



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

Canc: Oct 2022
Bn Bul 1500.4
S-3
NOV 03 2021

BATTALION BULLETIN 1500.4

From: Commanding Officer
To: Distribution List

Subj: ANNUAL TRAINING PLAN FOR FISCAL YEAR 2022

Ref: (a) MCO 1500.52D, Marine Corps Water Survival Training Program (MCWSTP)
(b) MCO 1500.59A, Marine Corps Martial Arts Program (MCMAP)
(c) MCO 1553.1B, Marine Corps Training and Education System
(d) MCO 1553.4B, Professional Military Education (PME)
(e) MCO 3070.2A, The Marine Corps Operations Security (OPSEC) Program
(f) MCO 3302.1F, Marine Corps Antiterrorism (AT) Program
(g) MCO 3574.2L, Marine Corps Combat Marksmanship Programs (MCCMP)
(h) MCO 5100.29C, Marine Corps Safety Management System
(i) MCO 6110.3A W/CH 3, Marine Corps Body Composition and Military Appearance Program (MCBCMAP)
(j) MCO P1700.27B W/CH 1, Marine Corps Community Services Policy Manual
(k) MCO 1500.63 W/ CH 1, Marine Corps Mandatory Individual Training and Education Requirements
(l) MCRP 3-0A, Unit Training Management Guide
(m) MCRP 3-0B, How to Conduct Training
(n) BnO 3000.1 H&S Bn Standard Operating Procedures
(o) MCO 5354.1F, Marine Corps Prohibited Activities and Conduct Prevention and Response Policy
(p) MCO 1754.11A, Marine Corps Family Advocacy and General Counseling
(q) MARADMIN 294/12 Marine Corps Traumatic Brain Injury Program
(r) MCO 5510.21 Marine Corps Counter Insider Threat Program
(s) MCO 1752.5C, Sexual Assault Prevention and Response Program
(t) MCO 1720.2A, Marine Corps Suicide Prevention Program (MCSPP)
(u) MCO 5510.18B, United States Marine Corps Information and Personnel Security Program (IPSP)
(v) ALMAR 008/17, Social Media Guidance - Unofficial Internet Posts
(w) MARADMIN 044/20 Implementation of Unit Marine Awareness and Prevention Integrate Training 3.0
(x) MCO 6100.13A W/ CH 3, Marine Corps Physical Fitness and Combat Fitness Tests (PFT/CFT)
(y) MARADMIN 404/21, Forthcoming Changes to the Physical Fitness Test
(z) MARADMIN 283/21, Announcing the Release of the Marine Corps Order 5354.1F Prohibited Activities and Conduct (PAC) Prevention and Response Policy Dated 20 April 2021 and a 90-day Training Inspection Moratorium

Encl: (1) Scheduled Events for Fiscal Year (FY) 2022
(2) FY 2022 Professional Military Education (PME)
(3) Marine and Family Services (MFS) Programs
(4) Recurring Personnel Taskers
(5) 2022 Annual Training Requirements
(6) 2022 Annual Training Exemption

1. Purpose. To provide guidance for the planning, scheduling, and execution of annual training during Fiscal Year (FY) 2022 IAW references (a) through (w) for Marines assigned to Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall (H&S Bn, HQMC, HH).

2. Cancellation. BnBul 1500.3.

DISTRIBUTION STATEMENT: B and C

3. Situation. Due to the decentralized command structure and vast array of non-traditional mission sets inherent to H&S Bn, HQMC, HH the tracking and completion of required training and Professional Military Education (PME) is a common challenge shared by all. However, part of the unit's center of gravity is the large population of accomplished leaders and mentors that can mitigate applicable friction points and enhance the personal and professional development of Marines by being a proponent for completing all training requirements. As such, the development of this annual training plan provides a framework for leaders to ensure Marines successfully complete training and PME requirements and increases efficiency in training, tasking, and workflow procedures. References (l) and (m) provide guidance for preparing training plans. The information contained herein is the mid-range training plan and encompasses the basic training requirements of Marines assigned to this command during FY 2022. Enclosure (1) provides a list of events that are currently scheduled for FY 2022, with the exception of those events covered by the Marine and Family Services (MFS) program as annotated in enclosure (3).

4. Mission. During FY 2022, H&S Bn, HQMC facilitates the efficient and effective completion of annual training and PME requirements IOT increase the battalion's readiness through the personal and professional development of assigned Marines.

5. Execution

a. Commander's Intent. I want to ensure all Marines assigned to this command complete mandatory training. In order to achieve this, all Officers, SNCOs, and Civilian supervisors must provide adequate time to ensure their Marines prepare for and accomplish necessary and required training. Training is vital to each Marine's personal and professional development, and increases their chances for promotion and retention. My philosophy directly supports the Commandant's policy that leaders at all levels shall share in the responsibility of preparing Marines for combat. Due to the dispersed nature of the Marines and instructors available for select training events, leaders must make use of published training opportunities and the internet to provide our Marines adequate training. My desired end state is for all Marines, regardless of MOS, to complete all applicable annual training events IOT build and retain the personal and professional skill sets required in garrison and forward operating environments.

b. Concept of Operations (CONOPS)

(1) Marksmanship Program

(a) IAW enclosure (6), Marines assigned to H&S Bn, HQMC are exempt from annual requalification.

(b) Unfortunately, due to our exemption, H&S Bn, HQMC has a limited number of quotas. The priority for rifle range quotas will be for junior Marines competing for promotion scores. If a Marine is transferring and needs to conduct annual marksmanship requalification, that Marine's chain of command should contact the H&S Bn S-3 at (703) 614-1471 for coordination.

(2) Water Survival. IAW enclosure (6), Marines assigned to H&S Bn, HQMC are exempt from annual requalification. If a Marine needs to re-qualify, that Marine's chain of command should contact the H&S Bn S-3 at (703) 614-1471 for coordination.

(3) Chemical, Biological, Radiological and Nuclear (CBRN) Defense Training. IAW enclosure (6), Marines assigned to H&S Bn, HQMC are exempt from CBRN defense training due to a lack of sufficient resources.

