



Marine Corps Combat Service Support Schools Smartbook

Camp Johnson, NC

2024 Edition



Table of Contents



The History of Camp Johnson_____	2
Lejeune Memorial Gardens_____	3
MCCSSS Commander's Philosophy and Guidance_____	4
Commander's Priorities & Policies_____	5
MCCSSS Mission_____	6
MCCSSS Strategic Vision 2022-2025_____	7
Command Organizational Chart_____	8
MCCSSS Organizational Chart_____	9
Financial Management School_____	10
Ground Supply School_____	11
Logistics Operations School_____	12
Personnel Administration School_____	13
Marine Corps Water Survival School _____	14
Marine Training Requirements_____	15
Counseling and Resources_____	16
Additional Resources_____	17
Entry Level Student Accountability_____	18
Marines Awaiting Training (MAT)_____	19
MCCSSS Advisory Groups_____	20
Instructor Certification Process_____	21
Master Instructor Program_____	22
Instructor of the Year Program_____	23
UNCW CTP & USMAP_____	24
Staff and Faculty Development Program_____	25
Facilities & Services_____	26
Camp Johnson Building Location Map_____	27
Camp Johnson Tenant Units & Activities _____	28
Command Events_____	29
Holiday Schedule_____	30
Liberty Information_____	31

The History of Camp Johnson



The 1600-acre tract that comprises Camp Johnson was originally known as Montford Point, named after Colonel James Montford, a civil war veteran whose family traces back to the American Revolution. In January of 1941, the Marine Corps acquired the land to establish the Marine Barracks New River.

On 26 April 1942, Montford Point was opened under the command of Colonel Samuel A. Woods and a select group of staff noncommissioned officers. This group of SNCOs were known as the “Special Enlisted Staff” and their mission was to set up the camp and function as drill instructors for the new recruits. The first African American Marine recruits were selected for their demonstrated leadership and maturity and would be the backbone of the African American SNCO/Drill Instructor. Nearly 20,000 African American recruits were trained at Montford Point until 1949 when the U.S. military became fully integrated.

One of the most famous of the African American recruits was Gilbert “Hashmark” Johnson. Private Johnson would eventually become a drill instructor at Montford Point and later become the Sergeant Major. On 10 April 1974, Montford Point was renamed Camp Johnson in honor of Sergeant Major Johnson.



Today, Camp Johnson is home to six Training and Education Command assets; Marine Corps Combat Service Support Schools, Field Medical Training Battalion-East, the Staff Noncommissioned Officer Academy, the Center for Learning and Faculty Development-East, MAGTF Integrated Training Center-East, Communication Training Center-2 and the Regional Intelligence Training Center-East. In addition to the Branch Medical and Dental Clinics, there are four additional tenant units and the Montford Point Marine Museum.

Lejeune Memorial Gardens



Outside the entrance to Camp Johnson is the site of the Lejeune Memorial Gardens which is home to the Beirut Memorial, the Vietnam Veterans Memorial, the Montford Point Marine Memorial, the 9/11 Memorial, the Corpsmen Memorial, the Eagle, Globe and Anchor Reflection Pool and the Coastal Carolina State Veteran's Cemetery is across the street.

- The Beirut Memorial honors the 273 Marines who lost their lives when a truck bomb destroyed the barracks in Beirut Lebanon.
- The Vietnam Veterans Memorial is dedicated to all men and women who served during the Vietnam War, is the second largest Vietnam Veterans Memorial in the nation and one of only a few that lists the names of all who gave the ultimate sacrifice.
- The Montford Point Marine Memorial honors the first African American Marines who bravely trained here under harsh conditions, separate from their white counterparts. This is the only national memorial to the 20,000 men who served their country here and in combat during World War II.
- The 9/11 Memorial features a beam from the Twin Towers, presented by the police and firefighters of New York to the first troops to invade Iraq following the Tuesday, September 11, 2001 terrorist attacks.
- The Corpsmen Memorial is a tribute of the lasting bond between Marine and Corpsman both on and off the battlefield. The statue, also known as "Doc," depicts a wounded Marine being treated by a Corpsman who is also shielding him from incoming fire.
- The Eagle, Globe and Anchor statue is located at the entryway to the future Museum of the Marine and is the largest 3-D representation of the Eagle, Globe and Anchor statue in the world. Each star on the globe represents places where Marines have routinely deployed.

MCCSSS Commander's Philosophy and Guidance



Col Marshalee E. Clarke

Commanding Officer

Marine Corps Combat Service Support Schools

Be the best version of you. Be your own hero. Don't look too far into the future planning for what you think is to come without fully embracing where you are now and what you need to do now. If you embrace right now and strive to excel personally and professionally, you will be amazed beyond your own expectations of what is to come.

Nelson Mandela said, "There is no passion to be found playing small – in settling for a life that is less than the one you are capable of living."

Perform beyond what is written on paper, because words will always fail to capture what you are truly capable of when your passion for life is at an all-time high.

Commander's Priorities



1. Build Profesional Instructor Cadre
2. Modernized Learning Environment
3. Enhance the Transformation and Quality of Life
4. Facilities sustainment and modernization
5. Force Design and talent management initiatives and implementation
6. Maximize resources
7. Optimize effectiveness

Commander's Policies



1. Entry-level students shall abide by the Statements of Understanding (SOU)s provided by their Formal Learning Centers (FLC).

2. Violations of the signed SOUs can be reported via the appropriate FLC's Chain of Command.

3. Entry-level MCCSSS students are authorized the use of ride-sharing services in order to provide transportation in an approved leave or liberty status. All permanent personnel are prohibited to accept entry-level students in their privately owned vehicles. Exceptions are permitted for official business when safety or welfare of the Marine is at risk.

MCCSSS Mission



1. MCCSSS develops, conducts, and evaluates formal training for officer, enlisted, and civilian students attending resident and non-resident training within the manpower, supply chain management, fiscal, logistics, and water survival career fields in order to provide formal training while enhancing the transformation at the entry, intermediate, and advanced levels providing combat ready warfighters prepared for service in the operating forces and the supporting establishment.

2. Exercise command and control over the four Formal Learning Centers aboard Camp Johnson, as well as the Marine Corps personnel located at three outlying training units: Inter-Service Postal Training Activity at Fort Jackson, South Carolina, the Joint Interoperability and Data Link Training Center at Fort Liberty, North Carolina, and the 5th Battalion, 1st Special Warfare Training Group at Fort Liberty, North Carolina.

