

# Enlisted Professional Military Education Opportunities



United States Marine Corps  
Marine Corps University Enlisted  
Professional Military Education  
26 Sept 2016

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## United States Marine Corps Lance Corporal Leadership and Ethics Seminar

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**Course Overview:** The Lance Corporal Leadership and Ethics Seminar provides a quality, seminar experience for every lance corporal in the Marine Corps to empower them as guardians of our Marine ethos and better prepare them for success as intellectually, physically, and morally fit leaders with the the NCO corps.

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**Course Description:** During the seminar, lance corporals explore topics introduced in Leading Marines and Sustaining the Transformation in a resident-like environment facilitated by Seminar Leaders. Lance corporals experience educational best practices and adult learning methodologies that promote critical thinking and ethical decision-making.

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**Course Prerequisites:**

- Must be a lance corporal
- Completion of MarineNet course EPME3000AA "Leading Marines."

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**Registration:** Commands are responsible for running the course including registration. For more information refer to MARADMIN 521/14

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**Contact Information:** **USMC Enlisted Professional Military Education:**  
Phone: Course Coordinator (703) 432-5286  
Address:  
EPME  
2041 South St  
Quantico VA, 22134  
Website: <https://vcepub.tecom.usmc.mil/sites/edcom/epme/lancecorporals/default.aspx>



# United States Marine Corps

## 7 cfdcfUg Course

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**Course Overview:** The Corporals Course provides students with the basic knowledge and skills necessary to be successful small-unit leaders. The intent is for corporals to conclude the course with a feeling of confidence in their leadership abilities. They should also graduate with a belief that their course experience has been worthwhile.

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**Course Description:** The course focuses on instructor facilitation and mentoring via practical application and evaluation of the student's ability to master specific tasks. The Corporals Course is mastery/non-mastery design. All performance evaluations will be evaluated using the rubrics provided with the courseware material and students will be given ample opportunity to master these subjects.

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**Course Prerequisites:**

- Must be a corporal
- Must complete MarineNet course EPME4000AA

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**Registration:** Commands are responsible for running the course including registration. For more information, refer to MARADMIN 521/14

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**Regional Academy contacts:**

**North Eastern Region- Quantico**  
SNCOIC- GySgt Chavarria, Amber T.  
Phone- (703) 432-5438  
email- amber.chavarria@usmc.mil

**North Western Region- 29 Palms**  
SNCOIC- GySgt Marrero, Anthony  
Phone- (760) 830-8684  
email- anthony.marrero@usmc.mil

**South Eastern Region- Camp LeJeune**  
SNCOIC- GySgt Jacobsen, Carl J.  
Phone- (910) 450-0172  
email- carl.jacobsen@usmc.mil

**South Western Region- Camp Pendleton**  
SNCOIC- GySgt Watkins, Maurice  
Phone- (760) 725-2906  
email- maurice.watkins@usmc.mil

**West Pacific Region- Kaneohe Bay Hi**  
SNCOIC- GySgt D'Andrea, David P.  
Phone- (808) 257-1338  
email- david.dandrea@usmc.mil

**Far East Pacific- Okinawa**  
SNCOIC- GySgt Dorley, Joe  
Phone- DSN (315) 623-3097  
email- joe.dorely@usmc.mil

**USMC Enlisted Professional Military Education:**

Phone: Course Coordinator (703) 432-5286

Address:

EPME

2041 Broadway St

Quantico VA, 22134

Website: <https://vcepub.tecom.usmc.mil/sites/edcom/epme/corporals/default.aspx>



# United States Marine Corps Sergeants Course

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**Course Overview:** The Sergeants Course is designed for all Marine Corps sergeants regardless of MOS. The course content is established to support the unit commander and build the necessary leadership and warfighting skills within the target population. Sergeants attending this course receive education that allows them to perform the duties of a small unit leader and provides an introduction to the duties of a platoon sergeant.

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**Course Description:** Instruction places emphasis on leadership development, warfighting, administration and communication skills necessary to lead Marines in combat and builds upon the knowledge gained in the distance education program.