(4) Physical Fitness

(a) IAW reference (i), leaders at all levels will ensure their Marines perform at least five combat conditioning sessions of 30 minute duration per week.

(b) Semi-Annual Physical Fitness Test (PFT) & Combat Fitness Test (CFT). All Marines (including activated reservists) who are medically qualified, regardless of age, component, or duty assignment, are required to take the PFT within the first semi-annual period of CY 2022 (1 January 2022 - 30 June 2022) and the CFT within the second semi-annual period (1 July 2022 - 31 December 2022) IAW references (i), (k), (x), and (y). These events

will be proctored by Command Physical Training Representatives (CPTRs) / monitors appointed in writing by the H&S Bn CO.

(c) Standards. IAW references (i) and (x), Marines who fail the PFT or CFT will participate in the Remedial Conditioning Program (RCP). Administrative actions will be taken IAW reference (i).

(5) Semi-Annual Body Composition Evaluation

(a) All active duty and SMCR Marines will participate in a semi-annual 1 January 2022 - 30 June 2022 and 1 July 2022 - 31 December 2022) Body Composition Evaluation (BCE). IMA Marines will conduct yearly weigh-ins vice semi-annual. All Marines will be weighed-in. Available options are:

1. H&S Bn S-3 in Bldg 29 or in the Pentagon in room 4A524. Note: Weigh-ins for Official Military Personnel File (OMPF) submission must be conducted by H&S Bn S-3 personnel and be completed within the last 30 days.

2. Command Physical Training Representatives (CPTR) who are assigned in writing by the H&S Bn Commanding Officer (CO) or Operations Officers with delegation authority.

3. H&S Bn may randomly inspect populations by requiring 100% weigh-in of all Marines utilizing the Unit Inspection Program. The H&S Bn CO also reserves the right to conduct BCE as he sees fit.

(b) Standards. IAW enclosure (k), Marines who fail the BCE will be evaluated for assignment to Marine Corps Body Composition and Military Appearance Program (MCBCMAP). Marines assigned to the MCBCMAP will participate in the Remedial Conditioning Program (RCP). Administrative actions will be taken IAW references (k) and (t).

(6) Non-Core (Ancillary) Mandatory Individual Training and Education Requirements. IAW reference (k), the following are non-core (ancillary) mandatory individual training and education requirements. For requirements authorized to be taught via leader-led discussion, CG TECOM developed training support packages are accessible at <https://veepub.tecom.usmc.mil/sites/directorates/ntesd/SitePages/AnnualTraining.aspx> and through the MCTIMS Training Resource Module. The leader-led discussion approach optimizes the transfer of learning, provides the opportunity for immediate feedback and remediation, and can occur at almost any time or place. Additionally, small unit leaders will gain experience and maturity as they lead training discussions.

(a) Anti-terrorism (AT) Training. IAW reference (f), AT Level I training is an annual requirement for all Marines and Civilians. AT Level I training may be conducted leader-led, online on MarineNet by utilizing course code JATLV10000 (Joint Anti-Terrorism Level I), or by a certified Level II instructor.

(b) Counter Intelligence Awareness & Reporting (CIAR).

(1) IAW reference (u) and (k), all personnel who possess a security clearance are required to attend annual security refresher training and receive a counterintelligence briefing from Naval Criminal Investigative Service (NCIS). Heads of staff agencies are responsible for ensuring their personnel receive proper security orientation, training, and supervision in the handling and processing of classified material. The unit's security manager will publish training dates and locations for required training.

(2) Civilian Non-Appropriated Fund (NAF) annual training will be conducted at <http://www.hq.usmc-mccs.org/elearning/courses/44/launchPage.htm> or by contacting the Security Programs and Information Management Branch (ARS), HQMC at (703) 614-3609.

(c) Prohibited Activities and Conduct (PAC). Reference (z) announced a temporary moratorium on PAC training due to the release of MCO 5354.1F. Guidance on PAC training will be released once the moratorium is lifted.

(d) Cyber Awareness/PII Training (Fiscal Year Requirement). IAW reference (r), all personnel that have

access to NIPRNET and/or SIPRNET are required to undergo annual cyber awareness and PII training. This training is only available online on MarineNet by utilizing course code CYBERM0000 (Cyber Awareness Training).

(e) Risk Management. IAW reference (g), risk management training will be conducted every two years and the level of training shall be commensurate with rank, experience and leadership position. Successful completion of the MarineNet Risk Management course code SDRMGTSULO satisfies the USMC biennial training requirement. Risk Management training can also be conducted leader-led or by a trained Risk Management Instructor.

(f) Unit Marine Awareness and Prevention Integrated Training (UMAPIT)

1. UMAPIT integrates and replaces the previous stand-alone training on Child Abuse and Domestic Violence, Combat Operational Stress Control, Substance Abuse, Suicide Prevention, and Family Advocacy into one package. Information on the objectives and recommendations on presenting UMAPIT is available for download from www.thegearlocker.org, Behavioral Health website.

2. According to the UMAPIT 3.0 Facilitator's Guide, discussion leaders (facilitators) should be selected for their maturity, be an E-5 and above, possess excellent communication skills, and should (but not required) undergo training by a UMAPIT Master Trainer or Embedded Preventive Health Capability staff member. Operational Stress Control and Readiness (OSCAR) trainers and team members who meet the suggested requirements would serve as ideal facilitators. Although meeting these prerequisites is preferred, it is not required per MCO.

(g) Sexual Assault Prevention and Response (SAPR) (Fiscal Year Requirement). IAW Reference (s), SAPR training will be conducted for all Marines by a SAPR Victim Advocate or Sexual Assault Response Coordinator (SARC). The bystander intervention training curriculum titled, "Step Up" for LCpls and below, "Take a Stand" for Corporals and Sergeants is an annual training requirement for Marines in the respective rank. "Step Up" and "Take a Stand" training will be scheduled throughout the FY and published on the Battalion's TEEP, Weekly Gouge, and the Monthly Training Update. "Step Up" and "Take a Stand" training will be conducted quarterly and the H&S Bn S-3 will provide untrained lists to leaders to facilitate their Marines attendance. Regular SAPR training will be provided at the monthly training stand downs and at locations coordinated by sections working in the Pentagon.

