

**UNITED STATES MARINE CORPS**

MARINE HELICOPTER SQUADRON ONE

2134 ROWELL ROAD

QUANTICO, VIRGINIA 22134-5064

IN REPLY REFER TO:

1550

HMX-1

24 Jun 15

From: Commanding Officer, Marine Helicopter Squadron One

To: Distribution List

Subj: LETTER OF INSTRUCTION FOR MARINE HELICOPTER SQUADRON ONE LANCE CORPORALS LEADERSHIP AND ETHICS SEMINAR 02-15

Ref: (a) MCO 1553.1B

1. MCO P1510.94 W/CH 1
2. Lance Corporal Leadership and Ethics Seminar Directors Guide
3. MARADMIN 521-14

Encl: (1) Seminar Philosophy

1. Seminar Syllabus
2. Seminar Requirements
3. Student Self Evaluation
4. Purpose. To promulgate information regarding tasks and procedures for the conduct of Marine Helicopter Squadron One (HMX-1) Lance Corporals Leadership and Ethics Seminar 02-15.
5. Situation. In accordance with the references, HMX-1 will be hosting a Lance Corporals Leadership and Ethics Seminar from 27 July 2015 to 31 July 2015. This educational event focuses on the personal and professional development of Lance Corporals, and it is part of the Professional Military Education progression for enlisted Marines.
6. Mission. Provide a quality seminar experience for Lance Corporals in order to enhance their leadership development and prepare them for future responsibilities in the Marine Corps.
7. Execution
   1. Commander’s Intent. It is my intent to support the Commandant’s efforts in strengthening our Corps values and ethos by enhancing small unit leadership development and establishing a program that educates our future Non-commissioned Officer (NCO) Corps.
   2. Concept of Operations
      1. The Lance Corporals Leadership and Ethics seminar will consist of a week-long academic instruction led by selected Sergeants in the unit, and conducted through small group discussion sessions. This seminar will be a requirement for all Lance Corporals striving to join the NCO ranks.
      2. The unit Sergeant Major will be appointed as the seminar director, ultimately responsible for the planning and operation of the seminar.
      3. A Gunnery Sergeant will be appointed as the seminar chief, responsible for preparing seminar staff and running day- to-day operation of the seminar.
      4. Sergeants will be selected and assigned as seminar leaders responsible for facilitating instruction during the seminar.
      5. Seminar leaders will be prepared to facilitate material by attending a three day long professional development session led by the seminar chief.
      6. Sections will submit Lance Corporal nominations in

advance.

* + 1. Lance Corporal’s nominated must be in a full duty status with no administrative issues that will interfere with participation and/or attendance of the seminar.
    2. The seminar will take place at the Staff Noncommissioned Officer Academy (Conde Hall). Lance Corporals attending the seminar will report to the large classroom on first deck NLT 0800 on 27 July 2015.
    3. Seminar attendees will report in the Service “C” uniform, with a copy of their temporary additional duty orders (if applicable), and the student self-evaluation form. An example of the student self-evaluation form is located in enclosure (4).
    4. The uniform of the day will be the Marine Corps Combat Utility Uniform with the exception of Monday and Friday where the uniform of the day with be Service “C”.

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* 1. Task
     1. Sections
        1. Submit nominations directly to the Squadron Gunnery Sergeant, at timothy.wilson@whmo.mil no later than 20 July 2015.
        2. Provide seminar director/chief with names of Sergeants that can serve as potential seminar leaders.
     2. Sergeant Major/Seminar Director
        1. Assign seminar chief with a Master Sergeant or Gunnery Sergeant.
        2. Ensure that designated seminar location and materials are appropriate for the seminar.
        3. Screen and select seminar staff. These include seminar chief, seminar leaders, and any administrative support staff.
        4. Ensure all Officers-in-Charge and Staff Noncommissioned Officers of Marines attending the seminar are invited to the graduation.
        5. Coordinate with tenant commands who may wish to participate and enroll Marines into HMX-1 Lance Corporals Seminar.
     3. Seminar Chief
        1. Ensure all instructional material for both seminar leaders and seminar attendees are printed and ready for distribution.
        2. Conduct professional development sessions to prepare all seminar leaders to facilitate the seminar’s material.
        3. Ensure facilities and breakout rooms are ready for the seminar.
     4. S-3/Operations/Training
        1. Process all seminar nominations no later than one week prior to the seminar start date.
        2. Obtain and route final graduation roster through the S-1 for input in the Marine Corps Total Force System.
     5. S-4/Facilities
        1. Secure classrooms/facilities for use on the dates provided.
        2. Coordinate with the seminar director/chief and ensure all necessary material is in place to conduct the seminar.
     6. S-6. Establish a link on the command website providing information regarding HMX-1 Lance Corporals Seminar to include the schedule and Student Self Evaluation.