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**Course Prerequisites:**

- Must be a sergeant
- Must complete MarineNet course EPME5000AA
- Must be within Marine Corps Body Composition Program standards
- Must have a completed Command Screening Checklist (NAVMC 11580)

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**Course Dates:**

- Active Component - See Maradmin 448/16 for FY 17 course dates for each academy -
- Reserve Component - See Maradmin 438/16 for FY 17 course dates for each academy

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**Registration:** Complete command screening checklist (NAVMC 11580). Register through your S-3.

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**Academy Contacts:**

**USMC Enlisted Professional Military Education:**

Phone: Course Coordinator (703) 432-5286  
Address:  
EPME  
2041 South St  
Quantico VA, 22134  
Website: <http://www.mcu.usmc.mil/epme/SitePages/Sergeants.aspx>  
**NAVMC 11580:** [http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC\\_11580\\_EF\\_\\_12594.pdf](http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC_11580_EF__12594.pdf)



# United States Marine Corps Career Course and Career Course Seminar

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**Course Overview:** The Career Course is designed for all Marine Corps staff sergeants regardless of MOS. The course content is established to support the unit commander and build the necessary leadership and warfighting skills within the target population. Staff sergeants attending this course receive education that allows them to perform the duties of a small unit leader as well as the duties of a platoon sergeant.

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**Course Description:** Instruction places emphasis on leadership development, warfighting skills for the staff sergeant to function as a platoon sergeant, lead Marines in combat, assess and develop individual subordinate leaders, and develop junior grade officers.

---

**Course Prerequisites\*:**

- Must be a staff sergeant or staff sergeant select
- Must complete MarineNet course EPME6000AA
- Must be within Marine Corps Body Composition Program standards
- Must have a completed Command Screening Checklist (NAVMC 11580)

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\*Note: Prerequisites are the same for the Career Course and the Career Course Seminar

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**Career Course Dates:** - Active Component - See Maradmin 448/16 for FY 17 course dates for each academy.  
- Reserve Component - See Maradmin 438/16 for FY 17 course dates for each academy.

**Seminar Dates:** - See Maradmin 450/16 for seminar dates.

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**Course Registration:** Complete command screening checklist (NAVMC 11580). Register through your S-3

**Seminar Registration:** Complete command screening checklist (NAVMC 11580). Units forward nominations to the Regional Chief Instructors

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**Career Course Seminar Contacts:**

<b>Regional Chief Instructor, Camp Pendleton:</b> Harrison Tanksley Phone: (760) 763-8426 Email: harrison.tanksley.ctr@usmc.mil	<b>Regional Chief Instructor, Camp Lejeune:</b> Timothy Weber Phone: (910) 451-2183 Email: timothy.weber.ctr@usmc.mil
<b>Regional Chief Instructor, Quantico:</b> Patrick Tracy Phone: (703) 432-5259 Email: tracyp@davisdefense.com	<b>Regional Chief Instructor, Miramar:</b> Sylvester Daniels Phone: (619) 524-1710 Email: sylvester.daniels.ctr@usmc.mil
<b>Regional Chief Instructor, Pensacola:</b> Chris Marvin Phone: (850) 452-9460 Email: marvinc@davisdefense.com	<b>Regional Chief Instructor, Fort Worth:</b> Richard Royce Phone: (817) 782-3227 Email: richard.royce.ctr@usmc.mil
<b>Regional Chief Instructor, Hawaii:</b> James Werth Phone: (808) 257-1165 Email: james.werth.ctr@usmc.mil	<b>Regional Chief Instructor, Okinawa:</b> Scott Ueker Phone: DSN (315) 654-2500 Email: scott.ueker.ctr@usmc.mil

**USMC Enlisted Professional Military Education:**  
Phone: Course Coordinator (703) 432-5286  
Address:  
EPME  
2041 South St  
Quantico VA, 22134  
Website: <http://www.mcu.usmc.mil/epme/SitePages/Career.aspx>

**NAVMC 11580:** [http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC\\_11580\\_EF\\_\\_12594.pdf](http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC_11580_EF__12594.pdf)



## United States Marine Corps Advanced Course

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**Course Overview:**

The Advanced Course is designed for all Marine Corps gunnery sergeants regardless of MOS. Course content is established to support the unit commander and build the necessary leadership and warfighting skills within the target population. The instruction builds upon the knowledge gained in the distance education program and the Career Course while placing emphasis on those skills necessary to lead Marines in combat.