(h) Operational Security (OPSEC). IAW references (e), and (k), annual OPSEC training is required for all command personnel to include civilians and contractors who have authorized access to Marine Corps resources by virtue of employment or contractual relationship. This training will be conducted as unit training by the H&S Bn or section OPSEC Coordinators or via MarineNet under course code OPSECUS001. For those that complete the training on MarineNet, department/section leadership must also ensure the Marine(s) receive a brief on the relationship OPSEC has to the command's mission and provide an overview of the unit's respective Critical Information List (CIL).

(i) Marine Corps Records Management. IAW reference (k), Records Management may be taught in a leader-led setting or using MarineNet code DD01AO0000.

(7) Professional Military Education (PME) and Technical Schools

(a) IAW reference (d), and in support of the Commandant's guidance, officers, SNCOs, and civilian supervisors must provide their Marines sufficient time to complete or attend PME and leadership training at the individual, section, and battalion level. Such PME is directly linked to a Marine's personal and professional development. In addition, a Marine's chance for career advancement is directly linked to effective PME and leadership training and helps to embody the whole Marine concept. This command's program allows Marines to attend appropriate formal schools, ensures Marines enroll in and complete appropriate non-resident courses, assists in the development of a Marine's warfighting skills, improves his or her understanding of the profession of arms, and improves skills required by the unique missions of HQMC. Encl (2) provides details on this command's PME procedures.

(b) Technical schools. The S-3 is the central point of contact for attending technical schools. Provided a

Marine is eligible and a school seat is available, the S-3 will ensure Marines are properly registered for a school seat via coordination with the MARFORCOM, G-3 and verification in the Marine Corps Training Information System (MCTIMS). For those Marines not working aboard Henderson Hall, funding for these courses will be the responsibility of the Marine's respective department/section, if not explicitly funded by Training and Education Command (TECOM) or the school's sponsor.

(8) Marine Corps Martial Arts Program (MCMAP). IAW reference (b), the command will provide MCMAP training upon availability of a current Martial Arts Instructor (MAI) or Martial Arts Instructor Trainer (MAIT). Sections within H&S Bn may send Marines to the battalion martial arts training incremental sessions IOT upgrade their current qualification, or for sustainment training; however, sessions will last no more than four hours per day. These incremental sessions are held several days every month in the Smith gym, or at the adjacent PT field. Refer to the Weekly Gouge and/or Monthly Training Update for specific dates and to ensure an appropriately qualified instructor is available for your needs. Marines from throughout the Bn are encouraged to perform unit training with a MAI or MAIT. School seats are available for H&S Bn, HQMC Marines to attend the three-week Martial Arts Instructor Course (MAIC) or the six-week Martial Arts Instructor Trainer Course (MAITC) aboard Marine Corps Base, Quantico. Coordinate attendance via the BN S-3.

(9) Marine Corps Motorcycle Training Program. IAW reference (h), all Marines who plan to purchase or operate a motorcycle (regardless of their intent to register the motorcycle on a Marine Corps installation) and all operators of government-owned motorcycles are required to attend and successfully complete the Motorcycle Safety Foundation (MSF) Basic Rider Course or equivalent as approved by CMC (SD). All Marine personnel must obtain a valid state motorcycle license or a motorcycle endorsement on their state drivers' license before operating a motorcycle on any street or public roadway. Subsequently, motorcycle riders must complete the motorcycle follow-on and refresher training as prescribed in reference (h). Motorcycle operators have 30 days from the date first assigned to H&S Bn, HQMC to complete this training. H&S Bn Marines are not authorized to ride motorcycles on or off base if their training requirements are not current. Point of contact is the Henderson Hall Safety and Environmental Office at commercial (703) 614-1900.

(10) Marine Corps Traffic Safety Program (DRIVESAFE). IAW reference (h), all Marines under the age of 26 are required to complete the DRIVESAFE course. Marines who have completed the program at another command, with proof in the Marine Corps Total Force System (MCTFS) or MCTIMS, are exempt from this requirement. The Safety and Environmental Office runs a day-long DRIVESAFE course every quarter or on an as required basis. Point of contact is the Henderson Hall Safety and Environmental Office at commercial (703) 693-1900.

(11) Traumatic Brain Injury (TBI) Prevention and Awareness. Reference (q) directs all Marines to conduct training on TBI. This training will be provided during training stand-downs by the Henderson Hall Safety and Environmental Office at commercial (703) 614-1900.

(12) Marine Corps Semper Fit Program. The ultimate goal of Semper Fit Health Promotion is to create an atmosphere within the Marine Corps that contributes to total health. To achieve this atmosphere, all Marines must understand the importance of a healthy lifestyle. Through proper education and training, the goal of total health will be attainable. To learn more about various Semper Fit topics, Marines can utilize MarineNet course codes for Fitness (MCIZ4133AZ and MCIZ4134AZ), Heat Injury Prevention (SAH04390ZZ), and Sexual Health (SFSXHEALTH).

(13) Civilian Training. Department of Defense (DOD) and Department of the Navy (DON) mandatory civilian training information can be found on the Training Workforce Management System (TWMS).

(14) Recurring Personnel Taskers. Though personnel taskers are not by definition a training event, enclosure (4) may be used to pre-plan manpower availability in support of annual events within the National Capital Region (NCR). As the manpower for these events must be sourced from within H&S Bn, these tasks may be considered H&S Bn's version of operational training events.

(15) Individual Augment Pre-Deployment Training (IA PTP). H&S Bn, Marine Corps Base Quantico (S-3) will assist Marines with scheduling and completing pre-deployment training requirements as prescribed by the appropriate Marine Forces Component Command reporting instructions. Significant portions of this training cannot

be executed by H&S Bn, HQMC and require coordination with adjacent units and stations. Parent units and IAs must remain flexible during the PTP process.

