

WELCOME ABOARD



**MARINE CORPS BASE
CAMP LEJEUNE, NC**



Welcome to the Marine Corps Engineer School. On behalf of the entire staff of officers, staff noncommissioned officers, enlisted Marines and civilian personnel, I extend a warm and personal welcome.

For more than 50 years, the Marine Corps Engineer School has been producing trained and qualified basic, journeymen, chief and officer warfighters, to the operating forces.

Courthouse Bay is an ideal location for engineer training, with indoor classrooms, and many acres of training areas and ranges. Although classroom instruction is necessary at times, we emphasize "hands on" practical application training to enhance learning the "art" and "science" of the Marine Corps Engineer.

My staff and I stand ready to assist you in any way possible and we welcome your comments and recommendations for improving our site and/or our curriculum.

J. N. FLOWERS
Colonel, U.S. Marine Corps
Commanding Officer

COMMANDING OFFICER'S EQUAL OPPORTUNITY STATEMENT

All personnel assigned to Marine Corps Engineer School shall be provided equal opportunity without regard to race, color, religion, sex, age, or national origin.

The effectiveness of equal opportunity depends on the full involvement of every leader in the chain of command. Each Marine shall be permitted to develop to their fullest potential without receiving preferential or detrimental treatment from any individual.

I fully support and direct all personnel in this Command to adhere to and actively support those policies that are explained in the Commanding General's Equal Opportunity Policy Statement. Discrimination of any form, to include sexual harassment, will not be tolerated. I further direct that all infractions of this policy will be immediately brought to the attention of myself through the chain of command or the **COMMAND'S EQUAL OPPORTUNITY OFFICER, SSGT MOORE**.

I want to reemphasize the fact that sound EO practices are the responsibility of all individuals within the Command and failure to comply with these policies will be dealt with appropriately. Each person, regardless of grade, will be treated with dignity, respect, and professionalism. Anything short of that is unacceptable.

By achieving and maintaining these goals, this Command can sustain the esprit de corps, pride, professionalism, leadership, and readiness that are essential to mission accomplishment.



J. N. FLOWERS
Colonel, U.S. Marine Corps
Commanding Officer, Marine Corps Engineer School



MARINE CORPS ENGINEER SCHOOL WELCOME PACKAGE

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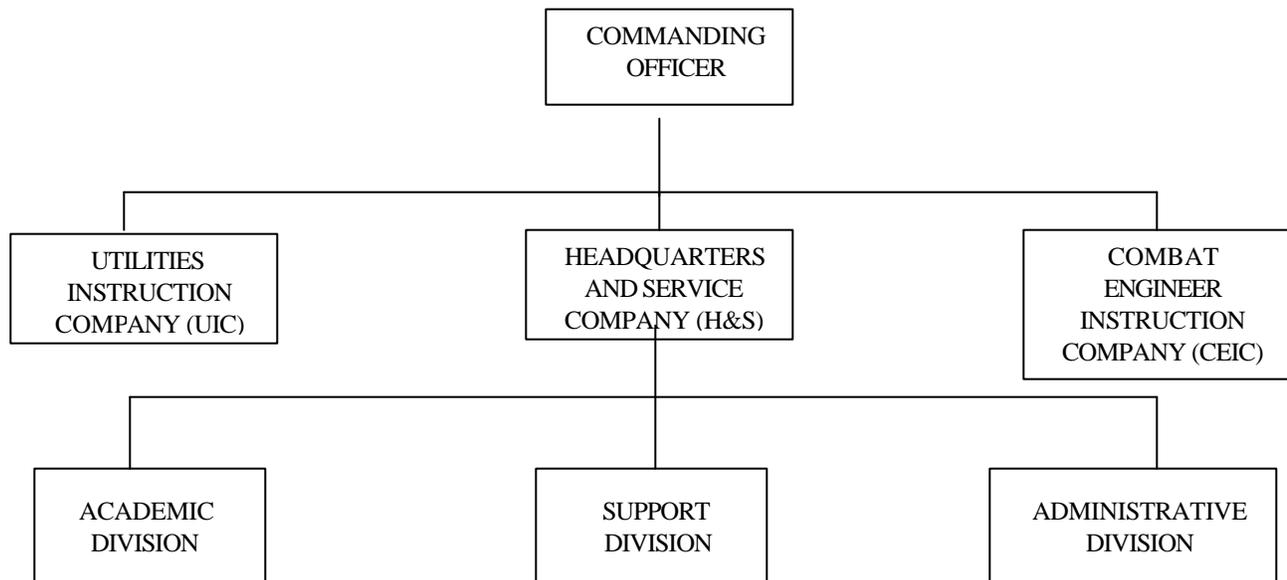
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POLICIES

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MARINE CORPS ENGINEER SCHOOL ORGANIZATION CHART



Mission

To prepare officer and enlisted personnel for duty with the Operating Forces as directed by the Commanding General, Training Command by providing approved programs of formal instruction and practical application in the engineer field at the entry, NCO, and supervisory levels.