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**Course Description:**

Instruction places emphasis on warfighting and leadership skills for the gunnery sergeant to function as a watch chief and company gunnery sergeant, lead Marines in combat, mentor junior Marines, and develop company grade officers.

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**Course Prerequisites:**

- Must be a gunnery sergeant or gunnery sergeant select
- Must complete MarineNet course EPME7000AA or have completed 8200 MCI prior to 1 Jul 2012
- Must be within Marine Corps Body Composition Program standards
- Must have a completed Command Screening Checklist (NAVMC 11580)

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**Course Dates:**

- Active Component - See Maradmin 448/16 for FY 17 course dates for each academy -
- Reserve Component - See Maradmin 438/16 for FY 17 course dates for each academy

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**Registration:**

Complete command screening checklist (NAVMC 11580). Register through your S-3.

---

**Academy Contacts:****USMC Enlisted Professional Military Education:**

Phone: Course Coordinator (703) 432-5266

Address:

EPME

2041 South St

Quantico VA, 22134

Website: <http://www.mcu.usmc.mil/epme/SitePages/Advanced.aspx>

**NAVMC 11580:** [http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC\\_11580\\_EF\\_\\_12594.pdf](http://www.mcu.usmc.mil/epme/EPME%20Documents/NAVMC_11580_EF__12594.pdf)



# United States Marine Corps Senior Enlisted Professional Military Education (SEPME) Course

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**Course Overview:** This course is designed to equip Marines in the ranks of master sergeant and first sergeant with critical thinking and adaptability skills necessary to function at the operational and strategic levels of war.

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**Course Description:** SEPME is a five-week course of instruction, containing 225 academic hours. Students should expect to have homework assignments on most evenings. Students can expect to complete many reading and writing assignments, and deliver several oral presentations. The course is located at the Marine Corps University on Marine Corps Base Quantico, VA. Students are required to complete several pre-work assignments.

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**Course Dates:** See MARADMIN 429/16 for FY 17 dates

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**Course Prerequisites:**

- Must be a master sergeant, first sergeant or select
- Nominated by MARFOR Sergeant Major
- Active secret clearance
- Completion of the E8 Seminar
- Completion of the First Sergeant Course (1stSgt only)
- Completion of the nonresident Senior Enlisted Joint Professional Military Education Course (SEJPME) ([www.jfsc.ndu.edu](http://www.jfsc.ndu.edu))
- Submit a USMC professional resume. Resume format can be found at:  
<http://www.mcu.usmc.mil/enlistedPME/Pages/SEPME.aspx>
- Must be within Marine Corps HT/WT/PFT/CFT standards

**NOTE:** No waivers will be accepted for the course prerequisites.

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**Pre-work Requirements:** Upon successful registration, **and no earlier than 45 days prior to the course start date**, students will receive a welcome aboard package with detailed instructions regarding the pre-work requirements. Course pre-work requirements are modified for each class. Listed below is a general description of the course pre-work requirements a future student can expect:

- Readings:** All students will be required to read the publications listed below:
- MCDP 1: (Read the entire publication)
  - MCDP 2: (Pages 21-29)
  - MCDP 3: (Pages 64-67, 94-99)
  - MCDP 4: (Pages 64-67, 72-75)
  - MCDP 5: (Pages 55-59)
  - MCDP 6: (Pages 1-32)
  - MCWP 5-1: (Pages 1-1 through 7-2)
  - CMC's 2012 Report to Congress

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**Master Brief Sheet:** All students will be required to download and submit their Master Brief Sheets.

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**Course Registration Process:**

Submit the following information via your chain of command to your MARFOR Sergeant Major:

- Requested class number
- Name, rank, last 4, MOS
- Professional resume
- Maradmin 429/16 for more information

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**Class Allocations:**

Class allocations for each MARFOR:

Allocations	
MCCDC	08
MARFORCOM	12
MARFORPAC	17
MARFORRES	04
MARSOC	02
MCICOM	06
NAVY	01
JOINT	01
OTHER	01

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**Funding:**

Funding for active duty Marines is provided by HQMC (WWT). Funding for reserve Marines is provided by MARFORRES G-3. Rental cars will not be funded by HQMC; however, individual units are encouraged to authorize funds for rental cars using their own appropriation data.