(16) Marine and Family Services (MFS) Programs. MFS programs are great resources for troop information and for the personal and professional development of Marines, Sailors, and civilian employees. Throughout the year, MFS will provide instruction in a wide variety of areas. Refer to enclosure (3) for MFS program details.

c. Tasks

(1) Battalion Operations Officer (S-3)

- (a) Manage the training program IAW references (c), (k), (l), (m), and (n).
- (b) Ensure that the training topics discussed in this bulletin are executed IAW applicable orders and directives.
- (c) Coordinate with applicable agencies in order to ensure effective and efficient training of H&S Bn personnel, to include the National Parks Service and MCB Quantico.
- (d) Serve as the point of contact for all training-related issues throughout H&S Bn, HQMC.
- (e) Prepare and publish short-range training plans.
- (f) Develop and implement training requirements that may be directed by higher headquarters (HHQ) or not covered in this plan.
- (g) Ensure Operations Security is considered and utilized in all applicable training events and operations.
- (h) Ensure Force Protection (FP) measures are considered and utilized in all applicable training events and operations.
- (i) Compile and report battalion training statistics to the Battalion Commander on a quarterly basis.
- (j) Coordinate with the Personnel Officer (CONAD) on the submission and facilitation of information that affects training data for Marines within the battalion (i.e. Class 9 rosters, Required, Did Not Take (RDNT) rosters, erroneous data entries, etc.).
- (k) Develop an information dissemination plan IOT ensure all ADCON Marines receive training information and updates.
- (l) When time permits and instructors are available, coordinate Prohibited Activity Conduct (PAC) Training and Risk Management annual training (in that order of priority) during the scheduled SAPR training days. Due to facilities, instructor, and time limitations, completing all these annual training classes may not be feasible in conjunction with SAPR training.

(2) Battalion Logistics Officer (S-4). Provide logistical support as directed for training events and operations.

(3) Battalion Supply Officer. Provide supply items as directed in support of training events and operations.

(4) Battalion Communications Officer (S-6)

- (a) Provide Audio/Visual (A/V) support as directed for training events and operations.
- (b) Provide website and SharePoint support (CAC enabled) as directed IOT aid in the publication of training materials and correspondence.

(5) Personnel Officer (CONAD). Provide support to the Bn S-3 as required IOT ensure the timely processing of unit diary entries regarding training information (i.e. Class 5, 8, and 9 Rosters, RDNT rosters, corrections to erroneous data entries, etc.).

(6) Headquarters (HQ)/Company A (A Co) Commander

(a) Compile and report company training statistics for HQ Co and A Co in order to determine progress and training completion plan. Report status weekly during the Commander's Update Brief (CUB).

(b) Ensure maximum participation of Marines for all annual training events and Safety Stand-Downs.

(c) Schedule additional company-level training, as needed reserve venues, provide instructors, coordinate appointed instructors (Equal Opportunity and Uniform Victim Advocate), and check audio/visual (A/V) equipment for company-level training events.

(d) Request instructor support from adjacent companies or the S-3 if unable to provide organic instructors.

(7) Company B (B Co) Commander

(a) Compile and report company training statistics for B Co in order to determine progress and training completion. Report status weekly during the Commander's Update Brief (CUB).

(b) Ensure maximum participation of Marines for all annual training events and Safety Stand-Downs.

(c) Schedule additional company-level training, as needed reserve venues, provide instructors, coordinate appointed instructors (Equal Opportunity and Uniform Victim Advocate), and check audio/visual (A/V) equipment for company-level training events.

(d) Request instructor support from adjacent companies or the S-3 if unable to provide organic instructors.

(8) Company C (C Co) Commander

(a) Compile and report company training statistics for C Co in order to determine progress and training completion. Report status weekly during the Commander's Update Brief (CUB).

(b) Ensure maximum participation of Marines for all annual training events and Safety Stand-Downs.

(c) Schedule additional company-level training, as needed reserve venues, provide instructors, coordinate appointed instructors (Equal Opportunity and Uniform Victim Advocate), and check audio/visual (A/V) equipment for company-level training events to include IMA drill weekends.

(d) Request instructor support from adjacent companies or the S-3 if unable to provide organic instructors.

(9) Subordinate Department/Section Heads

(a) Ensure maximum participation by your department/section in annual training events and Safety Stand-Downs.

(b) Provide augmentation instructors and proctors as required by the Bn S-3.

(c) Provide personnel as directed in support of operational and training events. Utilize enclosure (4) as a reference and planning tool.

d. Coordinating Instructions

(1) Civilian Training Rosters. All civilian training must be submitted to the appropriate Human Resources

Supervisor.

(2) Short-Range Training Plans. Specific guidance and coordinating instructions for each upcoming training event is published in advance throughout the FY through the Weekly Gouge.

(3) Battalion Directives. The H&S Bn Standard Operating Procedure (SOP), operations orders, fragmentary orders (FRAGOs) and Letters of Instruction (LOI) are published and distributed through the standard distribution process and electronically published via e-mail to HQMC departments and Henderson Hall staff sections.

(4) The Monthly Training Update. The Monthly Training Update provides details of training events and upcoming training requirements that will occur within that month. Normally, this information is distributed prior to the start of the month via e-mail.

(5) The Weekly Gouge. The Weekly Gouge provides details and coordinating instructions for future H&S Bn and Henderson Hall events. Normally, this information is distributed on a weekly basis (Thursday) via e-mail covering events slated for the following two weeks.

(6) COVID-19 Pandemic Flexibility. Due to the ongoing COVID-19 pandemic, guidance for in-person training restrictions is subject to frequent changes. Updates to the training schedule due to COVID-19 restrictions will be published accordingly through the Weekly Gouge and Company Commander's Weekly Email updates.

6. Administration and Logistics. Identification of Marines who require training or who have completed training will be done through the Marine Corps Training Information Management System (MCTIMS).

(a) The Bn S-3 will be the sole section with privileges to enter and approve data in MCTIMS. The only exception to this rule is CONAD who has privileges to enter and approve a vast array of information as part of their assigned mission. Regardless, the Bn S-3 will be the primary resource for the facilitation and input of training data. Rosters for training events conducted by external departments/section must be submitted to the S-3 for entry.