3. Provide formal training and program safety oversight for water survival training at the Marine Corps Water Survival School aboard Camp Johnson.

MCCSSS Strategic Vision 2022-2025



MCCSSS Strategic Vision Statement

MCCSSS, as a model learning organization, embraces modern learning methodologies and state-of-the-art technologies focused on the learner in order to foster a culture of continuous learning and innovative professionals dedicated to preparing the next generation of combat service support Marines for service in the Fleet Marine Force and supporting establishment.



Lines of Effort

LOE 1: Build Professional Instructor Cadre

- ☐ **Intermediate Objective 1.1:** Enhance Staff faculty development (Marines/Civilians)
 - ☐ Effect 1: Curriculum developers and instructors implement student-centered learning environment
 - ☐ Effect 2: Staff trained to leverage instructional techniques
 - ☐ Effect 3: Staff trained to leverage instructional technologies
- ☐ **Intermediate Objective 1.2:** Develop talent management communication plan for SFDP and recruitment
 - ☐ Effect 1: Recruit talented staff and faculty (Marines/Civilians)

LOE 2: Modernize Learning Environment

- ☐ **Intermediate Objective 2.1:** Assess, revise & implement Course Descriptive Data and programs of instruction (CDD/POIs) to leverage modern learning tenets
 - ☐ Effect 1: Curriculum that is in line with modernized learning tenets
 - ☐ Effect 2: MCCSSS graduates are more prepared to execute MOS for their grade
- ☐ **Intermediate Objective 2.2:** Learner-centered environment developed and resourced
 - ☐ Effect 1: Innovation requirements identified (people/processes/systems)
- ☐ **Intermediate Objective 2.3:** Foster a culture of lifelong learning
 - ☐ Effect 1: Learning ecosystem provides continual access to learning materials
 - ☐ Effect 2: MCCSSS influences MOS training continuums

LOE 3: Enhance the Transformation and Quality of Life

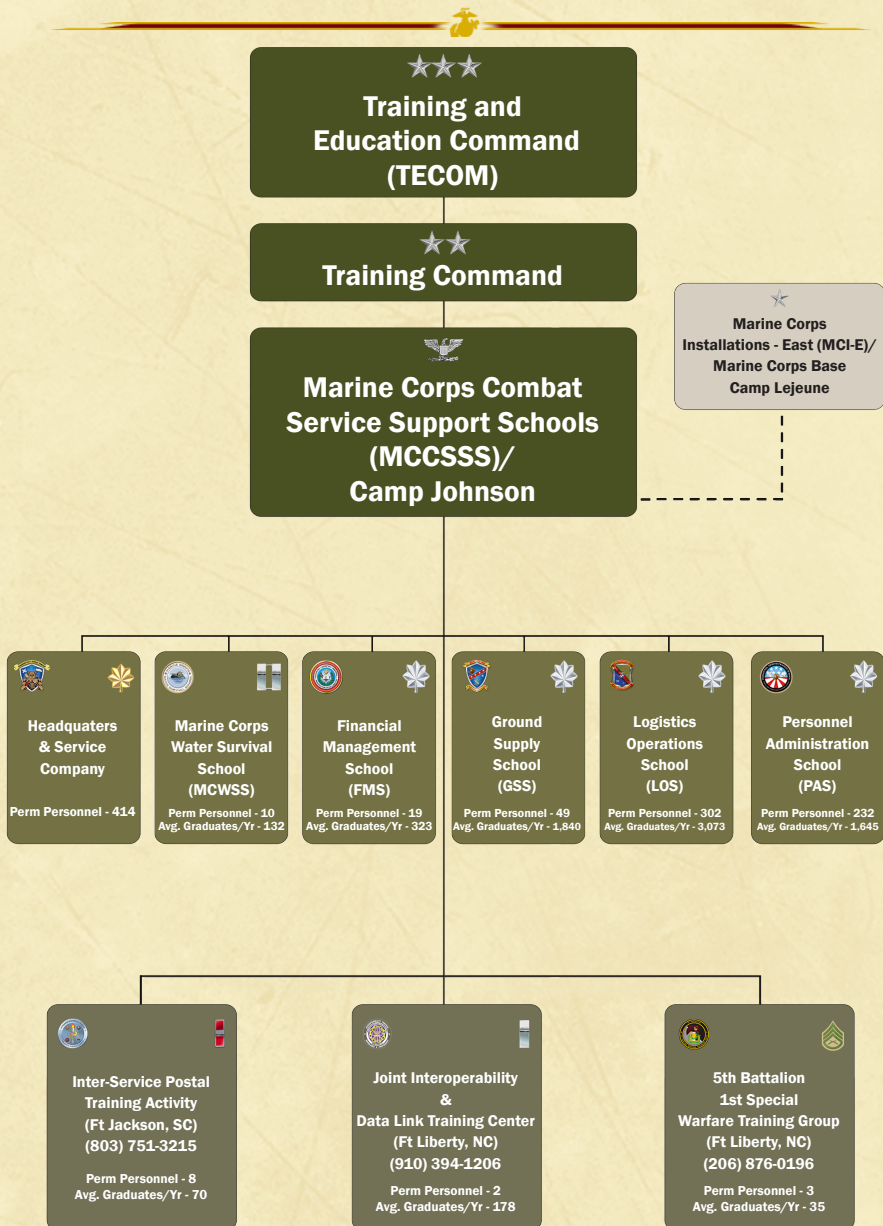
- ☐ **Intermediate Objective 3.1:** Design and implement comprehensive MAT program
 - ☐ Effect 1: MAT Marines provided the tools to succeed in their assigned Formal Learning Center
- ☐ **Intermediate Objective 3.2:** Identify/Implement Quality of Life Initiatives
 - ☐ Effect 1: Morale and discipline of Marines improved
- ☐ **Intermediate Objective 3.3:** Implement Behavioral Health Prevention & Resiliency Initiatives
 - ☐ Effect 1: Marines demonstrate improved resiliency, and decreased behavioral health issues



End State

A modernized learning environment that cultivates increased professionalism and resiliency of staff and learner populations.

