



UNITED STATES MARINE CORPS
STAFF NONCOMMISSIONED OFFICER ACADEMY
MARINE CORPS BASE HAWAII
BOX 93062
KANEHOE BAY, HAWAII 96863-3062

IN REPLY REFER TO:
1500
Dir
22 Mar 19

From: Director, Staff Noncommissioned Officer Academy Hawaii
To: Unit Senior Enlisted

Subj: LETTER OF INSTRUCTION FOR THE COMMAND-SPONSORED CORPORALS
COURSE "EDUCATE THE EDUCATOR" SEMINAR 1-19

1. Situation. In support of a proactive and supportive role to the units aboard Marine and Joint Bases Hawaii, SNCOA Hawaii will host a Command-Sponsored Corporals Course "Educate the Educator" seminar in order to ensure that unit-led cadres are best supported and prepared to execute the prescribed Program of Instruction (POI).

2. Mission. Staff Noncommissioned Officer Academy (SNCOA) Hawaii conducts a Command-Sponsored Corporals Course "Educate the Educator" seminar from 9-11 July 2019 at the SNCOA, building 224, Marine Corps Base Hawaii, in order to educate, train, and impart best practices to the future and existing staff members of unit-led corporals courses across the island.

3. Execution

a. Director's Intent. My intent is to provide the future and existing staff of unit-led corporals courses the tools and skills necessary to develop and refine the teaching methods, academic testing management, and necessary course strategies required to ensure the successful execution of the POI at the unit-level.

b. Concept of Operations. The "Educate the Educator" seminar is a three-day event led by the Corporals Course Regional Cadre Manager and Faculty Advisors of SNCOA Hawaii. A range of scripted topics, open discussions, and student-led classes will be executed IOT facilitate seminar objectives. The target audience for the seminar is the current or projected SNCOICs, Chief Instructors, and instructors of unit-led corporal's courses.

c. Coordinating Instructions.

(1) Submit nominations no later than 1630/28 Jun 2019.

(2) Uniform for the seminar is woodland MARPAT utilities with sleeves rolled. Students are required to bring their own personal laptop.

4. Administration and Logistics.

a. Maximum amount of participants is 54 Marines.

Subj: LETTER OF INSTRUCTION FOR THE COMMAND-SPONSORED CORPORALS
COURSE "EDUCATE THE EDUCATOR" SEMINAR 1-19

b. Nominations are based off of a system that allows adequate participation by all commands. The breakdown is as follows:

- (1) MAG-24: 15
- (2) 3d Mar Reg: 15
- (3) MCAS/HQBN, MCBH: 10
- (4) MARFORPAC: 5
- (5) 3d Rad BN: 3
- (6) 1/12: 3
- (7) CLB-3: 3

c. Nominations will only be accepted from a member of the unit's training section or unit senior enlisted.

d. Attendees will provide their own note taking material.


e. Attendees will be provided a disk with materials not already contained on the CAC-enabled CEME website.

f. Attendees will receive a certificate of completion upon conclusion of the seminar. There is no course completion code to accompany this seminar.

5. Command and Signal.

a. All nominations will be submitted to the Regional Cadre Manager, SNCOA Hawaii, Staff Sergeant Leslie Durden, by e-mail at leslie.durden@usmc.mil. The Marine may also be contacted at 257-2560.

b. All questions concerning the program of instruction or training schedule should be directed to the Regional Cadre Manager, SNCOA Hawaii.



L. S. PARKER