(b) Reporting training to MCTFS will be accomplished by a combination of Unit Diary / Marine Integrated Personnel System (UD/MIPS) and MCTIMS. Training files, records, and source documents will be maintained by the Bn S-3 for a duration prescribed by the applicable order or directive for that particular training requirement.

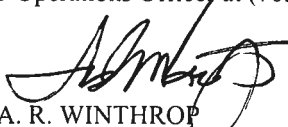
7. Command and Signal

a. Command. This bulletin is applicable to all Marines administratively assigned to H&S Bn, HQMC.

b. Signal

(1) This order is effective the date signed.

(2) The point of contact for this bulletin is the Bn S-3 Operations Officer at (703) 693-8343.


A. R. WINTHROP

DISTRIBUTION: B and C

SCHEDULED EVENTS FOR FY 2022

1. Significant events that are not listed below will be published by separate correspondence.
2. Currently scheduled events are as follows:

October

Date	Event
01	BN Formation
04-07	ARQ 1, APT 1
07	CPP 1
05-08	BN CFT
08-12	Columbus Day
13	PFT/CFT Monitor Brief
14	SAPR E6-E9/Off
22	BN CFT
28	Welcome Aboard Brief
29	BN CFT

November

01	BN Formation
05	BN CFT
10	PFT/CFT Monitor brief
09	CMC Birthday Run
10	Marine Corps Birthday Cake Cutting (Bn /CMC)
10-12	Veterans Day
11	SAPR E6-E9/Off
12	Bn Birthday Ball
13	CMC Birthday Ball
19	BN CFT
24-29	Thanksgiving
29- 02 DEC	ARQ 2, APT 2
30	Welcome Aboard Brief

December

01	BN Formation
02	IMA OPSPONSOR Meeting
02	CPP 2
03	BN CFT
08	PFT/CFT Monitor Brief
10	IMA Training
10	BN CFT
11	Wreaths Across America
14	SAPR E1-E3/E4-E5
14	Welcome Aboard Brief
15-17	BN CFT
16	SAPR E6-E9/Off
23-27	Christmas
30	BN CFT

January

30 Dec -03Jan	New Year's Day
04	Battalion Formation
12	PFT/CFT Monitor brief
13	SAPR E6-E9/Off
14-18	Martin Luther King Jr Day
21	Bn PFT
20	ATO Level 1
24-28	LCpl Seminar
25	Welcome Aboard Brief
31Jan -25 Feb	Cpl Course

February

01	BN Formation
09	PFT/CFT Monitor Brief
10	SAPR E6-E9/O6
11	Bn PFT
18-22	Washington's Birthday
22	Welcome Aboard Brief
25	Bn PFT

March

01	Bn Formation
03	IMA OPSPONSOR Meeting
5	IMA Training
09	PFT/CFT Monitor Brief
08	SAPR E1-E3/E4-E5
10	SAPR E6-E9/Off
11	BN PFT
21-24	ARQ 3, APT 3
22	Motorcycle Safety
24	CPP 3
25	BN PFT
29	Welcome Aboard Brief

April

01	BN Formation
02	Welcome Aboard Brief
04-07	ARQ 4, APT 4
07	CPP 4
13	PFT/CFT Monitor Brief
08	BN PFT
14	SAPR E6-E9/Off
22	BN PFT

May

02	BN Formation
06	BN PFT
11	PFT/CFT Monitor brief
12	SAPR E6-E9/Off

13	BN PFT
20	BN PFT
24	Welcome Aboard Brief
25	101 Days Summer
27-31	Memorial Day Liberty

June

01	BN Formation
02	IMA OPSPONSOR Meeting
08	PFT/CFT Monitor Brief
10	IMA Training
10	BN PFT
14	SAPR E1-E3/E4-E5
16	SAPR E6-E9/O6
17	BN PFT
21	Welcome Aboard Brief
21-24	BN PFT
27-30	ARQ 5, APT 5
30	CPP 5

July

01	BN Formation
01-05	4 th of July
08	BN CFT
13	PFT/CFT Monitor Brief
14	SAPR E6-E9/Off
22	BN CFT
25-28	ARQ 6, APT 6
26	Welcome Aboard Brief
28	CPP 6

August

01	BN Formation
09	SAPR E1-E3/E4-E5
10	PFT/CFT Monitor Brief
11	SAPR E6-E9/Off
12	BN CFT
15-18	ARQ 7, APT 7
16-20	LCpl Seminar
18	CPP 7
19	BN CFT
30	Welcome Aboard Brief

September

01	BN Formation
01	IMA OPSPONSOR Meeting
02-06	Labor Day
14	PFT/CFT Monitor Brief
10	IMA Training
09	BN CFT
12-7 OCT	Cpl Course
14	SAPR E6-E9/Off
20	SAPR E1-E3/E4-E5

27

Welcome Aboard Brief

FY 2022 PROFESSIONAL MILITARY EDUCATION (PME)

OCT 27 2021

From: Operations Officer, H&S Bn, HQMC, HH
To: All Hands

Ref: (a) MCO 1553.4B Professional Military Education (PME)
(b) MARADMIN 524/21 Announcement of the FY22 Senior Enlisted Professional Military Education Course
(c) MARADMIN 269/21 Announcement of the Fiscal Year 2022 Class Dates for the Regional Staff Noncommissioned Officer Academies
(d) MARADMIN 401/21 Announcement of the FY22 First Sergeant and Master Sergeant Regional Seminar Dates
(e) MARADMIN 551/21 Update to the Command Sponsored Lance Corporal Leadership and Ethics Seminar and Corporals Course

1. Situation. Reference (a) provides information and procedures for attending Enlisted PME (EPME).
2. Mission. H&S Bn, HQMC, HH coordinates, supports, and facilitates PME opportunities located throughout the globe IOT advance the H&S Bn Marines' personal and professional development.

3. Execution

a. Commander's Intent

(1) Commander's Intent. Provide every enlisted Marine the opportunity to develop analytical skills and critical thinking capabilities to adapt quickly in any environment.