Command Organizational Chart



KEY	
Command Authority:	—————
Coordination:	-----

MCCSSS Organizational Chart



Points Of Contact

MCCSSS Command	Commanding Officer	(910) 450-1930	H&S Company	H&S Company Commander	(910) 450-1235
	Sergeant Major	(910) 450-0722		H&S Company First Sergeant	(910) 450-1236
	Deputy Commander	(910) 450-1047		H&S Company Gunnery Sergeant	(910) 450-1234
	Adjutant	(910) 450-1930		S-4 Officer	(910) 450-0839
S-1	Administrative Chief	(910) 450-1046	S-4	Logistics Chief	(910) 450-0066
	Legal Assistant	(910) 450-1117		Facilities Chief	(910) 450-1032
	SACO	(910) 450-0964		MT Operations Chief	(910) 450-1594
	CDO	(910) 378-6181		Maintenance Management Chief	(910) 450-1335
S-3	Operations Officer	(910) 450-1040	UPO	AA&E Officer	(910) 450-0096
	Operations Chief	(910) 450-1041		Safety & Environmental Officer	(910) 450-0066
	Training Officer	(910) 450-1042		Supply Officer	(910) 450-1191
	Training Chief	(910) 450-0399		Supply Chief	(910) 450-0949
S-6	Learning Advisor	(910) 450-0911	S-6	Communications Officer	(910) 450-0994
	Instructor & Faculty Development Admin.	(910) 450-0833		S-6 Chief	(910) 450-1840
	Data Analyst	(910) 450-1849		Wifi Manager	(910) 450-1277
	Academics Officer	(910) 450-0859		Personnel Admin Center Director	(910) 450-0702
COMCAM	Mission Assurance	(910) 450-1241	COMCAM	IPAC SNOIC	(910) 450-0752
	Security Manager	(910) 450-1241		COMCAM Director	(910) 450-0747
	Anti-Terrorism/OPSEC Officer	(910) 450-1241		COMCAM SNOIC	(910) 450-4512

Financial Management School



LtCol Joseph M. Mauro
Commanding Officer
Financial Management School



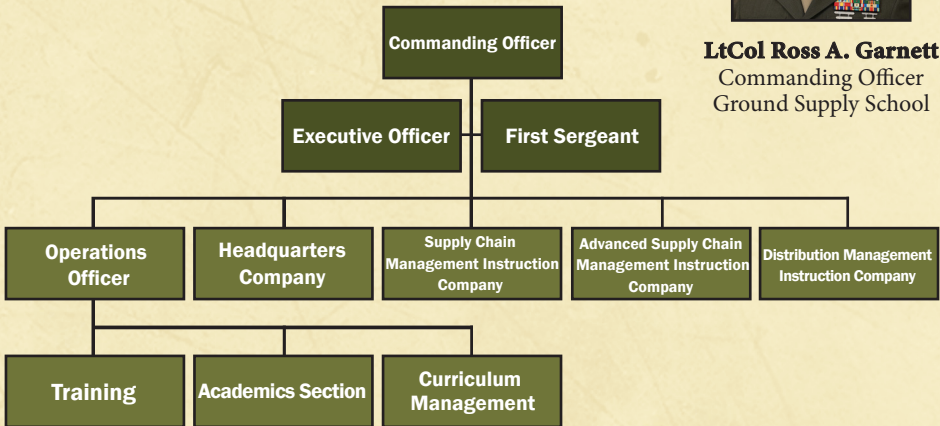
Points Of Contact

Commanding Officer	450-1081	Finance Instructional OIC	450-0512
Executive Officer	450-0452	Officer Instructional OIC	450-1095
First Sergeant	450-1083	Operations Officer	450-1095
Administrative Clerk	450-0243	Academics Officer	450-5354
Comptroller Instructional OIC	450-0764	EO Representative	450-1051/1053
SDO	450-0278	Registrar	450-1087

Ground Supply School



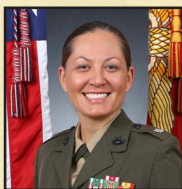
LtCol Ross A. Garnett
Commanding Officer
Ground Supply School



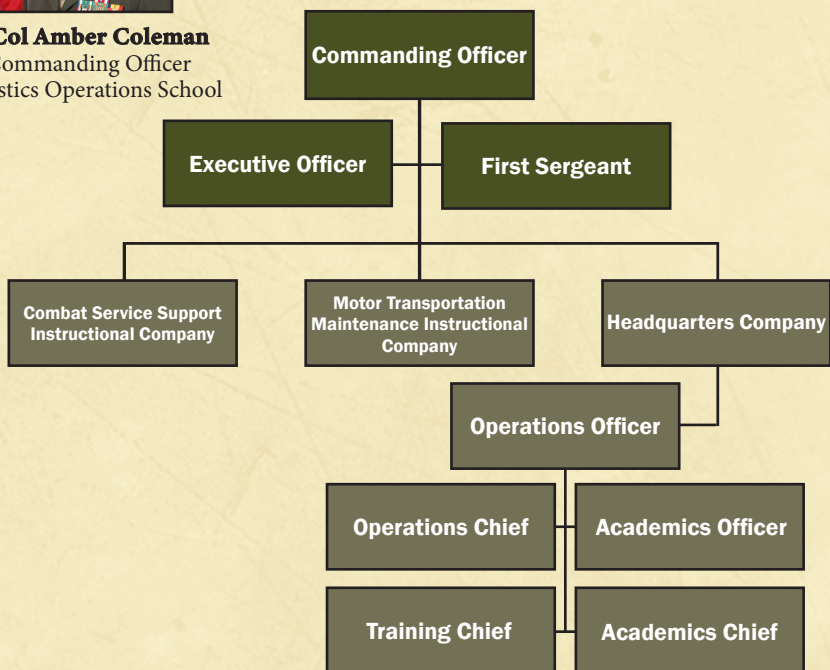
Points Of Contact

Commanding Officer	450-1008	Advanced Supply Chain Management Instruction Company	450-0744
Executive Officer	450-1005		
First Sergeant	450-1000	Distribution Management Instruction Company	450-1939
Operations Officer	450-1007		
Headquarters Company	450-0679	Supply Chain Management Instruction Company	450-0950/1800
Training	450-0926		
Academics Section	450-1230	EO Representative	450-0858
Curriculum Management	450-1006	SDO	450-1967
Registrar	450-1968		