MARINE CORPS ENGINEER SCHOOL HISTORY

The Marine Corps Engineer School was activated in May 1941 at Quantico, VA, and relocated to its present location at Courthouse Bay, Camp Lejeune, in 1942. The school prepares officer and enlisted personnel for duty with the Fleet Marine Force by providing formal instruction and practical application in the engineer, and utilities fields at the entry-level, noncommissioned officer, and supervisory levels. The school was disbanded in 1947 and reactivated in 1949. In 1955 the school name was changed from Engineer School Battalion to Marine Corps Engineer School. Although the school has undergone many changes since its conception, it remains the center for educating engineers for the Marine Corps.

Support Division

Responsible for supply/fiscal management, equipment maintenance, billeting, food service, area facilities and area support tasks.

Administration Division

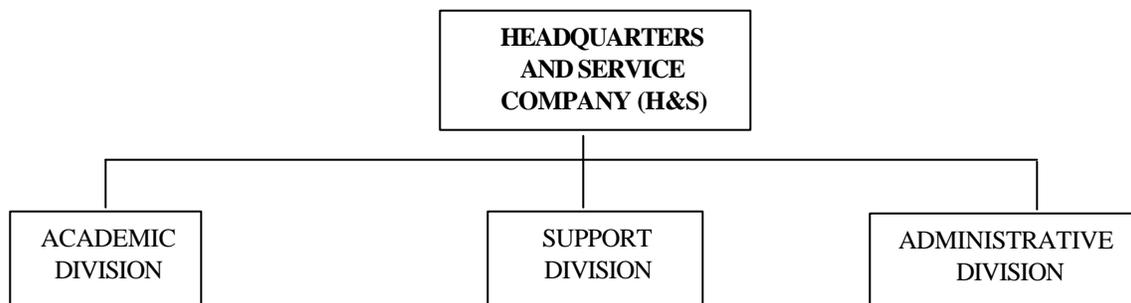
Responsible for personnel and legal administration, postal, morale, pay and administrative functions for permanent personnel and student personnel of Marine Corps Engineer School (MCES).

Academic Division

Responsible for academic operations to include: development of academic programs and the execution of approved courses of instruction; administrative, reproduction and audiovisual support functions associated with academics; administration of the apprenticeship program; and conduct of Marine Corps required training.



HEADQUARTERS AND SERVICE COMPANY



Mission

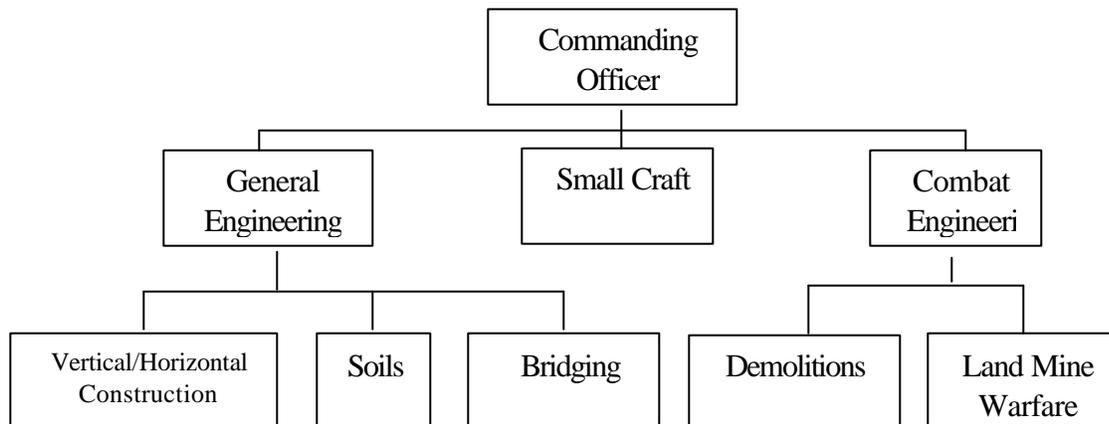
Provide service and support to MCES in the functional areas of administration/ personnel administration, supply/fiscal, MCCS and motor transport.