(2) Endstate. Afford every enlisted Marine the opportunity to participate in their respective EPME course.

b. Concept of Operations. IAW the references (a) - (d), the following course dates are available:

(1) Corporal's Course. Corporal's Course is focused on providing the skills necessary to lead Marines and is designed to provide the war fighting skill, core values and mindset necessary for effective leadership of a team and subordinate Marines. Upon completion, Cpls will have the skills necessary to: clearly articulate one's thoughts in both oral and written communications; understand the standards of leadership traits, principles, and fundamentals; understand the NCO mindset of "doing instead of knowing;" execute and apply tactical measures at the team level; conduct training for Marines in the Marine Corps Community Services (MCCS) Program and Military Occupational Specialty (MOS) Training; understand operational risk management and apply risk management principles; understand career progression; and conduct personal/personnel management for the team.

(a) Schedule. Due to uncertainty of the availability of manpower, administrative, and logistical resources, a pre-established command sponsored Corporal's Course schedule is not feasible. As such, the Battalion will disseminate additional guidance via separate correspondence (SEPCOR) once a course is scheduled.

(b) Prerequisites for attendance:

1. Must be a Cpl with a minimum of one year obligated service upon graduation from the course.
2. Must meet the Marine Corps Body Composition and Military Appearance Program (MCBCMAP) standards.
3. Must possess the required uniforms.
4. Must have completed the MarineNet "Non Res Cpl's Crs".

(2) Sergeant's Course. Sergeant's Course instruction places emphasis on leadership development and warfighting skills necessary to lead Marines in combat and builds upon the knowledge gained in the distance education program. Graduates of the Sergeant's Course will have the enhanced knowledge and skills necessary to successfully act in the role of a small unit leader.

(a) Schedule:

Class	Report Date	Grad Date
1-22	211004	211110
3-22	220110	220216
4-22	220223	220331
5-22	220315	220420
6-22	220411	220517
7-22	220504	220610
8-22	220526	220701

(b) Prerequisites for attendance:

1. Must be a Sgt with a minimum of one year obligated service upon graduation from the course.
2. Must meet the MCBCMAP standards.
3. Must possess the required uniforms.
4. Must have completed the Sergeant's distance education program (SGTDEP).

(3) Career Course. The Career Course provides Marine Corps Staff Sergeants (SSgts) and SSgt selectees with the knowledge and skill necessary to assume leadership roles of greater responsibility. Instruction places emphasis on Leadership Development and Warfighting Skills necessary to lead Marines in combat and builds upon the knowledge gained in the distance education program. Graduates of the Career Course will have the enhanced knowledge and skill necessary to successfully act in the role of a Platoon Sergeant. They will be able to confidently identify individual physical deficiencies and supervise physical readiness training. Administratively, these Marines will have enhanced abilities in counseling, public speaking, and written communications. They will have a greater awareness of those issues facing today's Corps and their impact on their readiness and the readiness of their Marines. They will more effectively handle Marines administrative problems and will be fluent in the Military Justice System, advisement of rights and the conduct of lawful searches. Additionally, Career Course graduates will have a greater appreciation for those significant events in Marine Corps history that have shaped the Corps. In Warfighting, these SSgts will build upon the Maneuver Warfare Concepts learned previously and will focus on Campaigning Tactics and the fundamentals of offensive and defensive operations.

(a) Schedule:

Class	Report Date	Grad Date
1-22	211004	211123
2-22	220111	220303
3-22	220307	220422
5-22	220810	220928

(b) Prerequisites for attendance:

1. Must be a SSgt or SSgt selectee with a minimum of one year obligated service upon graduation from the course.
2. Must meet the MCBCMAP standards.
3. Must possess the required uniforms.
4. Must have completed the Staff Non-Commissioned Officer Distance Education Program

(SNCODEP).

(4) Advanced Course. The Advanced Course provides Marine Corps Gunnery Sergeants (GySgts) and GySgt selectees with the knowledge and skills necessary to assume leadership roles of greater responsibility. Instruction places emphasis on leadership development and war fighting skills necessary to lead Marines in combat and builds upon the knowledge gained in the distance education program. Graduates of the Advanced Course will have enhanced knowledge and skills necessary to act in senior enlisted billets at the Company and Battalion level. They will be able to evaluate and develop the unit's physical readiness program, conduct briefs, and coordinate a unit's training requirements. They will be able to advise senior and junior Marines in matters of personal administration, stress management, the performance evaluation system, and financial planning. They will be knowledgeable in those contemporary issues facing the Corps and will be capable of evaluating a unit's readiness and recommending corrective action. Graduates will be capable of communicating with the skills necessary to write and edit a variety of documents.

(a) Schedule:

Class	Report Date	Grad Date
1-22	211004	211123
2-22	220112	220303
3-22	220426	220614
4-22	220811	220928

(b) Prerequisites for attendance:

1. Must be a GySgt or GySgt selectee with a minimum of one year obligated service upon graduation from the course.
2. Must meet the MCBCMAP standards.
3. Must possess the required uniforms.
4. Must have completed the Marine Net Advanced Course Distance Education Program.

(5) First Sergeant/Master Sergeant Seminar. The First Sergeant (1stSgt) / Master Sergeant (MSgt) Seminar is the top level course in the EPME system for senior SNCOs that provides an overview of USMC current initiatives and policies. The seminar will include briefs on the following areas: operations, personnel, leadership training, joint operations and ongoing initiatives within our Corps.

(a) Schedule:

Location	Report Date	Grad Date
MCB Quantico	211115	211119
Camp Lejeune	211206	211210
Camp Butler	220620	220624
MCB Hawaii	220404	220408
Camp Lejeune	220620	220624
Camp Pendleton	220307	220311

(b) Prerequisites for attendance:

1. Must be a 1stSgt, MSgt or selectees (Active or Reserve) who have not previously attended.
2. Must have one year obligated service upon completion of course or stated intentions to extend / re-enlist.
3. Must meet the MCBCMAP standards.

(6) First Sergeant Course. The First Sergeant Course is designed to provide newly selected or promoted 1stSgts

(and MSgts 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.

(a) Schedule:

Class	Report Date	Grad Date
1-22		
2-22		

(b) Prerequisites for attendance:

1. Must be a 1stSgt or selectees (Active or Reserve) who have not previously attended.
2. Must have one year obligated service up completion of course or stated intentions to extend / re-enlist.
3. Must meet the MCBCMAP standards.

