Colonel Samuel A. Woods and a select group of enlisted Staff Noncommissioned Officers (SNCOs). This group of SNCOs was known as the "Special Enlisted Staff." Their mission was to set up the camp and then function as drill instructors for the new recruits.

The first black Marine recruits were selected for their leadership skills and demonstrated maturity; they would be the backbone of the black SNCO/Drill Instructor corps.

Many of the original buildings are still here. The Montford Point Historical Reading Room (Bldg M-100) was the Recruit Training Depot Headquarters. The Field Medical Classroom, located across the street from the Chapel (Bldg M101) was the dining facility. The present Chapel was also the Chapel then. The Field Medical Classroom (Bldg M102) was the infirmary. The PX was located in the Field Medical School's Headquarters building (Bldg M103). The recreation area was located in the Field Medical School's auditorium (Bldg M104). The Headquarters and Service Company Office (Bldg M501) was the brig. The recruits were billeted in plywood squad bays known as the "green huts."

Some of the recruits who entered during this time were:

Howard Perry who stepped off the bus into history on April 26, 1942, as the first black recruit.

One of the most famous black recruits was Gilbert Johnson. He served in both the Army and the Navy prior to joining the Marine Corps. He was still serving in the Navy when he heard that blacks were going to be accepted in the Marine Corps. He immediately requested a discharge from the Navy in order to join the Marine Corps. Private Johnson was 37 years old when he arrived at Montford Point. Because of his previous military service, he rated three hash marks and after boot camp he became known as "Hash Mark" Johnson. Private Johnson later became a drill instructor at Montford Point and eventually became the Sergeant Major of Montford Point. On April 19, 1974, Montford Point was renamed Camp Johnson in honor of Sergeant Major Gilbert "Hash Mark" Johnson.

Another famous black recruit was Edgar Huff. He later said that, "I wanted to be a Marine because I had always heard that the Marine Corps was the toughest going. I felt that I was the toughest going. I wanted to be a member of the best organization." He also said that he arrived at Montford Point with one pair of drawers and one pair of shoes and when they gave him six pairs of drawers and three pairs of shoes there was no way he was leaving and giving them back.

Private John T. Pridgen was a former Army Buffalo Soldier who had served with the U.S. 10th Calvary and became a drill instructor.

Private George A. Jackson had previously served as a second lieutenant in the Army and also became a drill instructor.

After World War II, the camp was re-designated as the Marine Corps Supply School. The camp has, over the years, seen numerous name changes, additions, reorganizations and missions. As mentioned earlier, many of the buildings presently on the camp are the original buildings built in 1941. As a result of quality craftsmanship and the caring attention of Marines, they are still in use some 60 years later.

Camp Johnson's History Continued

On June 26, 1992, Camp Johnson celebrated its 50th Anniversary and played host to hundreds of the original Montford Point Marines and their families. As part of the 50th commemoration, the Montford Point Historical Reading Room, Bldg M100, was officially dedicated. This building contains historical items and pictures from the years the camp was used as a recruit depot.

Today, Camp Johnson is home to Marine Corps Combat Service Support Schools and home to four MOS producing schools, two PME schools, four tenant commands and the Navy's Field Medical Service School.

The entrance to Camp Johnson is the site of the Beirut Memorial. Central to the memorial, clustered among North Carolina pines and azaleas, a life-size bronze statue sculptured by Jacksonville native Abby Goodwin, stands constant vigil over the names of those peacemakers who died in 1983 in Grenada and Lebanon in the name of freedom. This beautiful piece of bronze masonry is a fitting tribute to their sacrifice.

Located directly across the street from the Beirut Memorial is the North Carolina Veterans Cemetery, the final resting place for many of those who served in the tradition and history of our armed forces.

Camp Johnson has many plans for improvement in the coming years. The biggest and most exciting of these improvements is a new state of the art classroom facility, which will serve students of all schools. The future also includes two high rise barracks.

Camp Johnson is the home to a number of significant events in Marine Corps history. It serves as a benchmark in Marine training, custodian of our heritage and neighbor to our civilian community. By your service here, you have joined the ranks of those known as Montford Point Marines.



General Information

Reporting Aboard

Entry Level And TAD Enlisted Students:

DURING WORKING HOURS. TAD students (NCOs and SNCOs) will report in to their respective school (M-F 0700-1700) wearing the Service "A" uniform and entry level enlisted students will check in at MAT Platoon, Bldg M-511.

AFTER NORMAL WORKING HOURS. TAD students will report to the MCCSSS AOOD in BLDG M-131 in the Service "A" uniform and entry level enlisted students will check in at MAT Platoon, Bldg M-511.

Officer Students: During working hours students will report to their respective school (M-F 0700-1700) in the Service "A" uniform. After normal working hours students will report to MCCSSS AOOD in Bldg M-131 in the Service "A" uniform.

Permanent Personnel: During working hours permanent personnel will report to MCCSSS Personnel Administration Center (M-F 0700-1700) in Bldg M-130 in the Service "A" uniform. After normal working hours personnel will report to the MCCSSS AOOD in Bldg M-131 in the Service "A" Uniform.