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**Contact Information:****USMC Senior Enlisted Academy:**

Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542

Email: [scott.hamm@usmc.mil](mailto:scott.hamm@usmc.mil) or [mcu\\_sepme@usmc.mil](mailto:mcu_sepme@usmc.mil)

Address:

Senior Enlisted Academy

3078 Upshur Ave

Quantico VA, 22134

Website: <http://www.mcu.usmc.mil/epme/SitePages/Senior%20Enlisted.aspx>

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# United States Air Force Senior Noncommissioned Officer Academy (AFSNCOA)

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**Course Overview:** The AFSNCOA broadens students' institutional competencies by focusing on the following areas: Communication, Joint War Fighter; Operational Manager, and Military Professional. The academy conducts an innovative program for senior noncommissioned officers from across the Department of Defense and select senior enlisted members from allied nations.

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**Course Description:** The AFSNCOA is an intense six-week course comprised of the following core areas: military professional, joint war fighter, operational manager, senior communicator, and combined operations. The academy is located at Maxwell AFB (Gunter Annex), Alabama.

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**Course Dates:** See MARADMIN416/16 for FY 17 dates.

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**Course Prerequisites:**

- Must be a master sergeant or first sergeant
- Nominated by MARFOR Sergeant Major
- Completion of the E-8 Seminar
- Completion of the First Sergeant Course (1stSgts only)
- Completion of the nonresident Senior Enlisted Joint Professional Military Education Course ([www.jfsc.ndu.edu](http://www.jfsc.ndu.edu))
- Submit a USMC professional resume. Resume format can be found at: <http://www.mcu.usmc.mil/enlistedPME/Pages/SEPME.aspx>

**NOTE:** No waivers will be accepted for the course prerequisites

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**Pre-work Requirements:** Read the welcome aboard package.

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**Course Registration Process:** Submit the following information via your chain of command to your MARFOR Sergeant Major:

- Requested class number
- Name, rank, last 4, MOS, gender, race, date of rank, end of current contract
- Professional resume
- See Maradmin 416/16 for more information

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**Funding:** Funding for active duty and reserve Marines is provided by HQMC (WWT). Rental cars will not be funded by HQMC; however, individual units are authorized to fund rental cars using their own appropriation data.

---

**Contact Information:** **USMC Senior Enlisted Academy:**  
Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542  
Email: [scott.hamm@usmc.mil](mailto:scott.hamm@usmc.mil) or [mcu\\_sepme@usmc.mil](mailto:mcu_sepme@usmc.mil)  
Address:  
Senior Enlisted Academy  
3078 Upshur Ave  
Quantico VA, 22134

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**AFSNCOA Student Liaison:** BMCS(SW) Geno J. Grausam  
U.S. Navy Liaison/Instructor  
U.S. Air Force Senior NCO Academy  
550 McDonald Street  
MAFB – Gunter Annex, AL 36114  
Phone: (334) 416-1529, or DSN 596-1529  
Email: [gene.grausam@maxwell.af.mil](mailto:gene.grausam@maxwell.af.mil)  
Website: <http://www.au.af.mil/au/barnes/sncoa/>

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# United States Navy Senior Enlisted Academy (NAVSEA)

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**Course Overview:** The Navy Senior Enlisted Academy (NAVSEA) educates senior enlisted leaders in communication skills, leadership and management, national security affairs, Navy programs, and physical fitness.

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**Course Description:** NAVSEA is an eight-week distance learning followed by a three-week course of instruction, located in Newport, RI. The class is divided into small study groups to allow a free exchange of ideas, share professional experiences, debate problem solving issues, and foster self-confidence and team building. This course is academically challenging with weekly quizzes, cumulative exams, four essay-type papers, and five oral presentations. The curriculum specifically addresses the following areas: communication skills, leadership, organizational behavior, national and international studies, and brilliance on the basics. During your time at the SEA, you can anticipate extensive reading, writing, self-study, and public speaking.

