



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
3502
S-3
30 SEP 21

From: Operations Officer, Headquarters Battalion
To: Company Commanders

Subj: BATTALION LED ENLISTED PROFESSIONAL MILITARY EDUCATION SCHEDULE FOR
FISCAL YEAR 2022

Ref: (a) MCO 1553.1C
(b) MCO P1510.94 W/CH 1
(c) Lance Corporal Leadership and Ethics Seminar Directors Guide
(d) MCO P1510.94 W/CH 1, SOP For Resident Enlisted PME
(e) MCO 1553.1B The Marine Corps Training and Education System
(f) MCO 1553.2D Management for Marine Corps Formal Schools and Training Centers
(g) MCO 1553.3B Marine Corps Unit Training Management
(h) MCO P1553.4B Professional Military Education
(i) MARADMIN 400/21

1. Per references (a) through (h), the Battalion S-3 established the following schedule to administer Lance Corporal Seminars and Corporal's Courses.

2. The following are the dates for the Lance Corporal Seminars:

Lance Corporal Seminar			
Class	Start Date	End Date	Report Location
1-22	October 18	October 22	Battalion Classroom
2-22	August 1	August 5	Battalion Classroom

3. The following are the dates for the Corporal's Courses:

Corporals Course			
Class	Start Date	End Date	Report Location
1-22	January 31	February 18	Battalion Classroom
2-22	July 11	July 29	Battalion Classroom

4. Values Based Leadership (VBL) will be taught at each of the Professional Military Educations (PME). The VBL topics will be chosen by the company or companies running the course and will be chosen from the following list:

- Ethics
- Equal opportunity
- Hazing prevention
- Core values
- Suicide prevention/intervention
- Fraternization
- Financial responsibility
- Pregnancy and parenthood
- Adherence to the Code Of Conduct

Enclosure (12)

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- Tobacco cessation
- Marine Corps leadership development
- Effects of alcohol

5. The point of contact for this matter is the Headquarters Battalion
Sergeant Major at (703) 784-2264.


I. M. GREGORY