Billiting

Permanent Personnel Officers, SNCOs and married Marines (sergeants and below):

Temporary Lodging: There are five bachelor officer quarters located around the Camp Lejeune/New River complex: Paradise Point, Camp Geiger, MCAS New River, Courthouse Bay and Camp Johnson. For information call (910) 451-2146 or 451-1385.

The newly renovated Hospitality Inn is available as a home away from home for those new to the area. The Inn has 90 rooms with two double beds, kitchenette, TV, VCR, cable, laundry facilities on the premises and other nice amenities like irons and coffee pots. The Inn is open 24 hours a day. Sorry no pets allowed. The Inn is located on Holcomb Blvd., Bldg 896, across from the Burger King. For more information please call (910) 451-3041.

Permanent Personnel (Privates through Sergeants): The BEQ office is located in M440. Linens, maintenance issues, and light bulbs can be acquired at the company BEQ office.

Base Housing: Applications for assignment to Marine Corps family housing (DD form 1746) should be completed and mailed, or brought, to the Family Housing Office, Bldg TT-43, Tarawa Terrace, NC 28543, as soon as a military sponsor knows of an upcoming move to this area, or within 30 working days of reporting for duty.

Military sponsors must report to the Family Housing Office prior to renting, leasing or purchasing a home. In addition to information on government quarters, the Family Housing Office maintains listings of available off-base rentals and sales. The office also provides listings of public and private schools and local churches. A visit to the Family Housing Office could save you dollars.

Geographic Bachelors: In accordance with CMC directives, there are currently no provisions aboard MCCSSS to provide geographic bachelors with temporary or permanent quarters. All service members with dependents living in another geographic location are reminded to take this into consideration when arriving.

Student Personnel: Marines attending instruction at MCCSSS will be assigned government quarters during their stay. Dependents are not authorized to accompany students who are attending their formal MOS school.

Officers: The BOQ is located in building M-231. Quarters are assigned on a first come, first serve basis at Camp Johnson. Normally there are sufficient quarters available to house all applicants, male and female. Once occupancy is full, you may need to report to Bldg 2617 at Camp Lejeune for billeting. Married student officers attending their formal MOS school may establish a household off base if reporting to a local command upon graduation.

SNCOs: The BEQ management office is located in Bldg M-231. It provides billeting spaces on a first come, first served basis at Camp Johnson.

Privates through Sergeants: The BEQ offices are located in each of the schools' barracks. Linens, cleaning supplies, maintenance issues, and light bulbs can be acquired at the schools' BEQ office.

Meals

The area dining facility is located in Bldg M-453. Students and permanent personnel not receiving commuted rations will be provided a "Meal Card" upon checking in with Personnel Admin. Normal hours for messing are as follows (holiday meal hours are the same as brunch and dinner meal):

Mon-Fri Cost

Breakfast	0500-0700
\$1.65	
Lunch	1100-1300
\$3.25	
Dinner	1630-1830
\$3.25	

Sat, Sun and Holidays

Weekend Brunch	0800-1100
\$3.65	
Weekend Dinner	1500-1700
\$4.45	
Holiday Meal	
\$5.25	

Proper attire is required for entering the mess hall. The following items are **not authorized** for wear in the mess hall: flip flops, tank tops, sandals, plain green/white T-shirts, clothing with profanity, racial remarks or pictures, and/or physical training gear of any kind (except when authorized).

The mess hall offers a main line and fast food line.

Identification Cards

Request for replacement of lost or mutilated identification cards, the issuance or application for dependents' identification cards, and/or replacement of lost cards, will be made through your immediate chain of command. The school or company First Sergeant will handle your request.

Safety

Safety is paramount aboard Camp Johnson. All injuries and accidents, on and off duty, will be reported to the respective commands' safety representative or the MCCSSS S-4 (Safety Officer). Reflective belts will be worn during PT before morning colors and after evening colors. Motorcycles will be operated in accordance with MCO 5510.7C. Entry level Marines will utilize the buddy system during authorized liberty.

Leave and Liberty

Over night liberty: Any location within 50 road miles of the nearest gate of Camp Lejeune. This specifically includes Morehead City, New Bern, Kingston and Wilmington, North Carolina (Wilmington to include Wrightsville Beach and Carolina Beach).

Weekend Liberty: Any location within 150 road miles.

3-Days Liberty: Any location within 300 road miles.

4-Days Liberty: Any location within 600 road miles.

These limitations apply to ground travel only. At the discretion of your Company/School Commander, the limits for air travel may be extended to any metropolitan area within the continental United States served by a regular scheduled airline. Flight reservations to and from the liberty address must be acquired in advance of liberty commencement. Sergeants and below must obtain an out of bounds pass from their Class Commander. It must be approved by their Company/School Commander.

Officers and SNCOs: Although not required to have out of bounds passes for liberty, Officers and SNCOs are required to use good judgment in planning any trips. Liberty limits (applicable to enlisted students) should be used as a guide when planning your travel to ensure your safe return.

Annual Leave: Normally, annual leave is not granted while in student status; however, there are exceptions such as the academic break over the Christmas holidays. Annual leave taken by students is usually authorized by their original orders to be taken before the period of temporary duty.

