



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

IN REPLY REFER TO:
3504
S-3
SEP 24 2012

From: Commanding Officer, Headquarters and Service Battalion,
Headquarters Marine Corps, Henderson Hall

To: Commanding General, Marine Corps Combat Development
Command, Quantico, VA (ATTN: C469M)

Subj: REQUEST FOR EXEMPTION FROM 2013 ANNUAL TRAINING REQUIREMENTS
FOR MARINES ASSIGNED TO HEADQUARTERS AND SERVICE BATTALION,
HEADQUARTERS MARINE CORPS, HENDERSON HALL

Ref: (a) MCO 1500.52D
(b) MCO 3400.3F
(c) MCO 3574.2K

Encl: (1) Alpha Roster for H&S Bn, HQMC, Henderson Hall

1. Per the references, Marines assigned to Headquarters and Service Battalion (H&S Bn), HQMC, Henderson Hall, UIC 54008, RUC M67353, are exempt from the below listed annual training requirement under paragraph 1a. Furthermore, H&S Bn is hereby requesting exemption from the requirements contained in paragraphs 1b and 1c as annotated below.

a. MARINE COMBAT WATER SURVIVAL TRAINING: Per chapter 7, paragraph (1), (c3) of reference (a), Marines assigned to H&S Battalion, HQMC are exempt.

b. NUCLEAR, BIOLOGICAL, and CHEMICAL (NBC) DEFENSE TRAINING: Per paragraph 8a of reference (b), H&S Bn is hereby requesting an exemption for Marines assigned to this unit due to a lack of sufficient resources preventing the accomplishment of this specified NBC training requirement.

c. MARKSMANSHIP TRAINING: Per paragraph 2001 of reference (c), H&S Bn is hereby requesting an exemption for Marines assigned to this unit due to a lack of sufficient resources preventing the accomplishment of this required marksmanship training. H&S Bn lacks required weapons per its Table of Equipment (T/E) to support over 1,700 assigned Marines. H&S Bn has, and will continue to provide Marines every opportunity to improve composite scores through re-qualifications.

2. Point of contact for this request is Captain Michael P. Fowler, Operations Officer, H&S Bn at (703) 693-8343.

I. M. CHEATHAM