Provide engineer equipment maintenance support and consolidated maintenance management for all assigned equipment.

Perform other functions as necessary for the discipline, morale, and welfare of military personnel assigned to MCES.



COMBAT ENGINEER INSTRUCTION COMPANY



Mission

Prepare officers and enlisted personnel for duty with the Operating Forces by presenting formal instruction and practical application in the combat engineer and small craft repair Military Occupational Specialties at the entry, noncommissioned officer, and supervisory levels.

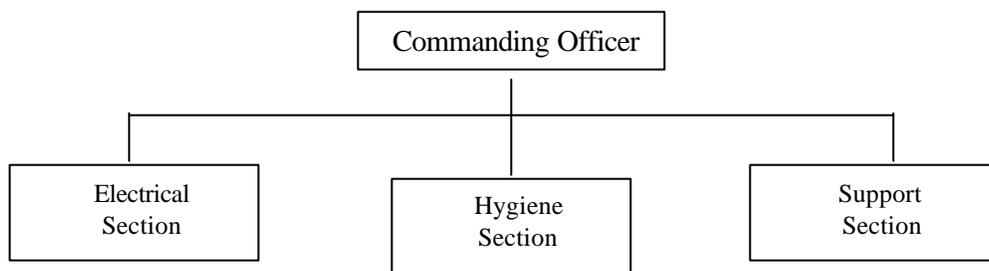
Provide command, control and other functions necessary for the discipline, morale and welfare of the military personnel assigned.

Courses

Combat Engineer Officer (1302)
 Reserve Combat Engineer Officer (1302)
 Engineer Operations Chief (1371)
 Combat Engineer NCO (1371)
 Reserve Combat Engineer NCO (1371)
 Basic Combat Engineer (1371)
 Reserve Basic Combat Engineer (1371)
 Small Craft Mechanic (1342)
 Combat Rubber Reconnaissance Craft Repair (8111)



UTILITIES INSTRUCTION COMPANY



Mission

Prepare officers and enlisted personnel for duty with the Operating Forces by presenting formal instruction and practical application in the utilities Military Occupational Specialties at the entry, noncommissioned officer, and supervisory levels.

Provide command, control and such other functions necessary for the discipline, morale and welfare of the military personnel assigned.

Courses

Utilities Officer (1120)

Utilities Chief (1169)

Hygiene Equipment Operator NCO (1171)

Basic Hygiene Equipment Operator (1171)

Electrician NCO (1141)

Basic Electrician (1141)

Electrical Equipment Repairman (1142)

GENERAL INFORMATION

Reporting Aboard

During normal working hours (Monday through Friday from 0700-1700), students will report to their respective Course Programmer in BB-28. After normal working hours, students will report to the MCES AOOD in BB-28. Once normal working hours commence, students will report to their respective course programmer.

TAD Students (NCOs & SNCOs): During working hours, students will report aboard wearing the camouflage utility uniform. After working hours, students may report aboard wearing either the camouflage utility uniform or appropriate civilian attire.

Basic Students: Students will report aboard wearing the Service "A" uniform.

Officer Students: During working hours, students will report aboard wearing the Service "A" uniform. After working hours, students may report aboard wearing either the camouflage utility uniform or appropriate civilian attire. Once normal working hours commence, students will report to their respective Course Programmer in BB-28 wearing the Service "A" uniform.

Billeting

Student personnel attending instruction at MCES will be assigned government quarters during their stay. Dependents are not authorized to accompany students attending this school.

Officers: The BOQ is Building BB-45, quarters are assigned on a first come, first served basis at Courthouse Bay. Normally there are sufficient quarters available to house all

applicants, male and female. Once occupancy is full you may report to building 2617 at Camp Lejeune for billeting. Married student officers attending the Combat Engineer Officer Course may establish a household off-base if reporting to a local command upon graduation.

SNCOs: Billeting spaces are provided by the BOQ Management Office located in Building BB-45. Assignments are made on a first come, first served basis at CHB. Once occupancy is full in BB-45 you may be required to billet in BB-250 or BB-255.

Pvts - Sgts: The BEQ offices are located in BB-250. Linens, cleaning supplies, maintenance issues, and light bulbs can be acquired at the BEQ office.

Meals

The area dining facility is located in Building BB-7. Students not receiving Commuted Rations will be provided a "Meal Card" upon checking in with Personnel Consolidated Admin.

