



UNITED STATES MARINE CORPS
 HEADQUARTERS BATTALION
 TRAINING AND EDUCATION COMMAND
 2006 HAWKINS AVENUE
 QUANTICO VIRGINIA 22134

IN REPLY REFER TO
 3502
 S3
 27 Sep 22

From: Operations Officer, Headquarters Battalion
 To: Company Commanders
 Subj: FISCAL YEAR 2023 COMMAND SPONSORED COURSE SCHEDULE

Ref: (a) MCO P1553.4B Professional Military Education
 (b) MARADMIN 474/21 Updated Enlisted PME Requirements by Grade
 (c) MARADMIN 551/21 Update to the Command Sponsored Lance Corporal Leadership and Ethics Seminar and Corporals Course

- Headquarters Battalion will provide Command Sponsored Courses quarterly. Each course and seminar will be led by a Company First Sergeant on a rotational basis. A Letter of Instruction will be published prior to each course.
- The following are the dates for the Lance Corporal Leadership and Ethics Seminars:

Lance Corporal Leadership and Ethics Seminar				
Class	Start Date	End Date	Report Location	Company
1-23	17 OCT 2022	21 OCT 2022	BN CLASSROOM	CD&S
2-23	24 APR 2023	28 APR 2023	BN CLASSROOM	HQ

- The following are the dates for the Corporals Courses:

Command Sponsored Corporals Course				
Class	Start Date	End Date	Report Location	Company
1-23	30 JAN 2023	17 FEB 2023	BN CLASSROOM	M&R
2-23	10 JUL 2023	28 JUL 2023	BN CLASSROOM	HQ

4. All command sponsored course materials for and students and staff is located on MarineNet Moodle. Material should be reviewed and updated as needed, prior to every course iteration to ensure the current courseware is being referenced.

a. Lance Corporal Leadership and Ethics Seminar:
<https://elearning.marinenet.usmc.mil/moodle/course/view.php?id=69>

b. Command Sponsored Corporals Course:
<https://elearning.marinenet.usmc.mil/moodle/course/view.php?id=66>.

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

I. M. GREGORY