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**Course Dates:** See MARADMIN 454/16 for FY 17 dates

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**Course Prerequisites:**

- Must be a master sergeant or first sergeant
- Nominated by MARFOR Sergeant Major
- Completion of the E8 Seminar
- Completion of the First Sergeant Course (1stSgts only)
- Completion of the nonresident Senior Enlisted Joint Professional Military Education Course (SEJPME) ([www.jfsc.ndu.edu](http://www.jfsc.ndu.edu))
- Submit a USMC professional resume. Resume format can be found at: [https://www.manpower.usmc.mil/portal/M\\_RA\\_HOME/MM/B\\_EA/A\\_mmea8/B\\_mmea81](https://www.manpower.usmc.mil/portal/M_RA_HOME/MM/B_EA/A_mmea8/B_mmea81)

**NOTE:** No waivers will be accepted for the course prerequisites.

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**Pre-work Requirements:** 8 week distance learning phase must be complete. Validation will be conducted by Navy Senior Enlisted Academy

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**Course Registration Process:** Submit the following information via your chain of command to your MARFOR Sergeant Major:

- Requested class number
- Name, rank, last 4 ssn, MOS
- Professional resume
- See MARADMIN 454/16 for more information

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**Class Allocations:** Allocations for each class are published via MARADMIN. In addition to the allocations identified in the MARADMIN, the Senior Enlisted Courses occasionally receive additional allocations from NAVSEA. These allocations are filled on a first-come basis. Send your information to [mcu\\_sepme@usmc.mil](mailto:mcu_sepme@usmc.mil) if you would like to be placed on the waiting list.

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**Funding:** Funding for active duty and reserve Marines is provided by HQMC (WWT). Rental cars will not be funded by HQMC; however, individual units are **authorized to fund rental cars using their own appropriation data.**

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**Contact Information:**

**USMC Senior Enlisted Academy:**

Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542  
Email: scott.hamm@usmc.mil or mcu\_sepme@usmc.mil

Address:  
Senior Enlisted Academy  
3078 Upshur Ave  
Quantico VA, 22134

**Navy Senior Enlisted Academy:**

Phone: (401) 841-4221/4222  
Fax: (401) 841-4945  
Email: depdirector.sea@usnwc.edu

Address:  
Senior Enlisted Academy  
1269 Elliot Ave  
Newport, RI 02841-1525  
Website: <http://www.usnwc.edu/Departments---Colleges/Senior-Enlisted-Academy.aspx>



# United States Army Sergeants Major Academy (USASMA)

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<b>Course Overview:</b>	The mission of the USASMA is to develop agile and adaptive noncommissioned officers and enlisted soldiers through professional military education opportunities that meet the challenges of unified land operations in an era of persistent conflict.
<b>Course Description:</b>	The Sergeants Major Course provides tools to develop critical reasoning, creative thinking, and decision-making skills. Students are also given the education to learn to enhance their character, self-expression, and strengthen teamwork abilities. The course assists in the development of logical, practical, and original reasoning abilities necessary for problem solving. Students analyze problems based on available information; arrive at logical solutions and decisions with reasonable speed; communicate reasoning and decisions orally and in writing; and supervise to ensure proper execution. Intellectual honesty, integrity, and professional values and standards are highly stressed. The USASMA is 10 months long (a total of 1,420 instructional hours) and is located at Fort Bliss, TX.
<b>Course Dates:</b>	The USASMA is conducted once per year. Marine attendees will be required to execute PCS orders to the course with follow-on PCS orders upon completion of the course. See Maradmin 430/16 for more information.
<b>Course Prerequisites:</b>	<ul style="list-style-type: none"><li>- Must be a master sergeant or first sergeant</li><li>- Satisfy time on station requirements specified in MCO P1300.8</li><li>- Nominated by MARFOR Sergeant Major</li><li>- Two years of service obligation remaining upon graduation</li><li>- Minimum of two years time in grade</li><li>- Active secret clearance</li><li>- Completion of the E-8 Seminar</li><li>- Completion of the First Sergeant Course (1stSgts only)</li><li>- Completion of the nonresident Senior Enlisted Joint Professional Military Education Course (SEJPME) (<a href="http://www.jfsc.ndu.edu">www.jfsc.ndu.edu</a>)</li><li>- Submit a USMC professional resume. Resume format can be found at: <a href="http://www.mcu.usmc.mil/enlistedPME/Pages/SEPME.aspx">http://www.mcu.usmc.mil/enlistedPME/Pages/SEPME.aspx</a></li></ul>
<b>Pre-work Requirements:</b>	Pre-work requirements are listed on the USASMA website: <a href="https://usasma.bliss.army.mil/">https://usasma.bliss.army.mil/</a>
<b>Course Registration Process:</b>	All nominations must be received by the Director, Senior Enlisted Academy, by February. Selectees will be approved by the Sergeant Major of the Marine Corps. Review MARADMIN 430/16 for specific dates and the registration process.
<b>Class Allocations:</b>	Three master sergeants and three first sergeants will be selected for each class.
<b>Funding:</b>	HQMC
<b>Contact Information:</b>	<p><b>USMC Senior Enlisted Academy:</b> Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542 Email: <a href="mailto:scott.hamm@usmc.mil">scott.hamm@usmc.mil</a> or <a href="mailto:mcu_sepme@usmc.mil">mcu_sepme@usmc.mil</a> Address: Senior Enlisted Academy 3078 Upshur Ave Quantico VA, 22134</p> <p><b>United States Army Sergeants Major Academy:</b> Phone: (915) 744-8061 Website: <a href="https://usasma.bliss.army.mil/">https://usasma.bliss.army.mil/</a></p>