1. Administration and Logistics
   1. Syllabus and Seminar Schedule. Upon check-in, all Lance Corporals will receive a syllabus and schedule for the seminar. These will provide information regarding expectations and responsibilities of all seminar attendees.
   2. MCWP 6-11 Leading Marines. All seminar attendees are encouraged to bring their own copy of Leading Marines. While the seminar may provide attendees with a copy, they will not be able to annotate on it or take it home. A copy can be [downloaded from http://marines.mil/news/publications.](http://marines.mil/news/publications)
   3. Graduation date. The graduation ceremony will be held on Friday, 31 July 2015 at TBD. The uniform will be Service “C”.
2. Command and Signal. All questions should be directed to Gunnery Sergeant Timothy J. Wilson, Squadron Gunnery Sergeant at timothy.wilson@whmo.mil or (571)494-4890.

B. E. BUFTON



**Lance Corporal Leadership and Ethics Seminar**

**Philosophy**

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 within the NCO Corps.

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 instead of formal lectures focused on memorizing standardized responses. Therefore, success is measured by Lance Corporals' ability to develop unit cohesion, resolve societal concerns, and demonstrate leadership conveying their readiness for promotion instead of passing a test.

The seminar supports this success by providing proven leaders from the unit's noncommissioned officer ranks to facilitate topics from Leading Marines, Sustaining the Transformation, Lejeune Leadership Institute's Leadership Development guidance, the Marine Total Fitness concept, and the Problem Analysis Decision Matrix (PAD-M). These Seminar Leaders use Socratic Method while leading these topics to encourage Lance Corporals to think about situations as swell as the motives behind reasoning. Seminar Leaders also model positive leadership behaviors and infuse mentoring during small group discussions, practical applications, and scenario role-playing to achieve the educational objectives.

**Lance Corporal Leadership and Professional Ethics Seminar SEMINAR SYLLABUS**

July 27, 2015 – July 31, 2015

Seminar Director: Sergeant Major Charles A. Metzger

Location: Staff Noncommissioned Officer Academy

Check-in: Monday at 0800 Service ‘C

POC: Seminar Chief, GySgt Timothy J. Wilson Phone: (571) 494-4890

E-mail: [Timothy.Wilson@whmo.mil](mailto:Timothy.Wilson@whmo.mil)

Prerequisites: Leading Marines Distance Education Program (DEP); Student Self-Evaluation (Encl. 4)

**SEMINAR DESCRIPTION**

The Lance Corporal Leadership and Professional Ethics Seminar is a Professional Military Education (PME) program designed to bridge the gap between initial training and initial attendance to resident PME. The seminar provides you with a resident-like experience, in which you and your peers explore a wide range of leadership concepts led by NCOs in your unit. The topics discussed throughout the seminar are founded on Marine Corps leadership doctrine using themes and ideas from resources such as *Leading Marines* and *Sustaining the Transformation*.

**SEMINAR PROGRAM OUTCOME**

Develop lance corporals to serve as ethical leaders, educated in the philosophies and doctrinal publications that provide the basis for Marine Corps organizational values and ethics, foundations of leadership, personal conduct, and total fitness to sustain the transformation throughout the Marine Corps.

**SEMINAR LEARNING OUTCOME**

Discuss the leadership concepts illustrated in *MCWP 6-11 Leading Marines*, *MCRP 6-11D Sustaining the Transformation*, and *MCRP 6-11B Marine Corps Values: A User’s Guide for Discussion Leaders* that focus on the personal and professional development of the individual Marine.

**SEMINAR STRUCTURE**

This is a five-day seminar with the material delivered in both large and small group sessions. The majority of the seminar will be conducted in small groups, where lance corporals are actively involved in book discussions, article discussions, and scenario-based learning as well as brainstorming, peer teaching, and role-playing activities.

**SEMINAR REQUIREMENTS**

Books: *MCWP 6-11, Leading Marines* available at:<http://www.marines.mil/Portals/59/Publications/MCWP%206-11%20Leading%20Marine.pdf>

Writing Material: Notebook, pen, and highlighter

Technology: A computer or tablet preloaded with *MCWP 6-11, Leading Marines* is encouraged but not required.

**PARTICIPATION POLICY**

Your participation is essential to the success of this seminar. This means you are required to complete all assignments on a timely manner and contribute during small group discussions. Failure to participate in any activity and/or discussion will result in being dropped from the seminar.

**ATTENDANCE**

Once you begin attending the seminar, presence at every session is mandatory. Therefore, you will not be able to attend any personal or professional commitments during this time. Authorized or unauthorized absence from any of the seminar discussion or activities will lead to disenrollment.

**KEY SEMINAR READING AND ASSIGNMENTS**

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| DUE | READING AND ASSIGNMENTS |
| MON | Leading Marines, Chapter 1 – Our Ethos |
| TUE | Leading Marines, Chapter 2 – Foundations |
| WED | Leading Marines, Chapter 3 - Challenges |
| THU | Marine Total Fitness Concept Pre-Read Personal Financial Worksheet |
| FRI | Marine & Family Readiness Pre-Read |

**Lance Corporal Leadership and Ethics Seminar**

LANCE CORPORAL LEADERSHIP AND ETHICS SEMINAR SELF EVALUATION

Student Rank/Name:

Make a short statement on your strengths and weaknesses to give us a background. None of this information will be used against you but rather to make improvements. You must give at least one strength and one weakness.

Student Signature