Emergency Leave: Bonafide emergency leave is granted to students. However, emergency leave in excess of 3 working days generally results in the student being disenrolled and/or reassigned to the next class.

Policies

Marines Reporting Aboard from Reserve Units

Marines reporting aboard from reserve units should contact their commands to ensure the following issues are resolved prior to arriving to Camp Lejeune:

- Ensure that they will be dropped from their unit in the Marine Corps Total Force System (MCTFS) within 5 working days of their departure.

Without this action, the Marine will not get paid.

- Ensure Marines are joined to code K78. Travel should be arranged to send Marines to Albert Ellis Airport in Jacksonville, NC or to the Wilmington Airport in Wilmington, NC. It is the individual Marine's responsibility to arrange transportation from the airport to Camp Lejeune/Camp Johnson.

- If attending a full-length active duty course, ensure that the completion date of the course won't conflict with non-military work (i.e., college work).

- Physical training is part of the curriculum and Camp Lejeune is very hot during the summer. Ensure that you are in good physical condition and maintain proper hydration.

- The following equipment is required:

- Service "A" Uniform (worn while reporting).
- Service "C" Uniform (worn for graduation)
- 3-4 sets of Cammies
- 2 sets regulation P.T. Gear (Green/Green)
- Sweatshirts/pants for winter months
- Running shoes
- SRB, Medical & Dental Records

Substance Abuse

Involvement by Marines in either drug or alcohol abuse is detrimental to our overall discipline, safety, and readiness.

SUBSTANCE ABUSE WILL NOT BE TOLERATED.

The Commandant of the Marine Corps has declared an all out war to eradicate this problem. The Commanding General, Marine Corps Base and the Commanding Officer, MCCSSS support this policy. Marines involved with drugs and alcohol abuse face severe penalties. In addition to judicial and non-judicial punishment, driving privileges may be revoked and married personnel may be evicted from government quarters. Repeat offenders can receive an administrative discharge, in addition to punitive judicial action. If you need help with drugs or alcohol related problems, see your Class Commander or section SNCOIC now! Your Class Commander or section SNCOIC can put you in touch with the right person. Your job as a Marine is to help with this fight any way you can.

Alcohol

North Carolina law states that 21 is the legal age to consume alcoholic beverages. The entry level student will not be allowed to store or consume alcohol anywhere aboard Camp Johnson. If under 21 years of age, the Marine is not authorized to consume alcohol on or off base. Permanent personnel may store up to a six-pack of beer per legal age occupant in their designated BEQ room.

Smoking/Tobacco Use

The following buildings are designated as No Smoking/Tobacco Use Areas: All classrooms, conference rooms, mess hall, PX/snack bar, auditoriums, dispensary, theater/gym, barber shop, chapel, BEQ/BOQ rooms, BEQ lounges, etc.

Crime Stoppers for Onslow County:

Marine Corps Base, Camp Lejeune
Marine Corps Air Station, New River

Report crime in the community:
Caller never has to reveal identity

24-Hour Hot Line
983-3273

Rewards Up To \$1000

Sexual Harassment

Sexual harassment in any form will not be tolerated. Sexual harassment is defined as: influencing, offering to influence, or threatening the career, pay or job of another person in exchange for sexual favors; or deliberate or repeated offensive comments, gestures or physical contact of sexual nature in work or work-related environment.

Violators will be subject to disciplinary action. Request Mast is the primary means of reporting incidents of sexual harassment.

Crime Prevention/Theft

It is every Marine's responsibility to make sure property is secured. Some precautions that will help prevent theft include the following actions: Do not keep large amounts of money on your person or in your wall locker. Use bank service for money orders or travelers checks. A "Direct Deposit" program is available to those who want their checks automatically deposited into their bank accounts. Do not loan money or borrow money from other personnel, permanent or student. This practice is against the Uniform Code of Military Justice and usually leads to problems. Do not give your key or combination to your wall locker to others even if you believe they are your good friends. Ensure watches and other highly pilferable items are marked with your name and social security number. All personal effects should be locked in your wall locker when you leave your immediate area for showering or while sleeping. Do not allow personnel who are not assigned to your billeting area to enter your room. Report them to the School Officer of the Day/ Area Officer of the Day. It is wise to mark or engrave all your valuables, especially those items that sell quickly at pawnshops. You may contact your Class Commander for advice. Travel in small groups or in pairs while out in town; there is safety in numbers. Do not keep Personal Identification Numbers (PIN) with bankcards.

Visitation

Visitation by personnel of the opposite gender is not allowed in BEQ rooms at Camp Johnson for students. Permanent personnel may have opposite sex visitation providing the visitor is logged in and out by the M440 duty and the visitor is signed out by 2200 (Mon-Thurs) and 2400 (weekends and holidays).

Privately Owned Vehicles (POVs)

MCB Camp Lejeune Base Order P5560.2K, Para 2001.5 states "Initial active duty training personnel are not authorized to bring POVs aboard this base unless specifically approved by the CO of assigned units or they receive authorized delay en route to Camp Lejeune."

TAD Marines (Officers, SNCOs and NCOs): These Marines need to have a valid DOD decal or temporary pass. A temporary pass can be obtained by presenting a copy of TAD orders at Bldg 60. A pass will be issued for the length of TAD.

