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MSGID/GENADMIN/CG EDCOM PRES MCU QUANTICO VA//

SUBJ/ANNOUNCEMENT OF THE FY21 FIRST SERGEANT AND MASTER SERGEANT  
REGIONAL SEMINAR DATES//

REF/A/MCO 1553.4B//

REF/B/MARADMIN 391-07//

REF/C/MCBUL 5200//

REF/D/JTR//

NARR/REF A IS MCO 1553.4B, PROFESSIONAL MILITARY EDUCATION.

REF B IS MARADMIN 391/07, CHANGES TO ENLISTED PROFESSIONAL MILITARY  
EDUCATION REQUIREMENTS.

REF C IS THE MARINE CORPS DIGITAL SIGNATURE AND ENCRYPTION POLICY.//

REF D IS THE JOINT TRAVEL REGULATIONS

POC/LUTCH/GYSGT/CEME MCU/LOC: (703)432-5293/EMAIL:

MCU\_CEME@USMCU.EDU//

GENTEXT/REMARKS/1. Situation. Parts of this MARADMIN are still under review.

However, the dates and POCs below are correct and approved. If you have any questions  
please contact the above POC or your regional academy listed below.

2. Mission. SNCOAs will sponsor the First Sergeant and Master  
Sergeant Regional Seminars at the locations and dates indicated in  
paragraph 3.

3. Execution.

Location	Seminar Dates	Nominees Due	Allocations
MCB Quantico	5 Oct - 9 Oct 20	18 Sep 20	100
Camp Lejeune	7 Dec - 11 Dec 20	20 Nov 20	100
Camp Pendleton	7 Dec - 11 Dec 20	20 Nov 20	120
Camp Pendleton	25 Jan - 29 Jan 21	8 Jan 21	120

Camp Butler	17 May - 21 May 21	30 Apr 21	150
MCB Hawaii	17 May - 21 May 21	30 Apr 21	25
Camp Lejeune	16 Aug - 20 Aug 21	30 Jul 21	100
Camp Pendleton	16 Aug - 20 Aug 21	30 Jul 21	240

3.a. Due to the current COVID-19 operating environment, the Enlisted College may adjust seats to maintain social distancing requirements or may cancel a seminar prior to commencement. Command are highly encouraged to maintain communication with the POCs listed in paragraph 5 to received the most up-to-date information. If seat are reduced or a seminar is canceled the hosting SNCO Academy will only contact the affected commands.

allocation adjustments.

### 3.b. Seminar Registration

3.b.1. The Marine Corps Training Information Management System (MCTIMS) is not utilized for the registration of the First Sergeant and Master Sergeant Regional Seminar. The seminar does not meet the requirements established by Training and Education Command to be listed as a course within MCTIMS.

3.b.2. In accordance with reference (c), request command G-3 or S-3 representatives provide a list of nominees, by digitally signed email, to include full name, grade, last five of Electronic Data Interchange Personnel Identifier, military occupational specialty, phone number, email address, and complete unit address to the respective SNCOA point of contact (POC) listed in paragraph 5, no later than 16 days prior to the convening date of the respective seminar date.

3.c. Attendees must be First Sergeants or Master Sergeants or selectees (Active or Reserve) who have not previously attended.

3.d. All attendees will report to the designated seminar no

later than 0730 on the respective seminar convene date.

#### 4. Administration and Logistics.

4.a. All quotas received by the SNCOA from major subordinate commands will be assigned on first-come, first-serve basis. Upon receipt of Marines' information, the respective SNCOA POC will confirm, via email, the attendee's seat. SNCOA will not normally exceed the total number of allocated seats established or accept additional nominees after the 16-day nomination due date outlined in paragraph 3.

4.b. Lodging, travel arrangements, and rental vehicles are the responsibility of the Marine's parent command and will be in accordance with the most current Joint Travel Regulation Publication (REF D).

4.c. Funded, non-reporting orders are the responsibility of the Marine's parent command. Indicate on orders that government quarters and messing are not available.

4.d. A conference fee is required to be paid by seminar attendees. This fee is nonrefundable and is not reimbursable through Defense Travel System. Separate correspondence will be disseminated by the host SNCOA to all registered attendees prior to the commencement of the seminar regarding conference fees.

4.e. Uniform Requirements: The uniform for the seminar is the Marine Corps Combat Utility Uniform and appropriate seasonal service uniform. The host academy may disseminate additional uniform requirements prior to the commencement of the respective seminars.

#### 5. Command and Signal.

5.a. POCs for the regional SNCOAs are as follows:

5.a(1) MCB Quantico. Sergeant Major Christopher L. Griffith,

christopher.griffith@usmc.mil, (703) 784-3138. Master Gunnery Sergeant  
Julio R. Melendez, julio.melendez@usmc.mil, (703) 784-3246. Staff Sergeant  
Jordan A. Johnson, jordan.a.johnson@usmc.mil, (703) 784-5793.

5.a(2) Camp Pendleton. Sergeant Major Jason E. Haney,  
jason.e.haney@usmc.mil, (760) 725-4077. Master Gunnery Sergeant Eduardo  
Espinal, eduardo.espinal@usmc.mil, (760) 725-4590. Staff Sergeant Vivian  
L. Hayden, vivian.hayden@usmc.mil, (760) 763-0217.

5.a(3) Camp Lejeune. SNCOA.LEJEUNE@usmc.mil, (910) 450-1942/1945.

5.a(4) Camp Butler. Sergeant Major Jason B. Hammock,  
jason.hammock@usmc.mil, DSN (315) 623-4912; Master Gunnery Sergeant Ieremia  
K. Pa'U, ieremia.pau@usmc.mil, DSN (315) 623-4970; Staff Sergeant George M.  
Crans, george.crans@usmc.mil, DSN (315) 623-4799.

5.a(5) MCB Hawaii. First Sergeant Leon S. Parker, leon.parker@usmc.mil,  
(808) 257-2600. Master Sergeant Rick Mystic, roger.nelson@usmc.mil,  
DSN (808) 257-2650.

5.b. Request individual commands forward G-3 or S-3 POC information  
to the SNCOA POC as soon as identified. Specific seminar and  
regional SNCOA information can be obtained at the following website:  
[https:\(slant\)\(slant\)usmcu.edu/ceme](https://(slant)(slant)usmcu.edu/ceme).

6. Released authorized by lieutenant General Lewis A. Craparotta,  
Commanding General, Marine Corps Training and Education Command.//

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