

UNITED STATES MARINE CORPS
ENLISTED PROFESSIONAL MILITARY EDUCATION
MARINE CORPS UNIVERSITY
QUANTICO, VA 22134

Senior Enlisted Course

Marine Corps University Enlisted Professional Military Education

Student Information Packet



Purpose of the Senior Enlisted Course

- To equip senior-level Marines with the critical thinking and adaptability skills necessary to function at the operational-level of war.
- To enhance the Marines' abilities to act independently as enlisted assistants to the commander in all administrative, technical and tactical requirements of the organization.

Senior Enlisted Course Admission

Prerequisites:

- ⇒ E8 – E9
- ⇒ Enrollment in the Joint SEPME Course (on-line)
- ⇒ Nomination by MARFOR Sergeants Major
- ⇒ Completion of an E8 Seminar
- ⇒ Completion of 1stSgts Course for 1stSgts and SgtsMajor

Marine Corps SNCO Creed

I am a Staff Noncommissioned Officer in the United States Marine Corps. As such, I am a member of the most unique group of professional military practitioners in the world. I am bound by duty to God, Country, and my fellow Marines to execute the demands of my position to and beyond what I believe to be the limits of my capabilities.

I realize I am the mainstay of Marine Corps discipline, and I carry myself with military grace, unbowed by the weight of command, unflinching in the execution lawful orders, and unswerving in my dedication to the most complete success of my assigned mission.

Both my professional and personal demeanor shall be such that I may take pride if my juniors emulate me, and knowing perfection to lie beyond the grasp of any mortal hand, I shall yet strive to attain perfection that I may ever be aware of my needs and capabilities to improve myself. I shall be fair in my personal relations, just in the enforcement of discipline, true to myself and my fellow Marines, and equitable in my dealing with every Marine.



TRAINING MODULES

LEADERSHIP:	34.0 Contact Hours
WARFIGHTING:	77.0 Contact Hours
LOGISTICS:	16.0 Contact Hours
ADMINISTRATION:	13.0 Contact Hours
PROFESSIONAL COMMUNICATIONS:	36.0 Contact Hours
TRAINING MANAGEMENT:	22.0 Contact Hours

LEADERSHIP

34.0 Hours

Military Professional Ethics:	7.0 Hours
Laws of War:	2.0 Hours
Equal Opportunity:	2.0 Hours
Senior Role in Assessing Misconduct:	2.0 Hours
Fitness Reports - "Your Role":	2.0 Hours
Combat Operational Stress:	2.0 Hours
Investigations:	2.0 Hours
Military Legal Justice:	4.0 Hours
Suicide Awareness/Prevention	2.0 Hours
Sexual Physical Assault:	2.0 Hours
Domestic Violence:	2.0 Hours
Enlisted PME:	2.0 Hours
Command Climate:	2.0 Hours
Mentoring:	1.0 Hours

DESCRIPTION

- The leadership module focuses on the senior enlisted advisor's responsibility to provide timely and accurate information to commanders as well as the responsibility to provide sound guidance to junior Marines.
- As senior enlisted advisors, students will analyze their roles within the command to:
 - Assess misconduct.
 - Influence command climate.
 - Understand and promote positive ethics.
 - Assess a combat operational stress program.
 - Provide guidance on performance evaluations.
 - Ensure equal opportunity exists within the command.
- This module will also focus on:
 - Providing timely and accurate guidance to commanders on legal matters and command investigations.
 - Establishing an education program that will allow all enlisted Marines to complete their PME requirements (by grade) so as to be qualified for promotion.
 - Mentoring junior and senior Marines.
 - Assisting Marines with family resource capabilities available through Marine Corps Community Services.

These resource capabilities address the following issues:

- Sexual Physical Assault
- Casualty Assistance
- Family Readiness
- Suicide Awareness/Prevention

LEARNING OUTCOME

Discuss the senior enlisted advisor's leadership role to assist the commander.

EDUCATIONAL OBJECTIVES

- Discuss experiences with the Combat Operational Stress program to determine appropriate responses available to the command in assisting Marines.
- Explain the senior enlisted advisor's role in the performance evaluation process.
- Discuss the senior enlisted advisor's role to influence the command climate.
- Provide recommendations on assessing misconduct.
- Review command investigations to provide recommendations and guidance to the commander.
- In small groups, discuss how to implement successful Suicide Awareness/Prevention, Equal Opportunity, Casualty Assistance and Sexual Physical Assault programs within the command.
- Analyze enlisted PME promotion requirements by grade.
- Discuss Military Professional Ethics.
- Evaluate responses to the Laws of War survey.