Permanent Personnel: Permanent personnel must register their vehicles with the Vehicle Registration Section of the Provost Marshal's office. Permanent decals are issued at Bldg 60, Camp Lejeune. For more information call (910) 451-1793. Permanent decals are not issued on weekends or holidays.

The following documents are required to obtain a temporary pass: a valid armed forces ID card, a valid state registration for the vehicle, a valid state operators license, and a signed statement that the minimum motor vehicle liability insurance required by the state of North Carolina (\$25,000/\$50,000/\$10,000) is in force. In addition to the requirements for a temporary pass, the following information is required at all times:

- Valid insurance with all drivers listed on the policy.
- A valid motor vehicle inspection sticker. Vehicles registered in states not requiring an inspection must be inspected by the base service station or any North Carolina inspection station.
- Notarized permission from the owner is required when the vehicle belongs to a spouse or other relative.
- Military personnel under the age of 26 must present evidence of having completed the defensive drivers course offered here or at other Marine Corps installations.

Motorcycle operators must meet the same requirements as automobiles. In addition, they must have in their possession an endorsed motorcycle license from their home state or from the state of North Carolina. Attendance at the motorcycle safety classes aboard all Navy and Marine Corps installations is mandatory for all operators regardless of age.

Check Writing Privileges

Personnel writing checks from an account with insufficient funds will face administrative and/ or disciplinary action. Consequences for writing these “bad checks” can include:

FIRST BAD CHECK: If not redeemed within seven days, an automatic six months suspension of privileges. You will be placed on probation for one year. An indefinite suspension will automatically be in effect until the check is redeemed and the service charge is paid.

SECOND BAD CHECK: If you pass this check while on probation, your privileges will automatically be suspended for one year and the suspension will start the date the second check is redeemed. Following the one-year suspension period, you will be placed on probation again for one year.

THIRD BAD CHECK: If you pass this check during your second probationary period, your privileges will automatically be suspended indefinitely.

Consequences:

LOSS OF COMMISSARY AND EXCHANGE PRIVILEGES.

PUNISHMENT UNDER THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ).

The maximum possible punishment under the UCMJ for each separate check is: Dishonorable discharge, confinement for five years, forfeiture of all pay and allowances and reduction to E-1.

CHECK NEVER REDEEMED: Your privileges will be terminated.

SECTION 14-100 OF NORTH CAROLINA

LAW: The maximum possible penalty for each separate check if charged as a felony is: “Imprisonment for 10 years, a fine in the amount set by the judge, and restitution to the victim for the amount of the check.”

WHEN YOU WRITE A BAD CHECK YOU ARE BREAKING THE LAW.

Standards of Conduct

FRATERNIZATION AND BUSINESS TRANSACTIONS WITH STUDENTS.

The following instructions are provided to ensure that neither permanent personnel nor students commit violations of Articles 92, 121, 127, or 134, UCMJ by fraternizing with or joining in financial transactions with students. For this purpose “students” are defined as Marines undergoing training at Marine Corps Combat Service Support Schools or in a casual status awaiting discharge or disposition of their case; as well as, newly-graduated Marines awaiting transportation or assignment. “Permanent personnel” are defined as all Marines assigned to Marine Corps Combat Service Support Schools, regardless of billet or grade. Civilian instructors and all other civil service employees of Marine Corps Combat Service Support Schools are also considered permanent personnel. The Civil Service Standards of Conduct will govern their relationship with students and other Marine Corps personnel. Only official social functions at Marine Corps Combat Service Support Schools will permit social interaction between permanent and student personnel.

Personnel permanently assigned to Marine Corps Combat Service Support Schools will have no purely social, financial, or business dealings whatsoever with any student, or with friends or relatives of students unless specifically authorized by the Commanding Officer, Marine Corps Combat Service Support Schools. Unless done pursuant to specific written authority, permanently assigned personnel will not:

1. Have purely social relationships, dealings or date students.
2. Hold money, watches, clothing, jewelry, or other valuables belonging to students.
3. Collect funds from students for any purpose.
4. Act as an agent for one or more students in making purchases.

In consonance with Articles 1130, 1131, and 1132, U.S Navy Regulations, and the current provisions of SECNAVINST 5370.2G, permanent personnel may not solicit or accept any gifts, donations, testimonials, loans, pledges or bribes of money or any other object of value or special favors from students, their guest, parents or other relatives.

Standards of Conduct (Continued)

Permanent personnel will neither require nor request, either expressly or by implication, any student to give, lend or otherwise furnish them with cigarettes or other smoking devices, food or beverages or clothing belonging to or issued to such students, their guest, parents or other relatives.

Students may unintentionally violate the current provisions of SECNAVINST 5370.2G through a spontaneous urge to give money or presents to superiors they like or respect. If an instructor or staff member finds or discovers any money or other objects of value under circumstances indicating such money or other objects left for discovery, he will take the following steps:

Report the incident to the commissioned or warrant officer who is his superior. In the presence of the officer to whom he made the report, assemble the class of students considered involved, return the gift and explain to them the regulations prohibiting Marines from receiving gifts.