Normal hours for messing are as follows (holiday meal hours are the same as brunch and dinner meals):

<u>Mon - Fri</u>	<u>Cost</u>
Breakfast 0530-0700	\$1.70
Lunch 1100-1300	\$3.30
Dinner 1600-1800	\$3.30
Weekend Brunch 0800-1100	\$3.75
Weekend Dinner 1500-1700	\$4.55

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 or racial remarks or pictures,

Physical Training gear of any kind (except when authorized). The messhall offers a main line, fast food line, salad bar, and a dessert bar.

Leave and Liberty

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

Weekend Liberty: Any location within a radius of 150 road miles.

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

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

A general guideline is located at the end of this booklet.

These limits apply to ground travel only. At the discretion of your Company Commander, the limits for air travel may be extended to any metropolitan area within the continental United States served by a regularly 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 Advisor and it must be approved by their Company 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 a 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 or after 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.

Medical and Dental Care

Medical and dental care is available at Caron Clinic, Building BB-118. Patient sick call is held Monday thru Friday from 0700 to 1000. Emergencies are treated any time.

Sick Call: Prior to attending morning sick call, use your chain of command to obtain an appointment or should an emergency arise, go immediately to sick bay and allow medical personnel to notify your command.

Dental Appointments: Dental appointments are not made for students due to the large permanent personnel load. Students will however be handled in case of dental emergencies. Dental hours of operation are located on the front entrance.

Identification Cards

Requests for replacement of lost or mutilated identification cards, the issuance or application for dependents' identification cards, and/or replacement of lost or mutilated dependents' identification cards, will be made through your Instructional Company. Your request will be handled by personnel at BB-250 by appointment.

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 at 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 K79. 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/Courthouse Bay.
- If attending a full length active duty course, ensure that the completion date of the course won't conflict with nonmilitary activities (i.e. college, work). To help alleviate this problem, enroll in the Engineer School courses which are taught during the early summer.
- Physical training is part of the curriculum and Camp Lejeune is very hot during the summer. Ensure that you are in good physical condition.
- The following equipment is required for all but the two-week reserve courses:
 - Service "A" Uniform (worn while reporting)
 - Service "C" Uniform (worn for graduation)
 - 3-4 sets of Cammies
 - 2 pairs Combat Boots
 - 2 sets regulation P.T. Gear (Green/Green)
 - Sweatshirts/Pants for winter months.
 - Running Shoes
 - SRB, Medical & Dental Records

- Original Orders
- Note-taking material (recommended)
- Calculator (recommended)

Marines attending the Reserve Basic Combat Engineer Course, Reserve Combat Engineer NCO Course and Reserve Combat Engineer Officer Course need to have a background in the fundamentals of combat engineering via either MCIs or Military On the Job Training (MOJT).

COURTHOUSE BAY AREA MAP

MCES HQ BB-28 COMPANY OFFICES:
H&S BB-255

CEIC BB-14 (MOS 1302, 1342, 1371)

UIC BB-13 (MOS 1120, 1141, 1142,
1169, 1171)

PERSONNEL OFFICE BB-250

MAIL ROOM BB-219

POST OFFICE BB-54

SUPPLY BB-49

DISBURSING BB-250

SACO BB-51

DINING FACILITY BB-7

DISPENSARY BB-118

GYM BB-2

CAREER PLANNER BB-255

UIC BEQ BB-250

CEIC BEQ BB-255

BOQ BB-45

FITNESS CENTER BB-54

RECREATION CENTER BB-27

SNCO/OFFICER CLUB BB-45

PX/BARBER SHOP/DRY CLEANERS
BB-245

CHAPEL BB-16

GAS STATION BB-177

MARINA BB-246

CHB AREA GUARD BB-255

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KEY FOR MAP

BB-28: ALL CHECK-IN

COURTHOUSE BAY SERVICES



Transportation

Bus service between Courthouse Bay and Mainside is provided by the Base Military Bus Station. Bus schedules may be obtained from your Company and the military bus station manager extension 451-3585. A copy can also be found in the bus stop in front of the Fitness Center.

Air Transportation: Commercial airports within 50 miles of Camp Lejeune are located in Jacksonville (13 miles from town), Wilmington and Kinston, NC.

US AIR provides service out of Jacksonville to main connection points in Charlotte, Atlanta and Raleigh-Durham.

Commercial Bus transportation is available at Building 235, the Base Bus Terminal.

Trailways and Greyhound bus transportation is available from the Base Bus Terminal to points throughout the United States.

Commercial Taxis are available at the Base Bus Terminal, the taxi stand located in front of Building BB-255 or by calling 451-3674.