Logistics Operations School



LtCol Amber Coleman
Commanding Officer
Logistics Operations School



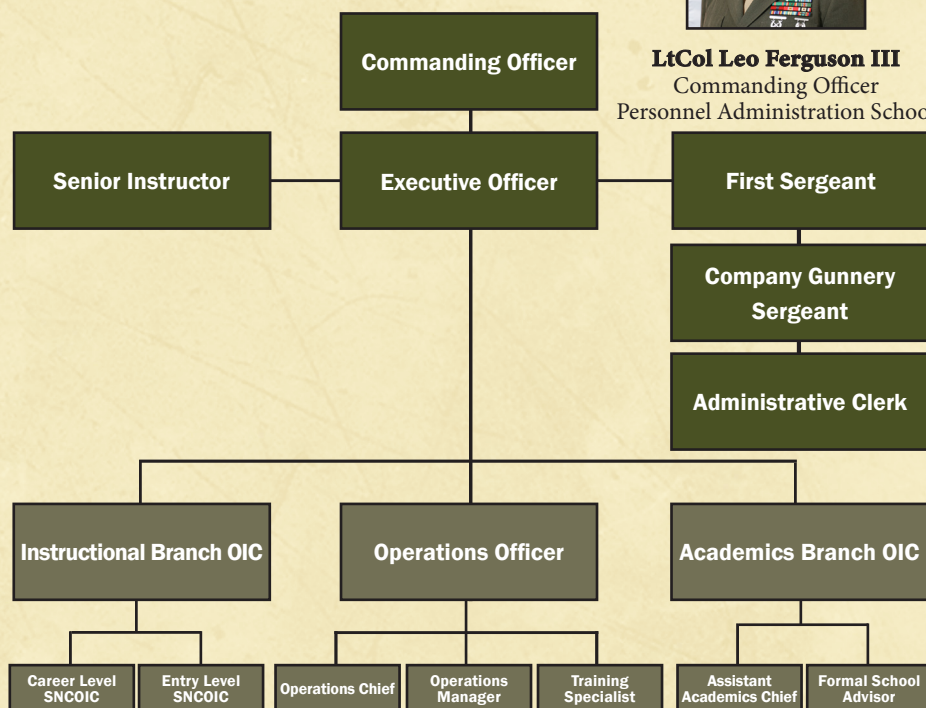
Points Of Contact

Commanding Officer	450-0267	Operations Officer	450-1030
Executive Officer	450-1143	Academics Officer	450-1153
First Sergeant	450-1144	Operations Chief	450-0263
Combat Service Support Instructional Company	450-1813/1032	Training Chief	450-0460
		Academics Chief	450-1153
Motor Transportation Maintenance Instructional Company	450-0186/1295	EO Representative	450-1164
		Registrar	450-1510
Headquarters Company	450-1752/0275	SDO	450-0939

Personnel Administration School



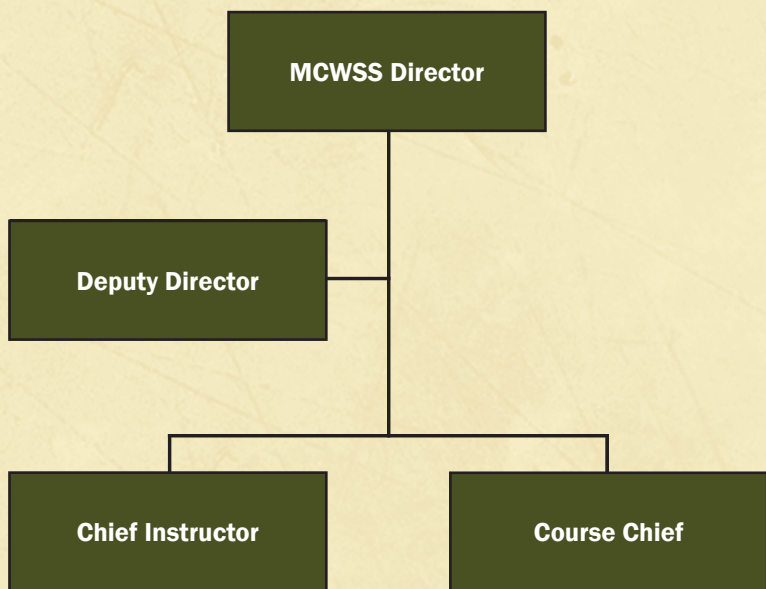
LtCol Leo Ferguson III
Commanding Officer
Personnel Administration School



Points Of Contact

Commanding Officer	450-1167	Academics Branch OIC	450-1070
Senior Instructor	450-1066	Career Level SNCOIC	450-1791
Executive Officer	450-1168	Entry Level SNCOIC	450-1068
First Sergeant	450-1169	Operations Chief	450-0761
Company Gunnery Sergeant	450-0910	Operations Manager	450-0761
Administrative Clerk	450-0832	Training Specialist	450-1855
Instructional Branch OIC	450-1068	Assistant Academics Chief	450-1070
Operations Officer	450-1062	Formal School Advisor	450-1855
EO Representative	450-1067	SDO	450-0229

Marine Corps Water Survival School



Points Of Contact

Director	450-1836	Chief Instructor	450-0095
Deputy Director	450-1954	Course Chief	450-0063

Marine Training Requirements



Training Requirement	Sustainment Interval	Delivery Method
Marine Corps Water Survival Training (MCWST)	WS-B: 2 Years WS-I & WS-A: 3Years	Unit Training
Marine Corps Combat Marksmanship - Rifle	FY	Unit Training
Marine Corps Combat Marksmanship - Pistol	FY	Unit Training
Annual Cyber Awareness/PPI Training	FY	MarineNet
Sexual Assault Prevention and Response (SAPR)	FY	Unit Training
Marine Corps Physical Fitness Program (PFT)	CY	Unit Training
Marine Corps Physical Fitness Program (CFT)	CY	Unit Training
Level 1 AT Awareness Training	CY	Leader-led Training
Counter Intelligence Awareness & Reporting	CY	Leader-Led Training
Marine Corps Operations Security Program (OPSEC)	CY	Leader-led Training
Unit Marine Awareness and Prevention Integrated Training (UMAPIT)	CY	Leader-led Training
Prohibited Activities and Conduct Prevention and Response (PAC)	CY	Unit Training
Marine Corps Records Management	CY	Leader-led Training
Marine Corps Risk Management (Bi-annual)	(2) CY	Leader-led Training
Semi-annual Height/Weight	CY	Unit Training

-Leader-led training is the preferred approach.

-Unit Training is conducted by the parent unit or a support unit subject matter expert. There are varying requirements for instructors and mediums of training.

-MarineNet is a USMC web-based distance learning system with computer-based courses. MarineNet can be accessed at the following link: <https://www.marinenet.usmc.mil/>

-MCCSSS is exempt from completing Chemical, Biological, Radiological and Nuclear Defense Training, therefore is not included in the above listed requirement.