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# United States Marine Corps First Sergeants Course (1stSgt Course)

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**Course Overview:** This course is designed to provide newly selected or promoted first sergeants (and master sergeants serving as senior enlisted advisors) with the requisite skills, knowledge, and tools required to carry out the duties and responsibilities of the senior enlisted advisor to the commander.

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**Course Description:** The First Sergeant Course is a two-week course of instruction containing 84 academic hours. Students can expect to complete many reading assignments and participate in several guided discussions. The course is located at the Marine Corps University on Marine Corps Base Quantico, VA.

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**Course Dates:** See MARADMIN 449/16 for FY 17 dates.

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**Course Prerequisites:**

- First sergeant or first sergeant select
- Master sergeants serving as the senior enlisted advisor

**NOTE:** Master sergeants requesting attendance must submit a letter describing their current duties and responsibilities with a command endorsement to the Director, Senior Enlisted Academy, prior to registration.

---

**Pre-work Requirements:** Course pre-reads will be sent prior to course start date.

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**Course Registration Process:** Attendees are required to register no later than 15 days prior to the course start date. For active duty Marines, units are required to enter attendees' information into MCTIMS. MARFORRES G-3 (Training) is responsible for entering reserve Marine information into MCTIMS.

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**Class Allocations:** No allocations are established. Seats are distributed as needed.

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**Funding:** Funding for active duty Marines is provided by HQMC (WWT). Reserve Marines are funded by MARFORRES G-3. Rental cars will not be funded by HQMC; however, individual units are authorized to fund rental cars using their own appropriation data.

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**Contact Information:**

**USMC Senior Enlisted Academy:**  
Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542  
Email: scott.hamm@usmc.mil or mcu\_sepme@usmc.mil  
Address:  
Senior Enlisted Academy  
3078 Upshur Ave  
Quantico VA, 22134  
Website: <https://www.mcu.usmc.mil/epme/SitePages/First%20Sergeants.aspx>



# United States Marine Corps Sergeants Major Course (SgtMaj Course/Cornerstone)

---

**Course Overview:** This course is designed to provide newly selected or promoted sergeants major (and master gunnery sergeants serving as senior enlisted advisors) with the requisite skills, knowledge, and tools required to carry out the duties and responsibilities of the senior enlisted advisor to the commander.

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**Course Description:** The Sergeants Major Course is a two-week course of instruction containing 84 academic hours. Students can expect to complete many reading assignments and participate in several guided discussions. The course is located at the Marine Corps University on Marine Corps Base Quantico, VA.

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**Course Dates:** See Maradmin for Cornerstone upon release to verify dates:

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**Course Prerequisites:**

- Sergeant major or sergeant major Select
- Master gunnery sergeants serving as the senior enlisted advisor

**NOTE:** Master gunnery sergeants requesting attendance must submit a letter describing their current duties and responsibilities with a command endorsement to the Director, Senior Enlisted Academy, prior to registration.