Taxi rates are as follows:

1. \$2.50 drop fee for the first 1/10 of a mile or less.
2. \$.10 for each additional 1/10 of a mile thereafter.
3. \$.20 per minute waiting time as requested by passengers.

Average taxi fare from Courthouse Bay to:

Mainside \$12.00
Jacksonville Mall \$20.00
Jacksonville Airport \$35.00

U.S. Mail

Delivery: Mail will be distributed once daily, Monday thru Friday, by an individual in each class appointed as the Class Mail Orderly.

Address: While at MCES, your address will be:

Rank/Name/Last 4 of SSN/MOS
Company Title (class name and number)
Marine Corps Engineer School
PSC Box 20069
Camp Lejeune, NC 28542-0069

Travel Agency

All Points Travel office is located in the mall at the Main Exchange. The telephone number is 451-3788.

Hours are:

0900 - 1600 Mon thru Fri.
Closed Sat, Sun and holidays.

Newspaper

The Base newspaper, "THE GLOBE", is circulated every Thursday and contains both news and schedules of upcoming community and area events which may be of interest to the student. Papers are distributed at the Exchange area, Recreation Center, Fitness Center, and Messhall.

Cash Sales

Cash sales is located in BB-245. All students should check with their Class Advisor to get proper paperwork to replace or tailor uniforms. Do not wait until you are ready to graduate.

Religious Services

Sunday Service: 0930-Catholic Mass
1100-Protestant Worship
Prayer Breakfast: 0615 - 0645; Third
Tuesday of each month at the BB-7, Mess Hall.

Pre-Marriage Seminars are announced monthly.

(1) The Chapel is located in BB-16. The telephone extension is 450-7544.

(2) The Chapel is available to all Marines and Sailors for weddings, baptisms, etc... Although, it is not required, Chaplains do perform weddings when requirements are met. See your Chaplain well in advance before making any plans.

(3) Fisher's Cove is located in the same building as the Chapel. It is available for fellowship activities. Special events at Fisher's Cove are posted on bulletin boards throughout Courthouse Bay. For use of Fisher's Cove see the Chaplain or the Chaplain's Assistant.

What is a Chaplain?

Your chaplain is a clergyman (Priest, Minister, Rabbi), in uniform. While his/her primary role is that of a clergyman, their, at the same time, a Naval Officer functioning within the framework of the command structure. Most matters discussed with the Chaplain are considered to be confidential communication.

How do you see the Chaplain?

(1) Go through your chain of command. Let your Class Advisor or Company 1stSgt know you need to see the Chaplain; however, you do not need to tell the details of the problem, if it is personal.

(2) Call or stop in at the office to make an appointment.

(3) The Chaplain's door is always open; you do not have to request mast to see him/her.



Courthouse Bay Marina

If you like boating or fishing then you will want to take advantage of the Marina while you are here. It offers a variety of boat rentals, fishing equipment rentals and other types of equipment for your enjoyment.

Check with your Company Gunnery Sergeant and the local listings posted around the Courthouse Bay area for hours of operation.

For further information call 451-7386.

Marine Corps Exchange

The Marine Corps Exchange, cash sales and barber shop are located in BB-245. The Exchange has a retail store, military clothing sales store, dry cleaning services and a barber shop. Hours of operation may vary from time to time so please check the posted times at the entrance.

Main Exchange

The Main Marine Corps Exchange is located in the mall at Hadnot Point. This exchange complex is one of the largest in the Marine Corps. The Main Exchange offers a multitude of articles and services.

These articles include military uniforms, men's, women's and children's clothing, jewelry, cameras, electronics, sporting goods and equipment, hardware, household items, health and comfort items, supplementary food items, and cosmetics.

A Military Clothing Sales Store and an Exchange Uniform Shop are provided for shopping convenience.

Among the many services available at the Main Exchange are barber shops and a beauty shop.

Commissary

The Hadnot Point Commissary, located on Mainside in the mall, stocks approximately 16,000 items of grocery, household products, fresh meat and produce.



Gym

The gym is located in BB-2 and has a full basketball court. Check with your Company Gunnery Sergeant and the local listings posted around the Courthouse Bay area for hours of operation.

Fitness Center

The Fitness Center is located in BB-54 on Horn Road. This has the latest, state of the art exercise equipment; free weights, Nautilus, treadmills, LifeCycle, Body Master, weight machines, sauna, and laundry facilities. Check with your Company Gunnery Sergeant and the local listings posted around the Courthouse Bay area for hours of operation.