Points Of Contact

MCCSSS Training Officer	450-1042	MCCSSS Training Chief	450-0339
FMS Training Chief	450-0511	LOS Training Chief	450-0460
GSS Training Chief	450-0726	PAS Training Chief	450-0761
MCWSS Training Chief	450-0095		

Counseling and Resources



Emergency Contacts

1. Emergency Services

- 911

2. National Suicide Crisis Lifeline

- 1-800-273-Talk (8255)

- 988 (Press 1)

3. Veteran's Crisis Line

- 1-800-273-8255 (press 1)

CAMP JOHNSON	
Chaplain	757-572-3524
MFLC Turiquita Henderson	910-915-6790
MFLC Rhonda Dunning	910-338-8030
MFLC Tara Debraber	910-444-9167
Resiliency & Wellness	910-450-1114
SARC	910-450-0586
MCCSSS Victim Advocate	910-450-1852
Equal Opportunity Representative	910-450-0752
Equal Employment Opportunity (EEO) Office	910-451-5365
HELPLINES	
Lejeune-New River 24/7 Sexual Assault Support Line	910-750-5852
DOD Safe Helpline	877-995-5247
Camp Lejeune Domestic Violence Helpline	910-376-5675
New River Domestic Violence Helpline	910-376-2155
Suicide and Crisis Lifeline	988
Veterans Crisis Line	988 Press 1 or 1-800-273-7255 Press1
RAINN	800-656-4673
Military One Source	(ENG)800-342-9647/(SPAN)877-888-0727
Onslow Women's Center/Shelter	910-347-4000
COUNSELING / MENTAL HEALTH	
Community Counseling Center (CCC) New River	910-451-2864 (CL)/910-449-6110 (NR)
Community Counseling Program Camp Lejeune	910-451-2864
Mental Health Clinic	910-450-4700
Base Chaplain Duty	910-376-5810
Base Chaplain	910-451-3210 (CL)/ 910-449-6801 (NR)
Family Advocacy Program (FAP)	910-449-9563 (CL)/ 910-449-6110 (NR)
The Vet Center	910-577-1100
Military and Family Life Counseling (MFLC)	910-260-7736 (CL)/910-449-4527 (NR)
FOCUS	910-450-5635(CL)/ 910-499-4527 (NR)
Substance Abuse Program	910-451-2865 (CL)/910-449-5249(NR)
New River Chapel: Chaplain Office	910-449-7500
Jacksonville Vet Center	910-577-1100 / 910-922-4798
Cohen Clinic/Hope for the Warriors	910-388-5232

Additional Resources



HEALTHCARE	
Naval Medical Center Emergency Dept	910-450-4840
Naval Medical Center Camp Lejeune	910-450-4357
MCAS New River Marine Centered Medical	449-6500 x1 For Front Desk
NH 100 Hospital Corps Blvd	910-450-4300
Anita Brown-SAMFE	910-450-4563
GYN Nurse Office	910-449-2579
NMC-scheduling after safe	910-449-2822
Onslow Memorial Hospital	910-577-2345
Onslow County Health Dept	910-347-2154
Community Health-STI Clinic	910-451-6416
Bldg 65, Molly Pitcher Rd	252-764-1431
TRICARE	1-800-444-5445
LAW ENFORCEMENT	
Provost Marshall Office (PMO) (Camp Lejeune)	910-451-2557
Provost Marshall Office (PMO) (New River)	910-449-4248
Criminal Investigation Division (CID)	910-451-2571
NCIS	910-451-8071/8600
Onslow County Sheriff (OCSD)	910-455-3113
Jacksonville Police Department	910-455-1472
LEGAL	
Victims' Legal Counsel	910-451-8519
Camp Lejeune Base Legal	910-451-1903
Onslow County Clerk of Courts	910-478-3600
Onslow County Magistrates Office	910-478-3619
Onslow County District Attorney	910-478-3610
Victim Witness Liaison Officer (VWLO)	910-451-5043 (CL)/910-449-7159 (NR)

Entry Level Student Accountability



SOI-EAST & SOI-WEST

- Transfer Marine via unit diary
- Provide roster to MCCSSS Student Arrival Organizational Mailbox NLT 72 hours prior to arrival
- SOI-East POC: 910-449-0457
- SOI-West POC: 760-725-7492

STUDENTS

- Arrive via bus, commercial vehicles, or air
- Weekday: Check in with ELR
- Weekend: Check in with FLC SDO
- Location: HQ CDO Duty Officer

ELR-HQCO

- Collects and stamps orders
- Reconciles arrivals with SOI roster
- Provides reconciled roster with orders to MCCSSS PAC

MCCSSS PAC

- Complete join entry within 48 hours or receipt of orders

WEEKEND ARRIVALS

- ELR provides CDO and SDOs copies of inbound SOI rosters
- CDO endorses orders and makes logbook entry
- CDO turns new join over to FLC SDO
- FLC SDO reconciles arrivals with SOI rosters
- FLC SDOs provide CDO copy of reconciled rosters
- CDO submits reconciled roster to ELR next working day

FLC MAT SNCOIC

- Receives new joins
- Collects stamped orders from ELR
- Collects reconciled roster from ELR
- Joins Marines via MOL

Marines Awaiting Training (MAT)



Marines arriving to MCCSSS for training in their Military Occupational Specialty (MOS) may not begin their course for varying lengths of time. These Marines are referred to as Marines Awaiting Training (MAT). MCCSSS created a learning experience to sustain the transformation from

civilian to Marine and enhance their learning skills prior to MOS school. This curriculum is divided into four phases and takes place Wednesdays through Fridays. Various experts in their field bring with them valuable lessons and resources to produce Marines who are better prepared for the operating forces.

MAT curriculum includes:

- Resilience
- Life Skills
- Leadership
- Financial Health
- Family Team Building
- Education Programs
- Health and Fitness

Once Marines have completed the four phases of MAT curriculum, they are eligible to test into a course offered by Coastal Carolina Community College. This course, coined Coastal MAT 2.0, is designed to improve the Marines' skills in reading comprehension, communication, and mathematics. MAT graduates still waiting to begin MOS school will also be eligible to participate in other MCCSSS, H&S Company scheduled events.