WARFIGHTING

77.0 Hours

Command & Control/Maneuver:	1.0 Hours
Fires:	1.0 Hours
Coin/Dispersed Operations:	2.0 Hours
MAGTF Amphibious Operations:	2.0 Hours
Warfighting Lab:	2.0 Hours
MCDP-1, Warfighting:	2.0 Hours
Marine Corps Planning Process:	42.0 Hours
Operational Culture learning:	2.0 Hours
Command and Control (C-2):	14.0 Hours
Marine Corps Aviation:	3.0 Hours
Marine Corps Intelligence:	3.0 Hours
Irregular Warfare	2.0 Hours
Combat Conditioning	1.0 Hours

DESCRIPTION

- The warfighting module focuses on the senior enlisted advisor's ability to participate in the unit's warfighting functions.
- The students will gain a better understanding of their warfighting functions and participate as members of an OPT within the MCPP.
- The students will receive an overview on current Command and Control Systems.
- The students will conduct practical application exercises within a COC.
- Students will exercise their planning actions using Barbary Sword and provide after action reviews to evaluate the effectiveness of their actions.
- The students will have an understanding of future operations, concepts and intelligence activities.
- The students will receive an update on the current political and cultural climate of Afghanistan.
- The students will receive a presentation on the six functions of Marine Corps Aviation.
- Students will receive a brief on Irregular Warfare.

LEARNING OUTCOMES

Participate in the unit's warfighting functions.

EDUCATIONAL OBJECTIVES

- Explain the major components of MCDP-1.
- Discuss the ethical and legal dimensions of warfighting in a cross-ethical environment.
- Participate in the Marine Corps Planning Process.
- Demonstrate an understanding of the electronic Command and Control systems.
- Participate in all aspects of a Command and Control Operations Center.
- Discuss strategic and tactical steps toward success in Afghanistan.

LOGISTICS

16.0 Hours

Logistics Exam:	1.0 Hours
Tactical Logistics:	1.0 Hours
Operational Logistics:	2.0 Hours
Warfighting Log Perspective:	4.0 Hours
MAGTF Log Relationships:	2.0 Hours
Supporting Relationships:	1.0 Hours
Future Logistics:	1.0 Hours
Logistics and Leadership:	4.0 Hours

DESCRIPTION

- The logistics module focuses on the senior enlisted advisor's role in understanding and providing recommendations to ensure adequate logistical support for their unit.
- Students will be introduced to tactical and operational logistics planning requirements.
- They will also be familiarized with logistical support functions and requirements to support the MAGTF.

LEARNING OUTCOMES

Examine logistical considerations to the commander.

EDUCATIONAL OBJECTIVES

- Explain logistics at various levels of the MAGTF.
- Identify the six functions of tactical and operational-level logistics in support of MAGTF operations.
- Analyze the impact of logistics on the other five warfighting functions.
- Apply the Marine Corps Planning Process to operational logistics.
- Define the Combined, Joint, Interagency, and USMC service-level concepts that support the full range of military operations.

ADMINISTRATION

13.0 Hours

Personnel Evaluations:	3.0 Hours
Promotion System:	2.0 Hours
Total Force System (MCTFS):	1.0 Hours
PCRs/SIRs:	1.0 Hours
Records Evaluation:	2.0 Hours
Inspector General:	2.0 Hours
Personnel Assignments Process:	2.0 Hours

DESCRIPTION

- The administration module focuses on the senior enlisted advisor's responsibility to provide timely and accurate information to commanders as well as to provide sound guidance to junior Marines.
- Review and evaluate a Marine's Official Military Personnel file.
- Students will analyze their responsibilities to:
 - Identify what information is submitted into the Marine Corps Total Force System and reporting requirements.
 - Ensure promotion policies are maintained and understood.
 - Recognize the Inspector General program, policies and current trends.
 - Effectively manage the Marine Corps personnel assignments process and how it will affect their Marines.

LEARNING OUTCOMES

Evaluate and understand the unit's administrative responsibilities.

EDUCATIONAL OBJECTIVES

- Discuss the senior enlisted advisor's role in the administrative process.
- Peer-evaluate a set of Official Military Personnel files and compare assessments with peers.
- Communicate, orally and in writing, an enlisted Marine's promotion brief to peers.
- Navigate the Marine Corps Total Force System.
- Assess required information when submitting a PCR or SIR.

PROFESSIONAL COMMUNICATIONS 36.0 Hours

Professional Communications: 26.0 Hours
Media Relations/Public Affairs: 10.0 Hours

DESCRIPTION

- The communications module focuses on the ability to write and speak effectively.
- Place concise writing and speaking abilities, as well as on the use of proper English mechanics.
- Students will write eight point papers, present four oral briefs, participate in three case studies, and take part in numerous guided discussions.
- Students will conduct two media interviews.
- Students will complete a Myers-Briggs type indicator survey.
- Students will read writing assignments to the class word-for-word in order to highlight the differences between speaking and writing.
- Students will receive one-on-one writing instruction.
- Students will participate in peer-editing sessions.