If the recipient is unable to discover the donors, give the money or object to the Navy Relief Society in the name of the suspected donor or donors and obtain a receipt.

Any gift or items not accepted by Navy Relief will be disposed of as directed by the Commanding Officer, Marine Corps Combat Service Support Schools.

Off-Limits Establishments Base Order 1620.11E

The Commanding General, Marine Corps Base, Camp Lejeune has designated several local areas and establishments as "OFF-LIMITS". These places are listed weekly in the base newspaper, "**The Globe**". They are prohibited for use by service persons. Do not visit these places. They are declared as "OFF-LIMITS" because of unsanitary eating or drinking conditions, harassment policy, unfair business policies toward service persons, gambling or prostitution. Apprehension in an OFF-LIMITS area is a punishable offense.

Civilian Clothes Policy

During off duty hours, Marines are authorized to wear appropriate attire on base and in town. Appropriate civilian attire is defined as that which meets common sense standards of safety, decency, neatness, and cleanliness.

Examples of appropriate attire include: coat and tie, slacks and shirt, jeans or shorts and shoes (excluding shower shoes).

Inappropriate attire is defined as that which is torn, ragged, excessively dirty, revealing, or closely related to drugs or other illegal activities.

Examples of **inappropriate attire** include:

- (1) Clothing with sexual, racist, obscene, anti-military or drug related printing or designs.
- (2) Clothing which is frayed, dirty, or cutoff.
- (3) Chains worn as belts.
- (4) PT clothes (except at the fitness center, gym, or swimming pool).
- (5) Tank tops (except at beaches and during physical training).
- (6) Plain green or white undershirts (without pockets) worn as an outer garment and
- (7) Dew rags or hosiery worn as head gear.

Camouflage Utility Uniform Policy

The camouflage utility uniform is not authorized for liberty. However, it may be worn while commuting to and from places of duty and while making the following essential stops off-base during duty hours:

Emergency/maintenance stops.

When dropping off/picking up children at daycare centers, baby sitters, or school.

Obtaining gas or essential driving aids (i.e., fluids, lights).

Picking up or dropping off dry cleaning.

All outside teller machines.

Picking up vehicles at repair shops or gas stations.

At fast food drive-thru windows where exiting the vehicle is not required.

Convenience or drug stores for emergency childcare or health products (i.e., diapers, milk, medicine).

Financial institutions for brief, essential stops.

Primary Care facility on Gum Branch Road.

Tricare Service Center at Piney Green Shopping Center.

Pet Registration

Officer and Enlisted Students: Students residing in the BEQ/BOQ are not authorized to have pets of any kind.

Permanent Personnel: Dogs, cats, tropical fish, turtles, guinea pigs, white mice, gerbils and caged birds are the only pets authorized in family housing. The Commanding General, Marine Corps Base, must specifically authorize other pets in writing. All cats and dogs must be registered with the Base Veterinary Office. For information and office hours call 450-1009.

A wide variety of dogs and cats available for adoption can be found at the animal shelter located on Parachute Tower Road. For more information call 451-2695.

Firearm Registration

Officer and Enlisted Students: Students residing in the BEQ/BOQ are not authorized to have firearms of any type.

Permanent Personnel: All privately owned firearms on base must be registered with the Base Provost Marshal, Bldg 3, room #2. Only those persons living in base housing (family quarters) may maintain their firearms in their quarters. BEQ and BOQ residents must store their weapons in their unit's armory. The brand name, model number, serial number, location, caliber, barrel length, action and proof of ownership are required for registration. For more information call 451-2455.

Family Member Employment Assistance Program

The Family Member Employment Assistance Program (FMEAP) provides service to family members seeking assistance with all aspects of obtaining employment, to include resume writing assistance, individualized career counseling, workshops (tailored to the family member), research materials/resources, and current local employment listings. The FMEAP staff works closely with local employers, the Employment Security Commission (ESC), Economic Development Commission (EDC), and local community college. Local employers are solicited for local positions. For further information call 451-1504.

Exceptional Family Member Program

The exceptional family member program is a mandatory enrollment program (MCO P1754.4A) for all active duty personnel. The program is designed to provide assistance to service personnel with family member(s) who have special needs before, during and after relocation due to Permanent Change of Station (PCS) orders. An exceptional family member is defined as an authorized family member (spouse, child, stepchild, adopted child, foster child or dependant parent) residing with the sponsor who may require special medical or educational services based upon a diagnosed physical, intellectual or emotional handicap such as asthma, cerebral palsy, mental retardation, dyslexia, ADD, ADHD, autism, oppositional defiant disorder, or depression. Disabilities may range from mild to severe. The point of contact for this area is:

Mr. David Reintjes
EFMP Coordinator, Camp Lejeune
1401 West Road, Bldg 84
(910) 451-9372

Career Resource Management Center

The Career Resource Management Center has been established to provide military personnel and their family members with guidance, counseling and assistance in exploring their options for civilian employment. The Resource Center provides job search assistance at no cost to active duty, recently separated and retired service members and their family members. Employment-ready workshops on a wide variety of topics, job fairs, computerized listings of jobs, computers for typing resumes, applications and skills inventory programs and a resource library are also offered. There is no charge for these services and family members are encouraged to attend all seminars and workshops. A special job search assistance program is located in the Tarawa Terrace housing area to assist family members seeking employment in the area called FMEAP. For more information call 451-3212 ext. 126.