MCCSSS Advisory Groups



Academic Council

The MCCSSS Academic Council (AC) is a collaborative body that creates and interprets academic policies, provides solutions to academic problem-sets, and supports occupational series 17XX talent management efforts, through shared governance, in order to, effectively integrate learning modernization goals and objectives and action MCCSSS Strategic Vision 2022-2025 academic initiatives. As such, the AC provides recommendations to the Commanding Officer (CO) to improve teaching and learning and therefore the quality of programs of instruction. The AC “core” members shall consist of representation from the MCCSSS S-3 academics section and each FLC (Academics Officer, Formal School Advisor, Assistant Academics Officer, Academics Chief, or MCCSSS Master Instructor). FLC Operations Officers are encouraged to attend, but their attendance is optional, as it is expected that FLC academic representatives will attend with knowledge of their operations related considerations. The AC convenes the second Tuesday of each month (1400-1530), meetings are held in the M-104 classroom. More information may be obtained from the MCCSSS S-3.

Instructor Council

The MCCSSS Instructor Council (IC) provides a venue that enables MCCSSS instructors from across the Command to have a voice, collaborate, and contribute toward addressing issues pertaining to facilitating modernization in instructional methods, learning environment and instructor development. The IC explores and identifies instructional issues, tasks, and initiatives, creates and interprets instructional related policies, provides recommended solutions to instructor related problem-sets, and supports professional development of instructors and talent management efforts through shared governance, in order to, enhance MCCSSS’ quality of formal school training. The “core” members are the Formal Learning Center (FLC) Academics Chiefs, FLC Master Instructors, FLC Instructors of the Quarter/Year, and the FLC personnel who attend the Training Command quarterly Instructor Council meetings. The IC serves as a subordinate forum and feeder to the MCCSSS Academic Council (AC). The IC convenes on a quarterly basis - on the first Tuesday of the third month of each quarter (1300-1430), meetings are held in the M-104 classroom. More information may be obtained from the MCCSSS S-3.

Civilian Advisory Council

Comprised of Marine Corp Combat Support Civilian Department of Defense (DoD) employees, established to enhance Quality of Life across the command civilian workforce. The Civilian Advisory Board ensures the successful execution of the Civilian Workforce Framework aligned with the command’s mission. The Civilian Advisory Council (CAC) fosters executive leadership and commitment to ensure MCCSSS civilians are professionally valued, enabled, and supported. The CAC convenes the second Friday of each month (0900-1000), meetings are held in the M-131 conference room. More information may be obtained from the Director of Civilian Personnel.

Instructor Certification Process



EVENT	CATEGORY
MCCSSS Welcome Aboard Brief (Initial Program Orientation: IOY SFDP MIP)	Orientation (MCCSSS)
Administrative On-boarding Requirements: Complete SOU SAAR Logical Move Misc Admin Requirements Document Review: Orientation to NAVMC 1553.2 MCCSSS Academics SOP FLC SOP T&R Manual SATE Risk Management Training (MarineNet Course)	Orientation (FLC)
Level-Setting the new instructor: -Self-study experiences with support: (Best practice is to do this prior to FLEX) via Learning Facilitator Support Landing Pad Videos: -"Paving The Future"- Invitation and orientation to the Formal Learning Environment at MCCSSS -"A Day in the Life of a Learning Facilitator"-Description of the daily routine of the average MCCSSS facilitator -"MCT Graduate Orientation"- Defining the MCT graduate to prepare the Learning Facilitator to best support/mentor/coach their students Digital Content: -Learning Playbook: Materials to support teaching and learning -MCCSSS Strategic Vision -Making Good Instructors Great(MGIG) Document -Link/reference to MarineNet Moodle Training (How to use Moodle as a Learning Facilitator)	Enrichment Experiences (FLC)
Flex within 120 days of assignment-Required for all instructors - Earlier IDC completion meets requirement, but FLEX encouraged (Phase I Completed at FLC/Phase II completed resident at CLFD). Instructor will require support/assistance from the FLC to successfully complete Phase I.	Formal Course (FLC/CLFD)
Mentoring, shadowing, co-teaching, informal evaluation (feedback for improvement) and formal evaluation for certification	Practicum (FLC)
Cohort Forums: New instructors will participate in at least one meeting after initial assignment as an instructor to MCCSSS and one meeting post-certification(minimum total of 2 meetings)	Cohort Experience (MCCSSS)

Master Instructor Program

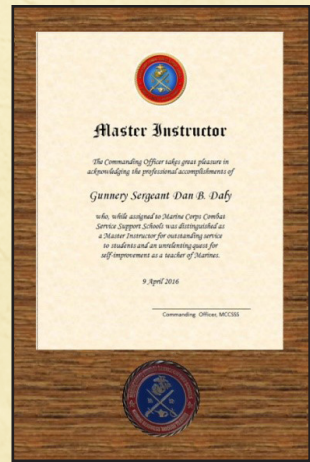


MCCSSS Master Instructor Program (MIP) is a volunteer, competency-based program that encourages professional instructor growth and subsequent demonstrative excellence in teaching in our unique military training environment.

The MIP focuses on developing four instructional-related competencies; Teaching Practices – participants explore and rehearse various teaching and instructional strategies that encourage learner development and performance, Technical Knowledge – participants demonstrate knowledge of respective MOS concepts through meaningful and relevant lesson delivery, Communication – participants employ skills and habits of verbal and non-verbal communication to encourage active learning and interaction, and Instructional Media – the participants demonstrate the ability to select appropriate media to engage the learner and stimulate learning.

The requirements for Master Instructor certification require successful completion of all SFDP courses and development and submission of a professional portfolio. The portfolio essentially demonstrates the candidate's professional growth through timely instructional performance reviews, critique and mentorship, SFDP class attendance and project evaluation, and most importantly, self-reflection of their own teaching practices—to report what they learned and how it was transformed into practice. MCCSSS Academic SOP provides a detailed checklist of all completed documents required for portfolio submission.

The MIP is designed to enhance the knowledge and capabilities of those dedicated instructors seeking to exceed the minimum requirements of mandated instructional professional development to be recognized as accomplishing something beyond the norm.



Point Of Contact

Instructor and Faculty Development Administrator mccsss_academics@usmc.mil	450-0833
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Instructor of The Year Program



The Instructor of the Year (IOY) program is designed to recognize exceptional instructors that are committed to the students' success, self-improvement, and innovation of the learning environment. Each fiscal year (FY), the program selects a winner for each category: Enlisted IOY, Officer IOY, and Civilian IOY. In addition, the program is conducted at two levels: the MCCSSS IOY and the Training Command IOY.

At the End of the FY, each Formal Learning Center (FLC), has the opportunity to select the FLC IOY for each category and submit the winners as nominees to the MCCSSS IOY selected board. Respective guidance for nominee package submission is provided via the MCCSSS Policy Letter 3-22, which was published on July 2022. Winners of the MCCSSS IOY, for each category, are subsequently nominated to the Training Command IOY selection board. Corresponding direction is promulgated via the TRNGCMDO 1650.3, which was published on October 2019.