---

**Pre-work Requirements:** Course pre-reads will be sent prior to course start date.

---

**Course Registration Process:** Attendees are required to register no later than 15 days prior to the course start date. For active duty Marines, units are required to enter attendees' information into MCTIMS. MARFORRES G-3 (Training) is responsible for entering reserve Marine information into MCTIMS.

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**Class Allocations:** No allocations are established. Seats are distributed as needed.

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**Funding:** Funding for active duty Marines is provided by HQMC (WWT). Reserve Marines are funded by MARFORRES G-3. Rental cars will not be funded by HQMC; however, individual units are authorized to fund rental cars using their own appropriation data.

---

**Contact Information:**

**USMC Senior Enlisted Academy:**  
Phone: Director (703) 432-4793 / Deputy Director (703) 432-5542  
Email: scott.hamm@usmc.mil or mcu\_sepme@usmc.mil  
Address:  
Senior Enlisted Academy  
3078 Upshur Ave  
Quantico VA, 22134  
Website: <https://www.mcu.usmc.mil/epme/SitePages/Sergeants%20Major.aspx>



# National Defense University

## Keystone Course

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<b>Course Overview:</b>	The Keystone Course will educate Command Senior Enlisted Leaders (CSELs) currently serving in, or slated to serve in, a general or flag officer level joint headquarters or service headquarters that could be assigned as a joint task force. CSELs will get an opportunity to visit, receive briefings, interact, and become thoroughly familiar with operations at the National Defense University, the Joint Operation Module (JOM), JTF-GTMO, JIATF-S, SOCOM, CENTCOM, NORTHCOM, STRATCOM, and TRANSCOM.
<b>Course Description:</b>	<p>Keystone will parallel the Capstone course for newly selected general and flag officers in that the learning will be focused on “those that do.” The course will visit the combatant commands, joint task forces, and senior leadership (both officer and enlisted) in the Washington arena to explore the relationships and challenges of operating in a joint environment. Specifically, the course will cover the very special relationship between the CSEL of a joint force commander and the enlisted personnel from all the services operating under the commander.</p> <p>An integral part of the course will be the four-day Joint Operations Module conducted at the Joint War Fighting Center in Suffolk, Virginia. This course also parallels the Capstone JOM but is tailored for the specific challenges of the enlisted leader.</p> <p>Students are E-9 enlisted leaders whose assignments place them in a position to have influence and responsibility for multiple Service personnel. The class is conducted twice per year in conjunction with a Capstone class and alternating with the Pinnacle 3-star Joint Force Commander course. The class will be approximately 15 days in length with considerable CONUS based travel.</p>
<b>Course Dates:</b>	See MARAMIN 418/16 for FY 17 dates
<b>Course Prerequisites:</b>	<ul style="list-style-type: none"><li>• E-9</li><li>• SEJPME II</li><li>• SERE 100 (completed with 2 years of course graduation)</li><li>• ISOPREP (completed within 6 months of course graduation)</li><li>• AT/FP Level 1</li><li>• Human Rights completion date (within 1 year of course end date)</li><li>• Southcom General order 1 (within 1 year of the class end date)</li><li>• Active secret clearance</li></ul>
<b>Pre-work Requirements:</b>	Pre-work information is listed on the Keystone Course website: <a href="http://keystone.ndu.edu">http://keystone.ndu.edu</a>
<b>Course Registration Process:</b>	By direction of the Sergeant Major of the Marine Corps.
<b>Class Allocations:</b>	The Marine Corps receives five allocations per class.
<b>Funding:</b>	Funding for active duty Marines is provided by National Defense University.
<b>Contact Information:</b>	<p><b>Education Command Sergeant Major:</b> Phone: SgtMaj Maddux (703) 784-6943 Email: <a href="mailto:david.maddux@usmc.mil">david.maddux@usmc.mil</a> Address: Marine Corps University 2076 South Street Quantico, VA 22134</p> <p><b>Keystone Course:</b><a href="http://keystone.ndu.edu">http://keystone.ndu.edu</a></p>

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# Expeditionary Warfare School