(7) Senior Enlisted Professional Military Education (SEPME). The purpose of the SEPME course is to equip senior level Marines with the critical thinking and adaptability skills necessary to function at the operational level of war. This course will enhance the ability to act independently as enlisted assistants to their commanders in all administrative, technical and tactical requirements of their organizations.

(a) Schedule:

Class	Report Date	Grad Date
1-22	211011	211119
2-22		
3-22		
4-22		
5-22		

(b) Prerequisites for attendance:

1. Completion of the Senior Enlisted Joint PME Two (SEJPME) course provided by the Joint Forces Staff College is required. The SEJPME course is accessed at the Joint Forces Staff College website at www.jfsc.ndu.edu.
2. Nominated 1stSgts must have completed the First Sergeant Course and the First Sergeant / Master Sergeant Regional Seminar. MSgts must have completed the First Sergeant / Master Sergeant Regional Seminar. The respective course completion codes must be reflected in MCTFS.
3. Nominees must have an active secret clearance validated in the joint personnel adjudication system.
4. Nominees must have one year obligated service on their current enlistment upon completion of the course.
5. Must meet the MCBCMAP standards.

(c) Due to limited school seats, nominees must be submitted through the Marine's chain of command to the Battalion SgtMaj via Administrative Action NAVMC 10274 (REV. 3-93) (EF).

c. Tasks

(1) S-1 Officer

- (a) Upon receipt and notification of prospective students, generate orders from the list received from the S-3.
- (b) Once a Marine comes to the S-1 to sign for their orders, direct him or her to the Consolidated Administration (CONAD) section for an audit.

(2) S-3 Officer

- (a) Provide guidance to the Battalion on all EPME matters.
- (b) Ensure all school nominations are submitted to the MARFORCOM Formal Schools section in a timely manner.
- (c) Provide Headquarters Company (HQ Co) with an approved students package no later than (NLT) 45 days prior to the course Start date.
- (d) Update the HQ Co 1stSgt periodically with all EPME

(3) S-4 Officer. Upon receiving a formal vehicle support task, provide motor vehicle transport from Henderson Hall to Quantico for the initial check-in to an approved SNCOA Course; when tasked, provide motor vehicle transport from Quantico to Henderson Hall for return from a SNCOA Course.

(4) HQ Co Commander

- (a) Once a recommendation from the Marine's SNCOIC has been received, provide a command screening checklist to the requesting Marine.
- (b) Ensure all Marines requesting to attend a SNCOA course are screened by the HQ Co 1stSgt for eligibility to the desired school.
- (c) Submit all qualified nominations to the S-3 no earlier than 60 days prior to the course start date and NLT 45 days prior to the course Start date. Submission of nominations after the due date may result in loss of the school seat.

(5) Individual Marine

- (a) Assume responsibility for your own professional development by actively participating in and tracking all facets of your PME requirements and PME criteria by grade.
- (b) Pursue a lifelong program of mental fitness in much the same manner as physical fitness.
- (c) Actively participate in The Marine Corps Professional Reading Program by reading and discussing books from the reading list.
- (d) Ensure a copy of your Command Screening Checklist is delivered to HQ Co prior to the submission date. The command screening checklist needs to be picked up from the S-3 and not downloaded from the school's web page.
- (e) Ensure you complete a Temporary Additional Duty (TAD) audit with CONAD prior to departing for school.

4. Coordinating Instructions. The below steps must be taken in order attend an EPME course:

- a. Qualified Marines meeting all the prerequisites and wanting to attend a course should have their SNCOIC send an email to the S-3 Training NCO stating what course they wish to attend. The email should also include the course number, name, rank, EDIPI, MOS, EAS, section and indicate if you have a government travel charge card.
- b. The Marines information will be added to a list of nominees in the order received and will be prioritized by the 1stSgt for attendance.
- c. The SNCOA command screening checklist must be routed through the HQ Co office and completed by the date submissions are due.
- d. The SNCOA command screening checklist must be current within 60 days prior to the course start date.

e. The HQ Co office will submit the nominations to the S-3 no earlier than 60 days prior to the course Start date and NLT 45 days prior to the course Start date. Submission of nominations after the due date may result in loss of the school seat.

f. Once a nomination has been approved, the Marine will receive an acceptance confirmation email from the S-3.

g. Nominees that are stationed more than 50 miles from the school rate the Training and Education Command (TECOM) funding. Marines that rate funding will receive the funding letter approximately one week prior to the course start date from the S-3. The S-3 will also forward your funding letter to the S-1 to prepare orders.

h. In the event that the course seats are filled, the Marine may elect to go to the course as a stand-by.

i. For any supply issued gear needed, each Marine will need to go to the Individual Issue Facility (IIF) in Quantico to check-out supply gear.

j. Prior to the report date, Marines will retrieve their original screening checklist from the S-3 and pick up a copy of their orders S-1.

k. If at any time a Marine needs to be dropped from a course, notify the HQ Co 1stSgt via email immediately.

5. Administration and Logistics. For additional information, visit the following websites.

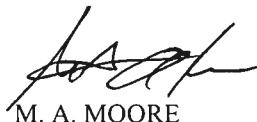
a. The Marine Corps Professional Reading Program website at http://www.tecom.usmc.mil/MCU_LLI_PROFESSIONAL%20READING%20PROGRAM.HTM.

b. The Enlisted Professional Military Education website at <http://www.mcu.usmc.mil/enlistedPME/default.aspx>.

c. The College of Continuing Education website at <http://www.cce.unn.edu>.

d. The Joint Forces Staff College website at www.jfsc.ndu.edu.

6. Command and Signal. The points of contact for EPME Courses are the HQ Co office at (703) 614-7140 and the S-3 Training Chief at (703) 614-1471.