LEARNING OUTCOME

Professionally communicate on various contemporary military issues.

EDUCATIONAL OBJECTIVES

- Analyze contemporary military issues, orally and written.
- Discuss the relationship among Information Operations, Strategic Communications and Public Affairs.
- Communicate the Marine Corps' message to the media.
- Develop personal and professional communication skills.
- Revise writing assignments.
- Employ critical thinking strategies to evaluate reading assignments.
- Discuss writing trends and strategies that will improve writing skills.

TRAINING MANAGEMENT

22.0 Hours

Unit Readiness Planning

22.0 Hours

DESCRIPTION

- The training module focuses on the senior enlisted advisor's ability to understand unit training requirements and to provide guidance to ensure training complies with units METLs and pre-deployment requirements.
- As senior enlisted advisors, students will analyze a unit TEEP to ensure METLs and pre-deployment requirements are scheduled appropriately.
- In this module, students will review a unit's T/O and mission statement.
- Students will also assess and determine the proficiencies and deficiencies of a unit's training plan.
- This module provides students with detailed guidance, to include training standards to address within a mid-range training plan.
- Students will participate in the training process by assisting each other with training schedules and plans.

LEARNING OUTCOMES

Evaluate your unit's combat readiness through the unit readiness planning process.

EDUCATIONAL OBJECTIVES

- Provide recommendations to enhance unit training based on an analysis of mid-term and long-term training schedules.
- Identify what a T&R event is and how it works as it relates to supporting requirements, and sustainment intervals.
- Develop a METL and a mission statement.
- Identify missions within a long-range training plan.
- Convert a mid-range training plan to a long-range training plan.
- Develop a short-range training plan.
- Accurately evaluate a unit's ability to perform an assigned mission.

MISCELLANEOUS

7.0 Hours

Admin Time

7.0 Hours

READING ASSIGNMENTS:

- COMADANT'S VISION AND STRATEGY 2025
- MCDP-1 WARFIGHTING
- MCDP-3 EXPEDITIONARY OPERATIONS
- MCDP-4 LOGISTICS
- MCDP-6 COMMAND AND CONTROL
- MCWP 5-1 MARINE CORPS PLANNING PROCESS
- MCDP-2 INTELLIGENCE

WRITING ASSIGNMENTS:

- WRITING ASSIGNMENT #1. TOPIC TBD
 - Three to four page essay assigned on T-2.
 - Due on T-6.
- WRITING ASSIGNMENT #2. TOPIC TBD
 - Three to Four page essay assigned on T-6.
 - Due on T-12.
- INFORMATION PAPER TOPIC TBD
 - One to two page point paper assigned on T-7.
 - Due on T-10.
- WRITING ASSIGNMENT #3. TOPIC TBD
 - Three to four page essay assigned on T-12.
 - Due on T-18.
- INFORMATION PAPER TOPIC TBD
 - One to two page point paper assigned on T-13.
 - Due on T-16.
- WRITING ASSIGNMENT #4. TOPIC TBD
 - Three to Four page essay assigned on T-18.
 - Due on T-24.

GUIDED DISCUSSIONS:

- MCDP-1 WARFIGHTING
- AFGHANISTAN CULTURAL CLIMATE
- EQUAL OPPORTUNITY
- ADMIN SEPARATIONS
- MILITARY PROFESSIONAL ETHICS
- SEPME/EWS STUDENT EXCHANGE
- FAMILY READINESS
- WOUNDED WARRIORS
- SEXUAL ASSAULT/PREVENTION
- AFGHANISTAN OPERATIONS
- LAW OF WAR
- LEADERSHIP CHALLENGES FACING THE CORPS TODAY
- OPERATIONAL AND TACTICAL LOGISTICS
- BATTLEFIELD ETHICS
- MARINE CORPS STAFF PLANNING
- COMBAT OPERATIONAL STRESS
- SUICIDE AWARENESS/PREVENTION

CASE STUDIES:

- HUNT FOR GERONIMO
- WARFIGHTING LOGISTICS PERSPECTIVE ROAD TO HABBANIYA
- MY LAI

INDIVIDUAL PRESENTATIONS:

- MEDIA RELTIONS INTERVIEWS
- ORAL DEBATE
- MARINE CORPS PLANNING PROCESS PRESENTATIONS
- MEDIA RELATIONS INTERVIEWS
- 12 MINUTE ORAL PRESENTATION TOPIC TO BE DETERMINED

