



UNITED STATES MARINE CORPS
COLLEGE OF ENLISTED MILITARY EDUCATION
MARINE CORPS UNIVERSITY
3078 UPSHUR AVE
QUANTICO, VIRGINIA 22134-5067

1500
MCU/CEME
14 May 21

From: Director, Senior Enlisted Academy
To: First Sergeants Course Attendees

Subj: LETTER OF INSTRUCTION FOR FIRST SERGEANTS COURSE 3-21

Ref: (a) MCO 1553.4B
(b) MARADMIN 516/20

Encl: (1) Coordinating Instructions
(2) Covid Screening
(3) Map of Quantico

1. Situation. The Commandant of the Marine Corps has directed that a formal course of instruction be provided for all newly promoted First Sergeants and the First Sergeant selects. This course will facilitate the transition from Gunnery Sergeant to First Sergeant.

2. Mission. College of Enlisted Military Education will conduct the First Sergeants Course to provide instruction covering the duties and responsibilities of a First Sergeant at MCB Quantico, VA, from 21 June to 02 July 2021.

3. Coordinating Instructions. Travel, billeting, uniform, and additional information are located in Enclosure (1).

4. Points of Contact. Submit all student inquiries to:

a. The Senior Enlisted Academy, MCU_seniorenlistedacademy@usmcu.edu
703-432-5542

/s/
C. N. BELL

**1stSgt Course 3-21
Coordinating Instructions**

Leaders,

Congratulations on your selection and upcoming attendance of First Sergeant Course 3-21. Please follow the enclosed directions and call should you have any questions.

I am looking forward to meeting each of you. We are the senior enlisted leaders of the Marine Corps. We have a duty and obligation to support our commanders in the successful execution of their duties, regardless of the element of the MAGTF to which you are assigned.

This course is very time intensive. We expect you to follow through with the many details of this letter and its enclosures. It is your responsibility to clear your calendar of other commitments during their duration.

Your official travel day is 20 June 2021. The first day of class is 21 June 2021.

Course Dates/Times:

Check-in: All attendees will be in the Woodland Marine Corps Combat Utility Uniform at Lecture Hall, located on the third floor of Warner Hall.

- **Course Check-in:** 0700-0745 on 21 June 2021
- **Course Start:** 0800 on 21 June 2021
- **Course Graduation:** 1230 on 02 July 2021

Note: No attendees will be released early from graduation to make a flight. Plan return flights with travel and traffic in mind.

Location of the Course:

Lecture Hall one, Warner Hall, 3057 Morell Ave, Quantico, VA 22134

Funding: Travel/Per Diem is funded by Formal Schools Training Section (FSTS). Rental cars will not be funded; however, individual units are encouraged to authorize rental cars using unit appropriation data. World Wide Travel (WWT) will process all DTS orders three working days before the course start date.

Billeting Information: You must first attempt to make your reservations at Liversedge Hall; if no rooms are available, they will issue a statement of non-availability in the form of a 6-digit pin. Suppose they are booked to their maximum occupancy. In that case, you must next attempt to make reservations with The Inns of the Corps, Quantico (previously known as The Crossroads) before reserving a room at any other hotel off base - which needs to be reserved using CTO if possible. If Liversedge Hall does not have available rooms, it is your responsibility to obtain a statement of non-availability from Liversedge Hall upon arrival in Quantico. Contact information is listed below; make your reservations as soon as possible.

Note: If the attendee has already made reservations at another location other than Liversedge hall and they will not issue a letter of non-availability because a room has come available, immediately notify SEA staff. At no time should the attendee move locations.

Liversedge Hall
(703) 784-3149
15 Liversedge Dr, Quantico, VA 22134
<https://www.quantico.marines.mil/Offices-Staff/G-4-Logistics/Bachelor-Housing-Branch/>
(703)784-3149 or (703)432-1341

Inns of the Corps Quantico
(703)630-4444
3018 Russell Road, Quantico, VA 22134
<http://www.quantico.usmc-mccs.org/inns-of-the-corps/?mobileFormat=false>

Communications: Marine Corps University is a "bring your own device" campus, and wireless internet is available throughout the university campus. Printing capabilities are located in the Gray Research Center. There will be limited access to NMCI computers during the course.

Uniform Requirements:

- Woodland, Marine Corps Combat Utility Uniform (MCCUU).
- Service Charlies.
- Suit (female equivalent).
- We encourage you to bring your All-Weather Coat or Gore-Tex top.
- Reflective gear (is required while conducting PT adjacent to roads aboard MCB Quantico).

Professional Dinner: The professional dinner requires a suit; the event provides an opportunity for the 1stSgt to interact with senior Sgts Maj while eating.

Friday uniform of the day: MCU wears Service Charlies on Friday. All students will be required to wear Service Charlies on Friday to include graduation.

Orders: TAD orders will be non-reporting. A detaching endorsement letter will indicate that messing was not available.

Training Schedule: You will be provided a training schedule upon check-in. Marines can expect classes to start at 0700 and end at 1700 on most days.

Physical Fitness: There is a gym facility on-site that is available for student use.

Student Expenses: \$32.00 to cover the cost of the meal at the professional dinner.

1stSgt Course Student Screening

1. To protect our students, instructors, and staff, we are requesting that everyone self-screens before checking in and at check-in. Please complete the following questionnaire:

REMINDER: Please wash your hands or use alcohol-based hand sanitizer when entering and exiting the classroom.

2. Have you come in contact with any individual that has been identified as a person known to have COVID-19, someone presumed to have COVID-19, **OR** someone being tested for COVID-19? _____ Yes _____ No

3. Have you come in contact with anyone in your household with any of the symptoms (listed below)?

- Fever _____ Yes _____ No
- New or Change in Cough _____ Yes _____ No
- Shortness of Breath
- New or Change in Sore Throat _____ Yes _____ No
- Nausea / Vomiting _____ Yes _____ No

4. Have you had any symptoms in the last 48 hours (listed below)?

- Fever or Chills _____ Yes _____ No
- Cough _____ Yes _____ No
- Short of Breath/Difficulty breathing _____ Yes _____ No
- Fatigue _____ Yes _____ No
- Muscle or Body Aches _____ Yes _____ No
- Headache _____ Yes _____ No
- Recent Loss of Taste or Smell _____ Yes _____ No
- Sore Throat _____ Yes _____ No
- Congestion _____ Yes _____ No
- Nausea/Vomiting _____ Yes _____ No
- Diarrhea _____ Yes _____ No

5. If you answer yes to any of the above please **STOP** and notify medical.

Sign: _____ Date: _____