## Distance Education Program

### (EWSDEP)

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<b>Course Overview:</b>	The EWSDEP provides Marine captains career-level professional military education and training in command and control, MAGTF operations ashore, and naval expeditionary operations. This course will enable the student to command or serve as a primary staff officer in their MOS, integrate the capabilities resident within their element of the MAGTF, integrate their element within the MAGTF, and understand the functioning of the other elements of the MAGTF.
<b>Course Description:</b>	<p>The EWSDEP is a 70-week, part-time learning program, and is online-based. Some summer courses are offered. Currently, the College of Distance Education and Training (CDET) teaches using four delivery methods: onsite weekly, onsite weekend, blended, and online weekly.</p> <p>Every student is assigned a seminar with a highly qualified member of the CDET adjunct faculty. Most students take the course through an onsite seminar; the remaining students are provided an asynchronous, online seminar. Onsite seminars meet once a week for three hours. Online seminars have no fixed meeting requirements, but all assignments must be completed by specified times.</p>
<b>Course Dates:</b>	The CDET operates on a yearly academic schedule that runs 35 weeks from October to June.
<b>Course Prerequisites:</b>	E-7 to E-9 (must have completed PME requirements for grade)
<b>Pre-work Requirements:</b>	None
<b>Course Registration Process:</b>	Enlisted attendance in the EWSDEP requires a waiver. To initiate the waiver process, contact a regional coordinator. Contact information for regional coordinators and specific details regarding the waiver process can be found on the CDET website: <a href="http://www.tecom.usmc.mil/cdet/">http://www.tecom.usmc.mil/cdet/</a> .
<b>Class Allocations:</b>	No allocations are established. Course seats are assigned on a first-come basis, based on availability.
<b>Funding:</b>	Not applicable.
<b>Contact Information:</b>	<b>College of Distance Education and Training:</b> Phone: (888) 4DL-USMC (435-8762), DSN: 995-6720 Email: <a href="mailto:cdet.student_support@usmc.mil">cdet.student_support@usmc.mil</a> Website: <a href="http://www.tecom.usmc.mil/cdet/">http://www.tecom.usmc.mil/cdet/</a>

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## Command and Staff College Distance Education Program (CSCDEP)

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<b>Course Overview:</b>	Informed by the study of history and culture, the CSCDEP educates and trains its joint, multinational, and interagency professionals to produce skilled warfighting leaders able to overcome diverse 21st Century security challenges. We attempt to provide an intermediate level PME distance program to prepare our graduates to perform effectively in command and staff duties with Marine Air-Ground Task Forces (MAGTFs) and for assignment with joint, interagency, and multinational organizations. The CSCDEP Branch provides this education through a variety of educationally sound delivery methods, and through cost-effective, dynamic media ensuring that timely and relevant curricula reach all distance students at the right time and right place.
<b>Course Description:</b>	<p>The CSCDEP is a 70-week, part-time, online learning program. Some summer courses are offered. Currently, the College of Distance Education and Training (CDET) teaches its courses using four delivery methods: onsite weekly, onsite weekend, blended, and online weekly.</p> <p>Every student is assigned a seminar with a highly qualified member of the CDET adjunct faculty. Most students take the course through an onsite seminar; the remaining students are provided an asynchronous, online seminar. Onsite seminars meet once a week for 3 hours. Online seminars have no fixed meeting requirements, but all assignments must be completed by specified times.</p>
<b>Course Dates:</b>	The CDET operates on a yearly academic schedule that runs 35 weeks from October to June.
<b>Course Prerequisites:</b>	E-8 to E-9 (must have completed PME requirements for grade)
<b>Pre-work Requirements:</b>	None
<b>Course Registration Process:</b>	Enlisted attendance in the CSCDEP requires a waiver. To initiate the waiver process, contact a regional coordinator. Contact information for regional coordinators and specific details regarding the waiver process can be found on the CDET website: <a href="http://www.tecom.usmc.mil/cdet/">http://www.tecom.usmc.mil/cdet/</a> .
<b>Class Allocations:</b>	No allocations are established. Course seats are assigned on a first-come basis, based on space availability.
<b>Funding:</b>	Not applicable.
<b>Contact Information:</b>	<b>College of Distance Education and Training:</b> Phone: (888) 4DL-USMC (435-8762), DSN: 995-6720 Email: <a href="mailto:cdet.student_support@usmc.mil">cdet.student_support@usmc.mil</a> Website: <a href="http://www.tecom.usmc.mil/cdet/">http://www.tecom.usmc.mil/cdet/</a>

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