Recreation Center (Filling Station)

The Recreation Center is Located in BB-27. It offers internet access, cable TV, movies, video games, and pool tables. The Filling Station snack bar is also located in the Rec Center. Check with your Company Gunnery Sergeant and the local listings posted around the Courthouse Bay area for hours of operation.



Phone Center

The Pay Phone Center is centrally located on Horn Road coming into Courthouse Bay. They have 24 private booths and accept a variety of calling cards. They do not accept SPRINT or MCI.

Check with your Company Gunnery Sergeant and the local listings posted around the Courthouse Bay area for hours of operation.

BOQ

Normal Working Hours

Check In: BOQ Manager calls in to activate phone in room.

After Hours/Weekends & Holidays
members can call (910) 456-8554 to activate phone in room.

BEQ

Call 1-800-893-2018 to activate phone service within BEQ rooms. Individuals are responsible for their own phone bills.

POLICIES

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. This policy is supported by the Commanding Generals of both Training and Education Command and Marine Corps Base, and the Commanding Officer, MCES. Marines involved with drugs and alcohol abuse face severe penalties. In addition to judicial and nonjudicial 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 a drug or alcohol related problem, see your Class Advisor now! Your Class Advisor can put you in touch with the right person. Your job as a Marine is to help with this fight any way you can.

THE LEGAL DRINKING AGE IN NORTH CAROLINA IS 21.

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.

CrimeStoppers for Onslow County

MCB MCAS
CAMP LEJEUNE NEW RIVER

- Report crime in the Community
- Caller never has to reveal identity

24 Hour Hotline
938-3273

Visitation

Visitation by personnel of the opposite gender is not allowed in BEQ rooms at Courthouse Bay.

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 a sexual nature in a 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 ensure property is properly 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 banking services for money orders or travelers checks. A "Direct Deposit" program is available to those who want to have their checks automatically deposited into their bank account. 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 keys or combination to your wall locker to others, even if you believe they are a good friend. 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 Duty NCO/Officer of the Day. It is wise to mark or engrave all your valuables, especially those items that sell quickly at pawn shops. You may contact your Company GySgt 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 bank cards.

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 receive authorized delay enroute to Camp Lejeune."

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.

CHECK NEVER REDEEMED: Your privileges will be terminated.

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 allowance and reduction to E-1.

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 Engineer School 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 Engineer School (J33), regardless of billet or grade. Civilian instructors and all other civil service employees of Marine Corps Engineer School are also considered permanent personnel. Their relationship with students and other Marine personnel will be governed by the Civil Service Standards of Conduct. Only official social functions at Marine Corps Engineer School will permit social interaction between permanent and student personnel.

Personnel permanently assigned to Marine Corps Engineer School 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 Engineer School. Unless done pursuant to specific written authority, permanently assigned personnel will not:

1. Have purely social dealings with 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 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.

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.

Permanent personnel may not relate to any student any tale, story or incident, whether or not true, indicating financial distress or need of funds for the individual Marine, his family or any other Marine.

Implied in these instructions are the provisions of military law against sexual harassment. Permanent personnel will not only refrain from such conduct, they will actively discourage sexual harassment in any form and any way associated with the School. 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 object was left by students for discovery, he will take the following steps:

- A. Report the incident to the commissioned or warrant officer who is his superior.
- B. 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.
- C. 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.
- D. Any gift or items not accepted by Navy Relief will be disposed of as directed by the Commanding Officer, Marine Corps Engineer School.

Civilian Clothes Policy

During off duty hours, Marines are authorized to wear appropriate civilian 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 (with or without collar)
- Jeans or shorts

- 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:

- Clothing with sexual, racist, obscene, anti-military or drug related printing or designs
- Clothing which is frayed, dirty, or cut-off
- Chains worn as belts
- Tank tops (except at beaches and during physical training)
- Plain green or white undershirt (without pockets) worn as an outer garment

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 sitter, 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
- At Primary Care facility on Gum Branch Road
- At Tricare Service Center at Piney Green Shopping Center

Off-Limits Establishments **Base Order 1620.11E Ch 1**

Several local areas and establishments have been designated as "OFF-LIMITS" by the Commanding General, Marine Corps Base, Camp Lejeune. They are prohibited for use by servicemen. Do not visit these places. They are declared as "OFF-LIMITS" because of unsanitary eating or drinking conditions, harassment policy, unfair business policies toward servicemen, gambling or prostitution. Apprehension in an OFF-LIMITS area is a punishable offense.

CIVILIAN COMMUNITY

UNITED SERVICEMENS' 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 Tallman Street off Highway 17.