Camp Johnson Facilities and Services

Camp Johnson Post Exchange 450-0966

Location: **BLDG M-19**
 Hours of Operation:
 Mon-Fri 0700-2100
 Sat-Sun 1000-1700
 Holidays 1000-1400

Cash (clothing) Sales 450-0802

Location: **BLDG M-604**
 Hours of Operation
 Mon-Fri 1030-1800
 Sat-Sun **Closed**
 Holidays **Closed**

Barber Shop 450-0753

Location: **BLDG M-19A** (adjacent to exchange)
 Hours of Operation
 Mon-Tues 0700-1530
 Wed-Fri 0900-1730
 Sat **Closed**
 Sun 0900-1700

Dry Cleaning and Tailor Shop 450-0900

Location: **BLDG M-604**
 Hours of Operation
 Mon-Fri 1030-1800
 Sat-Sun/Holidays **Closed**

Post Office 450-0860

Location: **BLDG M-129** (next to gym)
 Hours of Operation
 Mon/Tue/Thur/Fri 0830--1630
 Wed 0830--1300
 Sat/Sun/Holiday **Closed**

Fitness Center 450-0339

Location: **BLDG M-168**
 Hours of Operation
 Mon-Fri 0530-1330
 1600-2100
 Sat-Sun 1200-1745
 Holidays 1200-1700

Gym 450-0730

Location: **BLDG M-129**
 Hours of Operation:
 Mon/Tues/Wed /Fri 0600-2100
 Thursday 0600-1800
 Sat 1000-1800
 Sun 1200-1600

Swimming Pool 450-0768

Location: **BLDG M-139**
 Hours of Operation
 Mon-Fri 1630-2000
 Sat-Sun-Holidays 1100-1700

Library 450-0844

Location: **BLDG M-607**
 Hours of Operation
 Mon-Thur 1600-2100
 Fri Closed
 Sat/Sun/Holidays 1100-1600

Recreation Center 450-1058

Location: **BLDG M-424**.
 It offers free nightly movies in the theater, free computer/internet access, phone center, pool tables, arcade, big screen television, play station/Nintendo 64s, snack bar, laundry facilities, study room and more.

Hours of Operation:
 Mon-Thur 0700-2100
 Fri 0700-2400
 Sat 1000-2400
 Sun 1000-2100
 Holidays 0800-2200/2400

Filling Station:

Location: **BLDG M-424**
 Hours of Operation:
 Mon-Thur 0700-2100
 Fri 0700-2100
 Sat 1400-2000
 Sun 1400-2000

Hours and days are subject to change, as required, to better serve the needs of the Camp Johnson Community.

Cab Services

Cab services are available and may be obtained at the Taxi Cab Stand located across from the exchange. Prices for A-1 Taxi Service to frequently traveled areas are posted at the gym. The prices are approximately: \$2.50 per passenger, \$1.00 per mile

Camp Johnson to Mall - \$6.70

Camp Johnson to Wal Mart - \$6.80

Camp Johnson (taxi stand) to Albert J. Ellis Airport \$17.50

Camp Johnson (MAT Platoon area) to Albert J. Ellis Airport \$18.40

Camp Johnson to New Bern/ Kinston/Wilmington- \$50.00

Camp Johnson to Raleigh - \$125.00

Myrtle Beach - \$125.00

* Report all possible cab company violations to your SDNCO or AOOD, ensure to include driver number and cab number

Public Transportation

A public transportation service called "The Loop" is provided on Wednesdays, Thursdays & Fridays from 1815 to 2115. The route will be from Camp Johnson to the Jacksonville Mall, Wal-Mart, to Camp Geiger & return to Camp Johnson. The pick up point is located across from the taxi stand. The cost is \$1.50. For more information call 910-346-2998.

Tennis Courts

Nine paved (five lighted) tennis courts are located adjacent to the road to Personnel Administration School and one climate controlled racquetball court located behind the gym.

Other Activities Aboard Camp Johnson

A variety of special services/recreation opportunities exist in the Camp Lejeune area to include archery, marinas, bowling, deep sea fishing charters, golf, fitness centers, hobby shops, Onslow Beach, stables, skeet range, swimming pools, theaters, libraries, and much more. Recreation gear (i.e. tents, boats, campers, beach houses) is available for rental at a minimal fee from MCCS, 451-1368

Religious Services

The MCCSSS Chaplain is located at the Camp Johnson Chapel, **BLDG M-116** (450-0991), next to the exchange. The Chaplain is always available for counseling and there are several religious programs offered. Religious services at the Camp Johnson Chapel area as follows:

CAMP JOHNSON CHAPEL BLDG M-116

Protestant Divine services:

Sunday at 0900

Eastern Orthodox services:

Sunday a (Divine Liturgy) at 1030 (Feast day & special services, TBD)

Great Vespers on Saturday at 1800

BIBLE STUDY (NON-DENOMINATIONAL)