The election process focuses on professional development, mentorship of students and peers, as well as exemplary achievements implementing modernized learning methodologies. (A 20-minute instructional video is the highlight of the selection process at both levels.)



The coveted MCCSSS IOY Eagle Award can be yours!

MCCSSS Academics Office

mccsss_academics@usmc.mil

450-0859

UNCW CTP



The University North Carolina Wilmington Certified Trainer Program (CTP) provides evidence of the military trainers' continued self-improvement and associated formal training skill development.

As is often the case, formal military-related instructor training is not easily translated or recognized by the private sector, so a university-recognized training certification program was created by the MCCSSS Academics Section and UNCW's Professional and Continuing Education department to bridge the gap between military and civilian mindsets.

Successful completion of all UNCW offered SFDP courses is required to earn UNCW Certified Trainer certification. Students having completed courses prior may request certification on an individual basis through the SFDP program coordinator.

USMAP



The United Services Military Apprenticeship Program (USMAP) provides MCCSSS enlisted instructors with the opportunity to complete a registered apprenticeship program and receive a Department of Labor (DOL) Certificate and journey-worker card.

USMAP has developed a specific Work Processes Schedule (WPS) for military instructors. MCCSSS Order 5001.1 of 6 June 2023 delineates corresponding guidance in support of this program.

Since civilian employers recognize the value of apprenticeships, this program represents a competitive advantage for service members when transitioning to the civilian workforce.

Point Of Contact

Instructor and Faculty Development Administrator mccsss_academics@usmc.mil	450-0833
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Staff and Faculty Development Program



MCCSSS' Staff and Faculty Development Program (SFDP) is designed to promote the professional development of instructors, curriculum developers, and school administrators. SFDP courses are designed to enhance the knowledge and skills previously gained. This is accomplished by introducing our staff and faculty to adult learning methods and techniques currently utilized with success by professional educators from Coastal Carolina Community College (CCCC) and the University of North Carolina at Wilmington (UNCW).

Coastal Carolina Community College (CCCC) Courses

- Instructor Skill Development Program (ISDP)
- Advanced Digital Design for Instructors (ADDI)

University of North Carolina at Wilmington (UNCW) Courses

- Advanced Instructor Presentation & Delivery (AIPD)
- Design & Delivery of Instructor-Led Training (DDILT)
- Effective Teaching Seminar (ETS)
- Evaluation of Testing (ET)
- Mentoring and Monitoring Instructors (MMI)
- Creativity & Innovation (C&I)

SFDP FY-24 Course Schedule:

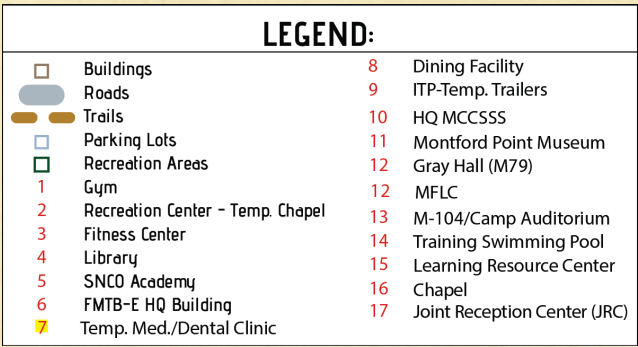
Course	MIP	CTP	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
ISDP	*		11-15			25-29				22-26	
ADDI	*					18-22				8-12	
AIPD	*	*		25-26						18-19	
DDILT	*	*	5-6					7-8			
ETS	*	*				6&27					
ET	*	*		8-9							12-13
MMI	*	*									

Class Offerings per Fiscal Year: Identifies SFDP courses and planned delivery dates. SFDP course seats are reserved on a first-come-first-serve basis; although, personnel enrolled in the MIP have priority.

Facilities and Services



Camp Johnson Marine Mart & Military Clothing	Location: Bldg M-19 Phone: 910-450-1945 Hours: Mon-Fri: 0600-2000; Sat-Sun: 0900-1900
MCX Alterations: Laundry and Dry Cleaners	Location: Bldg M-604 on Co C Street Phone: 910-450-1245 Hours: Mon-Fri: 0830-1630
MCX Barber Shop	Location: Bldg M-424C (REC Center) Phone: 910-450-0753 Hours: Mon-Fri: 0900-1730; Sat: 1200-2200; Sun: 1200-2000
Camp Johnson Single Marine Program	Location: Bldg M-424 (REC Center) Phone: 910-450-1058 Hours: Mon-Fri: 1100-2100; Sat: 1200-2200; Sun: 1200-2000
Papa John's Pizza	Location: Bldg M-424 (REC Center) Phone: 910-450-7272 Hours: Sun-Thur: 1030-2000; Fri-Sat: 1030-2100
Heavenly Brew Cafe'	Location: Bldg M424(REC CENTER) Phone: 910-450-9180 Hours: Mon-Wed: 0700-1330 & 1600-2000; Fri: 0700-1330 only; Sat-Sun: 1000-1700
Camp Johnson Chapel	Location: Bldg M-116 Phone: 910-450-0844 Hours: Protestant Sun @1000, Bible Study Wed @1800, LDS Sun @1500
Camp Johnson Library	Location: Bldg M-607 Phone: 910-450-0844 Hours: Sun-Thurs: 0930-1700(Closed Fri & Sat)
Camp Johnson Post Office	Location: Bldg M-414 Phone: 910-450-0306 Hours: Mon-Tues & Thurs: 0900-1300; Wed: 0900-1300
Camp Johnson Fitness Center	Location: Bldg M-129 Phone: 910-450-1250/1342 Hours: Mon-Fri: 0500-2000(Thurs closed at 1700); Sat: 0800-1600; Sun: 1000-1600
Camp Johnson Indoor Swim Pool	Location: Bldg M-139 Phone: 910-450-0768 Hours: Tues & Thurs: 1130-1230
Outdoor Basketball Courts and General Recreation Areas	Location: East of Co. B Street and Montford Landing Road Hour: No Schedule
New River Fishing Piers	Location: Area 2 Behind Bldg M-105
Montford Point Marine Museum	Location: Bldg M101 Hours: Tues-Thurs: 1000-1700; Sat(2nd and 4th): 1000-1500
Joint Reception Center	Location: Bldg M417 Hours: Mon-Fri: 0730-1630