CAMP LEJEUNE: EDUCATION COLLEGES AND UNIVERSITIES

Lifelong Learning is the primary education office at Camp Lejeune and offers adult and continuing education opportunities that enhance personal growth and career development. The main office is located at Bldg. 202 mainside.

Programs are available at every academic level, to include basic education, adult high school, pre-college and college, and university courses at the undergraduate and graduate level. A variety of vocational and technical courses and programs are available:

- Coastal Carolina Community College
(910) 451-2391
- Boston University (910) 451-5574
- Campbell University (910) 451-3097
- Marine Corps University (910) 451-9309/
3091, <http://www.mcu.usmc.mil/cce/>
- University of North Carolina at Wilmington
(910) 451-5457
- University of Oklahoma/Cameron
University (910) 451-5266
<http://www.goOU.ou.edu>
- Southern Illinois University
(910) 451-5575
- Webster University (910) 451-4407
<http://www.webster.edu>

SNEADS FERRY

Sneads Ferry is the closest civilian community to Courthouse Bay, accessible by car through the Sneads Ferry Gate on Highway 172. Sneads Ferry offers shopping and several eating places. Annual Shrimp Festival takes place the second weekend in August.
www.sneadsferry.org/shrimpfestival/

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 places.

SWANSBORO

Swansboro is a water-oriented community located on the Intracoastal Waterway and bordering the White Oak River. The ferry to Hammocks Beach State park originates in Swansboro. The Swansboro Mullet Festival is always the second Saturday in October.

OTHER CIVILIAN AREAS

Other cities in close proximity include Kinston and New Bern, (tobacco marketing centers), Tryon Palace historical sites are located in New Bern; Morehead City home of the Annual North Carolina Seafood Festival the first weekend in October, Wrightsville Beach and Myrtle Beach, SC (summer beach resorts); Topsail Beach and Wilmington, NC (seaport and manufacturing center). Wilmington is also the home of USS North Carolina Battleship Memorial.