Camp Johnson Chapel Fellowship Room on Mondays at 1900

MCAS NEW RIVER CHAPEL

Roman Catholic Mass:

Sunday at 0900

MCB JEWISH CHAPEL (Bldg 16 main side)

Jewish Sabbath Service Friday at 1930

MCB CAMP LEJEUNE (Bldg 16 Main side)

Muslim/Islamic service Friday at 1145

FOR ADDITIONAL SERVICE INFORMATION CALL THE CAMP JOHNSON CHAPEL OFFICE AT 450-0991 OR MCB COMMAND CHAPLAIN'S OFFICE AT 451-2144

CIVILIAN COMMUNITY

UNITED SERVICES ORGANIZATION (USO)

The USO is a community sponsored and supported activity. Its purpose is to be a friend to servicemen who are away from home. Activities such as dances, movies, tours, pool tables, library, sound room, and free food on special occasions are provided. The USO is located in Jacksonville at 9 Talman Street off Highway 17.

JACKSONVILLE

The City of Jacksonville includes residential areas and business districts consisting of Lejeune Boulevard, Court Street, New River Shopping Center, Northwoods Shopping Center, Onslow Mall on Henderson Drive, the Onslow Mall on Gum Branch Road, and the Jacksonville Mall on Western Blvd. The city offers movies, stores and eating establishments, ranging in variety from seafood to steaks, Mexican to Italian.

Jacksonville now has a semi-professional football team, the “Jacksonville Raiders”, which will play their home games at Liversedge Field located aboard Camp Lejeune. Schedules of games are posted in the gym during the season.

OTHER CIVILIAN AREAS

Kinston, home of the “Kinston Indians,” a minor league baseball team.

New Bern, which has the Tryon Palace and other historical sites.

Emerald Isle, Atlantic Beach, Surf City, and Wrightsville Beach have public beaches.

Morehead City has charter fishing boat rentals and seafood restaurants.

Wilmington has a major mall, many small shops and a historical district.

IMPORTANT PHONE NUMBERS
AREA CODE 910
DSN-750

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AREA OFFICER OF THE DAY- 450-1045