Camp Johnson Tenant Units & Activities



TECOM ORGANIZATIONS/SCHOOL

Staff NonCommissioned Officer Academy (SNCOA)	910-450-1942
Field Medical Training Battalion - East (FMTB - E)	910-450-0712
MAGTF Integrated Training Center - East (MISTC - E)	910-450-0505
Communication Training Center - 2 (CTC-2)	910-451-2878
Regional Intelligence Training Center - East (RITC - E)	910-450-1706
Center for Learning & Faculty Development - East (CLFC - E)	910-450-0967

NON-TECOM ORGANIZATIONS/SCHOOL

Camp Johnson Branch Medical Clinic (BMC)	910-450-0440
Branch Dental Clinic (BDC)	910-450-0791
East Coast Food Management Team (ECFMT)	910-450-0069
Manpower Information Systems Support Office (MISSO)	910-450-1450
Field Supply & Maintenance Analysis Office - East (FSMAO)	910-450-1204
Marine Corps NonAppropriated Fund Audit Service (MCNAFAS)	910-450-0783
Montford Point Marine Museum	910-430-3247

Camp Johnson Tenant Town Hall (Held Quarterly)

Camp Johnson Deputy Commander	910-450-1047
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Command Events



FY 24	
EVENT	DATE
MCCSSS Marine Corps Ball	4 November
Marine Corps Birthday Run	9 November
Christmas Tree Lighting	1 December
MCCSSS Barracks Bash	13 March
Montford Point Marine Association 5K	17 May
Beach Bash	19 July

FY 25	
EVENT	DATE
MCCSSS Marine Corps Ball	2 November
Marine Corps Birthday Run	8 November
Christmas Tree Lighting	6 December
MCCSSS Barracks Bash	12 February
Montford Point Marine Association 5K	14 May
Beach Bash	13 August

Holiday Schedule



FY 24		
Event	Day Off	Return Date
Columbus Day	6-9 October	10 October
Veteran's Day	9-13 November	14 November
Thanksgiving Day	22-26 November	27 November
Christmas Day	22-26 December	27 December
New Year's Day	28 Dec- 1 Jan	2 January
MLK Birthday	11-15 January	16 January
President's Day	16-20 February	21 February
Memorial Day	24-28 May	29 May
Juneteenth	18-19 June	20 June
Independence Day	3-7 July	8 July
Labor Day	30 Aug- 4 Sept	4 September

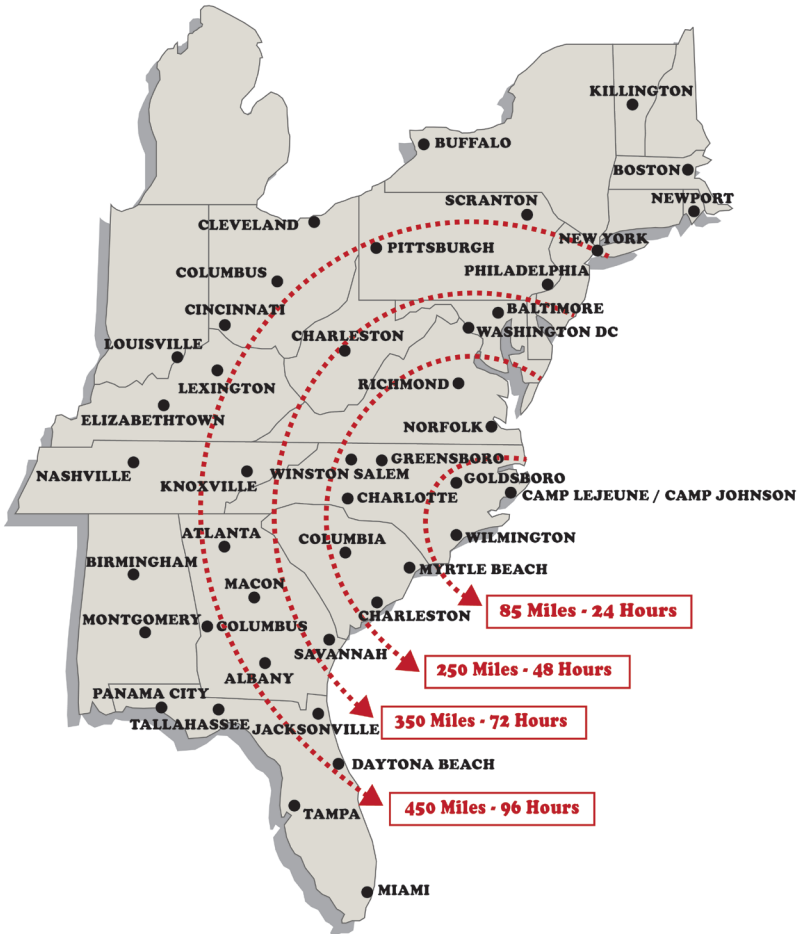
FY 25		
Event	Day Off	Return Date
Columbus Day	11-14 October	15 October
Veteran's Day	8-12 November	13 November
Thanksgiving Day	27 Nov. - 1 Dec.	2 December
Christmas Day	23-26 December	27 December
New Year's Day	28 Dec- 1 Jan	2 January
MLK Birthday	17-21 January	22 January
President's Day	14-18 February	19 February
Memorial Day	23-27 May	28 May
Juneteenth	18-22 June	23 June
Independence Day	2-6 July	7 July
Labor Day	29 Aug- 2 Sept	3 September

Liberty Information



BOUNDARIES FOR LIBERTY

Marine Corps Combat Service Support Schools



Departure and Leave Times

Mode of Travel	Area of Leave	Departure Time	Return Time
Personal Operated Vehicle (POV)	Local	1630 (Weekdays) 0800 (Weekends)	0800 (Weekdays) 0800 (Weekends)
POV	Outside of Local Area	1201 (Weekdays) 0800 (Weekends)	1200 (Weekdays) 1200 (Weekends)
AIR / TRAIN / BUS / BOAT	Local / Outside of Local Area	1630 (Weekdays) 0800 (Weekends)	0800 (Weekdays) 0800 (Weekends)

***DISCLAIMER: THE MAP ABOVE IS AN APPROXIMATE ESTIMATE OF THE LIBERTY BOUNDARIES. IF YOU HAVE ANY QUESTIONS CONSULT WITH YOUR CHAIN OF COMMAND. ANY TRAVEL OUTSIDE THESE LIBERTY BOUNDARIES WILL REQUIRE AN OUT-OF-BOUNDS REQUEST.**

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This image shows a single sheet of cream-colored paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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