



UNITED STATES MARINE CORPS
STAFF NONCOMMISSIONED OFFICER ACADEMY
MARINE CORPS BASE HAWAII
BOX 63062
KANEHOE BAY, HAWAII 96863-3062

In reply refer to:
1000
MCU/CEME
21 Mar 19

From: Director, Staff Noncommissioned Officer Academy, MCBH
To: E-8 Seminar Attendees

Subj: LETTER OF INSTRUCTION FOR 2019 FIRST SERGEANT AND MASTER
SERGEANT REGIONAL SEMINAR MARINE CORPS BASE HAWAII

Ref: (a) MCO 1553.4B
(b) MARADMIN 495/18

Encl: (1) Coordinating Instructions
(2) Map of MCBH

1. Situation. The Commandant of the Marine Corps has directed that a formal course of instruction be provided for all First Sergeants and Master Sergeants. Seminars will include briefs in the following areas: operations, personnel, leadership, training, joint operations, regional trends, and ongoing initiatives within our Corps.
2. Mission. The Director, Marine Corps Base Hawaii Staff Noncommissioned Officer Academy, will host the Seminar for Marine Corps Base Hawaii from 8 to 12 July 2019.
3. Coordinating Instructions. Travel, billeting, uniform, and additional information is located in Enclosure (1).
4. Points of Contact. Submit all student inquiries to:
 - a. Director: 1stSgt Leon S. Parker, (808) 257-2600,
leon.parker@usmc.mil
 - b. Deputy Director: GySgt Stephen P. Patterson, (808) 257-2560,
stephen.patterson@usmc.mil
 - c. Administration Chief: Cpl Victor E. Johnson, (808) 257-3109,
victor.e.johnson@usmc.mil

L. S. PARKER

**First Sergeant Master Sergeant Regional Seminar
Coordinating Instructions**

Leaders,

Please follow the enclosed directions and utilize points of contact, 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 we are assigned.

The Enlisted College expects you to follow-through with the many details of this letter and its enclosures. This course is your required PME, therefore it is your responsibility to clear your calendar of other commitments during its duration. If there is a problem doing that, we need to know sooner rather than later.

The reporting day of the course is 8 July 2019. Please arrange for travel accordingly.

Course Dates/Times:

Check-in: Check-in for all attendees is 0730 on 8 July 2019, in the Green MarPat uniform at the Staff Noncommissioned Officer Academy, Marine Corps Base Hawaii.

- **Seminar convene date:** 0730 on 8 July 2019
- **Seminar end date:** 1300 on 12 July 2019

Note: Schedule return flights after 1700 on 12 July 2019. Do not make earlier flight arrangements without pre-approval from the Director, SNCOA.

Location of the Course:

Marine Corps Base Hawaii,
BL. 224, HI 96734
Refer to map in Enclosure (2)

Funding: Lodging and travel arrangements are the responsibility of the Marine's parent command and will be in accordance with the most current Joint Travel Regulation Publication.

Billeting Information: Block reservations have been made on your behalf at the Five Palms aboard MCBH. Identify yourself as a part of the E-8 Regional Seminar while making reservations. If you attempt to reserve a room after all reservations have been filled call the Inns of the Corps Hawaii for a reservation.

Five Palms:
(808) 257-2409
503 Nimtz Rd, Kailua, HI 96734

Inns of the Corps Hawaii:
(808)254-2806
6534 G St, MCBH, HI, 96863
<http://mccshawaii.com/lodge/>

Enclosure (1)

**First Sergeant Master Sergeant Regional Seminar
Coordinating Instructions**

Communications: Computer and Wi-Fi access will not be provided however personal hotspots and tablets/computers are encouraged.

Uniform/Equipment Requirements:

- The uniform of the day Monday through Friday is the Green MarPat uniform.
- Aloha Crisp or business casual will be the attire for the formal social events (1) set will be sufficient.
- Reflective gear is required while conducting PT adjacent to roads aboard MCBH.
- It is recommended to bring a laptop/notebook or tablet.

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

Training Schedule: You will be provided a training schedule upon check-in. Marines can expect classes to start at approximately 0730 and end at approximately 1630 on most days.

Physical Fitness: Physical training is not on the training schedule. However there are fitness facilities aboard MCBH that are available, the hours are 0400-2359. Weekends 0500-2359.

Student Expenses:

- A conference fee (cash only, covering the professional dinner) will be collected on 9 July 2019. The amount for the dinner will be approximately 60 dollars. The price may be adjusted based on the number of Marines that attend the Seminar.
- First Sergeant/ Master Sergeant of Marines T-Shirts will be available for purchase for 12 dollars. The T-shirts are an optional expense.