CHAPLAIN- 450-0090

SICK BAY- 450-0836

DENTAL- 450-0905

RED CROSS(MAINSIDE)
451-2173/2182
AFTER HOURS
347-5191

CAMP LEJEUNE OPERATOR
ASSISTANCE 451-1113

CAMP LEJEUNE DIRECTORY
ASSISTANCE 451-1114

CAMP JOHNSON SECURITY FORCE
450-0770

MILITARY POLICE (EMERGENCY)
451-2555

VISITOR INFORMATION CENTER
451-2197

POST OFFICE (CAMP JOHNSON)
450-0860

HEADQUARTERS AND SERVICE COMPANY
BLDG M-501

COMMANDING OFFICER- 450-1235

EXECUTIVE OFFICER- 450-1457

1ST SERGEANT- 450-1236

COMPANY GYSGT
450-1238

MARINES AWAITING TRAINING (MAT) PLATOON
450-1018

STAFF DNCO (AFTER HOURS)
450-1018

BARRACKS DUTY (AFTER HOURS)
(1st DECK M-440) 450-0817

MCCSSS BLDG M-130

COMMANDING OFFICER'S SECRETARY
450-1046

EXECUTIVE OFFICER
450-1047

SERGEANT MAJOR
450-0722

ADJUTANT/S-1
450-0977

FINANCIAL MANAGEMENT SCHOOL
BLDG M305

COMMANDING OFFICER- 450-1080

EXECUTIVE OFFICER- 450-1082

1ST SERGEANT- 450-1083

SCHOOL OOD (AFTER HOURS)
(1ST DECK M-450) 450-0939

LOGISTICS OPERATIONS SCHOOL
BLDG M-611

COMMANDING OFFICER
450-1142

EXECUTIVE OFFICER
450-1143

1ST SERGEANT
450-1144

SCHOOL OOD (AFTER HOURS)
(1ST DECK M-450)
450-0939

PERSONNEL ADMINISTRATION SCHOOL
BLDG M-201

COMMANDING OFFICER- 450-1167

EXECUTIVE OFFICER- 450-1168

1ST SERGEANT- 450-0761

COMPANY GYSGT
450-0910

SCHOOL OOD (AFTER HOURS)
(1ST DECK M-430) 450-0936

SUPPLY SCHOOL
BLDG M-418

COMMANDING OFFICER- 450-1008

EXECUTIVE OFFICER- 450-1007

1ST SERGEANT- 450-1000

COMPANY GYSGT 450-0950

SCHOOL OOD (AFTER HOURS)
(1ST DECK M-435) 450-0937

Liberty Limits

2 Days 150 Road Miles

3 Days 300 Road Miles

4 Days 600 Road Miles

City	State	Miles	City	State	Miles
AFSC Norfolk	VA	200	Elizabeth	NC	164
Albany	GA	544	Elmira	NJ	526
Alexandria	VA	336	Florence	NC	139
Allen Town	PA	516	Fredricksburg	SC	189
Altoona	PA	510	Gadsen	VA	292
Andrews AFB	MD	345	Gainsville	AL	594
Anniston	AL	572	Greenboro	FL	537
Arlington	VA	340	Hagerstown	NC	200
Asbury	NJ	490	Hamilton	MD	407
Athens	GA	426	Harrisburg	VA	209
Atlanta	GA	485	Hartford	PA	452
Atlantic City	NJ	428	Huntington	NC	214
Augusta	GA	334	Huntsville	WV	498
Baltimore	MD	380	Jacksonville	MD	336
Bayonne	NJ	531	Jersey City	FL	464
Beaufort	SC	287	Johnstown	NJ	533
Beckley	WV	390	Kings Bay	PA	541
Belvoir	VA	327	Knoxville	GA	441
Bennett	NY	542	Lakehurst	TN	466
Bening	GA	584	Lancaster	NJ	474
Bethesda	MD	353	Lexington	PA	454
Bethlehem	PA	515	Little Creek	KY	425
Blanding Camp	FL	500	Louisville	VA	203
Bluefield	WV	350	Macon	GA	260
Bolling AFB	DC	340	Mansfield	GA	452
Bragg, Fort	NC	152	Mayport	OH	532
Bridgeport	CT	595	Meriden	FL	489
Bristol	VA	369	Morgantown	WV	548
Brooklyn	NY	539	New York	NY	537
Brunswick	GA	402	Newark	NJ	531
Camden	NJ	462	Newport News	VA	214
Cameron	VA	335	Norfolk	VA	194
Cape Hatteras	NC	252	Norwalk	CT	582
Cape May	NJ	383	Parris Island	SC	300
Carlisle Barrack	PA	460	Patterson	NJ	544
Cecil Field	FL	479	Petersburg	VA	214
Charleston	SC	234	Philadelphia	PA	462
Charleston	WV	446	Pittsburg	PA	580
Charlotte	NC	259	Portsmouth	OH	545
Charlottesville	VA	303	Quantico	VA	312
Chattanooga	TN	557	Richmond	VA	236
Cherry Point	NC	48	Roanoke	VA	303
Clifton	NJ	542	Savannah	GA	329
Columbia	SC	269	Scranton	PA	564
Dahlgren Lab	GA	580	Silver Springs	MD	351
Dam Neck	VA	305	Stanford	CT	574
Danbury	VA	216	Tallahassee	FL	571
Dansisville	VA	231	Valdosta	GA	491
Dover	FL	554	Washington	DC	343
Durham	DE	386	Wilkes Barre	PA	552
Earle	NC	145	Wilmington	DE	431
East Orange	NJ	490	York	PA	428
Elizabeth City	NJ	532			

STATEMENT OF UNDERSTANDING

1. I fully understand that as a student here, I will not allow any guests of the opposite sex in my quarters at any time. **Initials:** _____

2. I fully understand that as an entry-level student, I have a 2145 accountability formation and curfew Sunday through Thursday. If I violate this 2145 curfew, I may face disciplinary action and **lose my liberty privileges**. **Initials:** _____

3. I fully understand that North Carolina law states that I must be 21 years of age to consume alcoholic beverages. As an entry-level student I will not be allowed to either store or consume alcohol within the confines of any School barracks or non-designated drinking area. If I am under 21 years of age I **am not authorized** to consume alcoholic beverages anywhere, on base or off base. **Initials:** _____

4. I fully understand that as a student here, I will not keep guns, knives (**Blades 3" or longer**), martial arts weapons or ordnance in my quarters or in my possession. Also, I will not display any pornographic/objectionable material in public view. **Initials:** _____

5. I fully understand that if I am a victim of/or witness to an assault **or any other violation** of the UCMJ, I am required to report it to the SDNCO or any SNCO/Officer immediately. **Initials:** _____

6. I fully understand that as a student here, I will have random health and comfort inspections of my wall locker and living area. **Initials:** _____

7. I fully understand that as an entry-level student, I am not authorized to have a POV aboard Camp Johnson. **Initials:** _____

8. I fully understand that as a student here, I will not have any personal relationships or financial dealings with permanent personnel. **Initials:** _____

9. I fully understand that I am responsible for securing all of my personal gear/possessions and will not leave anything unattended or unsecured. **Initials:** _____

10. I fully understand that as an entry-level student here at Camp Johnson, I will be given a drug urinalysis test. I will not use any illegal drugs, possess or bring aboard Camp Johnson illegal drugs at any time. If anyone offers me illegal drugs, I will report the incident immediately to the SDNCO or any SNCO/Officer. **Initials:** _____

11. I fully understand that I will not steal, nor condone, nor assist in theft at any time or location, either on or off Camp Johnson. If I am found guilty of theft, condoning or assisting in theft, that I may face disciplinary action and be punished in accordance with the UCMJ. Additionally, that if I have knowledge or am aware of information regarding individuals committing theft either while on or off Camp Johnson, that I will report this knowledge immediately to the AOOD, SDNCO, or any SNCO/Officer. **Initials:** _____

I verify that I fully understand that I am responsible for all the above requirements. I fully understand that if I do not comply with the above policies, I may face disciplinary action and be punished in accordance with the Uniform Code of Military Justice

Signature: _____ Date: _____ Time: _____

Last Name, First Name, MI _____

PRINT CLEARLY

Camp Johnson

