

## **REPORTING INSTRUCTIONS/CHECK IN PROCEDURES.**

**-GOVERNMENT MESSING AND BILLETING ARE AVAILABLE** for all Students, Sgt – Pvt. Student SNCOs and Officers attending CEIC courses are advised to make reservations at the BOQ ( All Points Inn) by calling 910-456-6747 (Request CHB area first, then Main side facility at 910-456-8554, 2617 Seth Williams Blvd. Camp Lejeune, NC 28547-1309 for temporary availability). Students must receive letter of non-availability if the facilities are fully occupied at both locations by calling CEIC Operation Chief at 910-440-7194.

**-All students will report in with Original Orders, Medical Record, Dental Record, and Command Screening Checklist (signed).** Command Screening Checklist can be obtained online at MCES website.

**-Ensure Students requiring a FITREP have a TD FITREP.** Student attending UBC are not required to have a TD FITREP.

**-Students will report in service "Alpha" uniform.**

**-During Working Hours 0730-1630,** report to Building **BB-12** (MCES Personnel Office) CHB, second building on the right (water side) after turning left at the "Y" at the end of Horn Road (Marines Road). Following Check in at Personnel Office, report to **BB-14** in Alphas to the Company Operations Chief for further guidance.

**-After Working Hours 1630-0730,** report to the AOOD at Building **BB-28** on or before reporting date. Have orders endorsed by AOOD and then report to **BB-14** in Alphas to the Company Operations Chief for further guidance the following morning.