IMPORTANT PHONE NUMBERS

IMPORTANT PHONE NUMBERS

AREA CODE - 910

DSN - 750 / 751

OFFICER OF THE DAY 450-7570

CHAPLAIN 450-7544

BILLETING OFFICER/SNCO 451-2146/5262

SICK BAY 450-7338/7365/7461

DENTAL 450-7147

RED CROSS (MAINSIDE) 451-2173/2182
AFTER HOURS 1-877-272-7337

CAMP LEJEUNE OPERATOR ASSISTANCE 451-1113

CAMP LEJEUNE DIRECTORY ASSISTANCE 451-1114

MILITARY POLICE (EMERGENCY) 451-2555

VISITORS INFORMATION CENTER 451-2197

POST OFFICE (CHB) 450-7349

HEADQUARTERS AND SERVICE COMPANY

BB-255

COMMANDING OFFICER 450-7326

1ST SERGEANT 450-7555

COMPANY GYSGT 450-7364

COMBAT ENGINEER INSTRUCTION COMPANY

BB-14

COMMANDING OFFICER 450-7579

1ST SERGEANT 450-7108

COMPANY GYSGT 450-7194

DUTY NCO (1ST DECK, BB-255) 450-7190
(AFTER HOURS) 450-7363

UTILITIES INSTRUCTION COMPANY

BB-13

COMMANDING OFFICER 450-7073

1ST SERGEANT 450-7592

COMPANY GYSGT 450-7145

DUTY NCO (1ST DECK, BB-250) 450-7321
(AFTER HOURS) 450-7369

LIBERTY LIMITS MILEAGE

OVER NIGHT 50 MILES

3 DAYS 300 MILES

4 DAYS 600 MILES

CITY	STATE	MILEAGE	CITY	STATE	MILEAGE	CITY	STATE	MILEAGE
AFSC NORFOLK	VA	200	CLARKS VILE	TN	686	MORGANTOWN	WV	548
AKRON	OH	667	CLEVELAND	OH	700	MURFREESBORO	TN	653
ALBANY	GA	544	CLIFTON	NJ	542	NASHVILLE	TN	639
ALBANY	NY	677	COLUMBIA	SC	269	NEW BRITAIN	CT	642
ALEXANDRIA	VA	336	COLUMBUS	OH	640	NEW	NJ	511
ALLENTOWN	PA	516	COLUMBUS	GA	580	NEW HAVEN	CT	612
ALTCONA	PA	510	DAHLGREN LAB	VA	305	NEW LONDON	CT	659
ANDERSON	IN	765	DAM NECK	VA	216	NEW YORK	NY	537
ANDREWS AFB	MD	345	DANBURY	CT	604	NEWARK	NJ	531
ANNISTON	AL	572	DANVILLE	VA	231	NEWPORT NEWS	VA	214
ARLINGTON	VA	340	DANISVILLE	RI	708	NORFOLK	VA	194
ARNOLD	TN	618	DAYTON	OH	667	NORWALK	CT	582
ASBURY	NJ	490	DAYTONA BEACH	FL	554	ORLANDO	FL	602
ATHENS	GA	426	DOVER	DE	386	PANAMA CITY	FL	689
ATLANTA	GA	485	DURHAM	NC	145	PARRIS ISLAND	SC	300
ATLANTIC CITY	NJ	428	EARLE	NJ	490	PATERSON	NJ	544
AUGUSTA	GA	334	EAST ORANGE	NJ	532	PETERSBURG	VA	214
BALTIMORE	MD	380	ELIZABETH CITY	NC	164	PHILADELPHIA	PA	462
BAYONNE	NJ	531	ELIZABETH	NJ	526	PITTSBURG	PA	580
BEAUFORT	SC	287	ELMIRA	NY	639	PORTSMOUTH	OH	545
BECKLEY	WV	390	ERIE	PA	698	POUGHKEEPSIE	NY	614
BELVOIR	VA	327	FAYETVILLE	NC	139	QUANTICO	VA	312
BENNETT	NY	542	FLORENCE	SC	189	RALEIGH	NC	122
BENING	GA	584	FREDRICKSBURG	VA	292	RICHMOND	VA	236
BETHESDA	MD	353	GADSEN	AL	594	ROANOKE	VA	303
BETHLEHEM	PA	515	GAINSVILLE	FL	537	ROCKY MOUNT	NC	123
BINGHAMTON	NY	625	GREENBORO	NC	200	SAVANNAH	GA	329
BIRMINGHAM	AL	628	HAGERSTOWN	MD	407	SCHENECTADY	NY	692
BLANDING CAMP	FL	500	HAMILTON	OH	669	SCRANTON	PA	564
BLUEFIELD	WV	350	HAMPTON	VA	209	SELMA	AL	696
BOLLING AFB	DC	340	HARRISBURG	PA	452	SILVER SPRINGS	MD	351
BRAGG FORT	NC	152	HARTEFORD	CT	650	SPRINGFIELD	MA	677
BRIDGEPORT	CT	595	HIGH POINT	NC	214	SPRINGFIELD	OH	666
BRISTOL	CT	643	HUNTINGTON	WV	498	ST. PETERSBURG	FL	688
BRISTOL	VA	369	HUNTSVILLE	AL	660	STANFORD	CT	574
BROOKLYN	NY	539	INDIAN HEAD	MD	336	SUMTER	SC	222
BRUNSWICK	GA	402	JACKSONVILLE	FL	464	SYRACUSE	NY	699
CAMDEN	NJ	462	JERSEY CITY	NJ	533	TALLAHASSEE	FL	571
CAMERON	VA	335	JOHNSTOWN	PA	541	TAMPA	FL	664
CAMPBELL FORT	KY	694	KINGS BAY	GA	441	TRENTON	NJ	487
CANTON	OH	638	KNOXVILLE	TN	466	TUSCALOOSA	AL	684
CAPE HATTERAS	NC	252	LAKEHURST	NJ	474	VALDOSTA	GA	491
CAPE KENNEDY	FL	614	LANCASTER	PA	454	VIRGINIA BEACH	VA	212
CAPE MAY	NJ	383	LEXINGTON	KY	425	WARREN	OH	656
CARLISE BARRACK	PA	460	LITTLE CREEK	VA	203	WASHINGTON	DC	343
CECIL FIELD	FL	479	LOUISVILLE	KY	696	WATERBURY	CT	626
CHARLESTON	SC	234	LYNCHBURG	VA	260	WHEELING	WV	618
CHARLESTON	WV	446	MACON	GA	482	WILKES BARRE	PA	552
CHARLOTTE	NC	259	MANSFIELD	OH	700	WILMINGTON	DE	431
CHARLOTTESVILLE	VA	303	MARIETTA	OH	532	WINSTON SALEM	NC	227
CHATTANOOGA	TN	557	MAYPORT	FL	489	YORK	PA	428
CHERRY POINT	NC	48	MERIDEN	CT	631	YORKTOWN	VA	227
CINCINNATI	OH	645	MONTGOMERY	AL	643	YOUNGSTOWN	OH	640

NOTES