M. A. MOORE

MARINE & FAMILY SERVICES (MFS) SCHEDULED EVENTS FOR FY 2022

1. Significant events that are not listed below will be published by separate correspondence.
2. Changes to scheduled events and updated training information will be sent to all hands monthly via the Monthly Training Update or Weekly Gouge.
3. Currently scheduled events are as follows:

October

Date	Event
2	Pups in pool
15	Baby Boot Camp
18-22	TRS (Retirement)
19	Intramural Football Kickoff
29	Haunted Hill 5K
30	Trick or Treat

November

1-5	TRS (Separation)
5	Baby Boot Camp
15-19	ECTS
19	Turkey Trot 5k Fun Run
20	EFPM MC Birthday
24	Thanksgiving Dinner Barracks

December

6-10	ECTS
10	Jingle Bell 5K
21	Reindeer Relay
22	Christmas Dinner Barracks

January

10-14	TRS (Separation)
7	Baby Boot Camp
08-08 Mar	Intramural Basketball
24-28	TRS (Retirement)

February

7-11	ECTS
16-18	Ski Weekend
20	MCCS Employee of the Quarter Ceremony
28-4 Mar	TRS (Separation)

March

4	Baby Boot Camp
11	Cardboard Boat Regatta
21-25	ECTS

April

1	Pinwheels for Prevention
2	Children's Fair
4-8	TRS (Separation)
9-9 May	Intramural Volleyball
12	Spring Education and Career Fair
16-20	ECTS
25-29	TRS (Retirement)

May

07-11	TRS (Separation)
11	MCCS Employee of the Quarter Ceremony
26	Pre-Memorial Day Picnic

June

01-01 Sept	Intramural Softball
6-10	TRS (Separation)
27-1 July	ECTS

July

01	Pre-Independence Day Bn BBQ
18-22	TRS (Retirement)
25	Backpack Giveaway

August

1-5	TRS (Separation)
05	Terry Smith Appreciation Day
09	MCCS Employee of the Quarter Ceremony
22-26	ECTS

September

19-23	ECTS
-------	------

H&S BN, HQMC, Henderson Hall, Recurring Personnel Taskers

REPORTS	PAX	FREQUENCY	DUE DATES	REMARKS & TASKING AUTHORITY
OCS Personnel	As Required (AR)	Winter/Summer	TBA	CMC TASK: Drivers, Admin, DIs About (15) Marines
CMC Funeral Representative	AR	Weekly/Monthly	TBA	CMC TASK: Support all Officer Funerals at Arlington ISO MBW
White House Events	AR	Monthly	TBA	DMCS TASK: State visits, 4 th of Jul, Trick or Treat, etc.
Executive Off Sites (EOS)	8	Annually	Jan/Jul	SPD/DMCS TASK: Drivers (2) and security detail (6)
Iwo Jima Wreath Laying Ceremony	AR	Annually	23 Feb	MBW executes ceremony, H&S Bn executes other ceremony if required
State Funeral Training	AR	Quarterly	Feb/Jun/Aug/Oct	MCNCR TASK: Escorts, Drivers, Admin LE, Supply (67)
Education Career Fair	8	Annually	Spring	Set up and break down support.
Supreme Court Visit	20	Annually	May/Nov	(20) Marines and (2) Vans
240 Taps	20	Annually	May / Memorial Day weekend	SECDEF/SPD TASK: Static display and MCMAP Demonstration.
Color Guard Rolling Thunder	8	Annually	May / Memorial Day weekend	SPD TASK: Color Guard for opening ceremonies
SMMC Symposium	6	Annually	July / Aug	SPD/DMCS TASK: Support will be like EOS
Exceptional Family Member Program (EFMP) Fair	8	Annually	Oct	Set up and break down support.
MC Marathon	130	Annually	Last Sunday in October	MCNCR TASK: We source (4) SPOs and their volunteers (126) during spring/summer for gear issue in September
Multiple Cake Cutting Ceremonies	10	Annually	Nov	Over (15) Ceremonies throughout the NCR
CMC Birthday Ball Security	8	Annually	Nov	Provide Marines as over watch/ NCIS/ PMO Quantico
CMC Birthday Run	AR	Annually	Nov	See LOI

Fiscal Year 2022 Annual Training and Education Requirements for H&S Bn Marines

Annual Training Requirement	Order	Delivery Method	Training Per FY/CY	Course Materials
Prohibited Activities and Conduct (PAC)	MCO P5354.1E Marine Corps Prohibited Activities And Conduct Prevention and Response Policy, dtd 26 Mar 18	Unit Training by PAC Instructor	CY	Per PAC instructor
Sexual Assault Prevention Response (SAPR)	MCO 1752.5B, Sexual Assault Prevention and Response Program, dtd 01 Mar 13 (SAPR) MARADMIN 234/13	Unit Training by UVA appointed in writing	FY	Per UVA instructor
OPSEC	MCO 3070.2A, The Marine Corps OPSEC Program, dtd 02 Jul 13, MARADMIN 701/11 Annual OPSEC Training	Leader-led Training or MarineNet	CY	https://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/S-3-Operations/ MarineNet: OPSECUS001
Risk Management	MCO 3500.27C, Marine Corps Risk Management, dtd 26 Nov 14	Unit Training or MarineNet	Every 2 CY	Per unit leader MarineNet: SDRMGTSULO
PFT	MCO 6100.13A, Marine Corps Physical Fitness and Combat Fitness Tests, dtd 17 Jan 18	Unit Training	CY: 1 Jan-30 Jun	Unit-monitored PFT
CFT	MCO 6100.13A, Marine Corps Physical Fitness and Combat Fitness Tests, dtd 17 Jan 18	Unit Training	CY: 1 Jul-31 Dec	Unit-monitored CFT
Level I AT Awareness Training/Counter Intelligence Awareness and Reporting	MCO 3303.1E, Marine Corps Antiterrorism Program, dtd 8 Mar 2009	Leader-led Training or MarineNet	CY	https://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/S-3-Operations/ MarineNet: JATLV10000
Annual Cyber Awareness/PII Training	MARADMIN 288/13 Updated to Annual Cyber Awareness Training	MarineNet	FY	MarineNet: CYBERM0000

Unit Marine Awareness and Prevention Integrated Training (UMAPIT)	MCO 5300.17, Marine Corps Substance Abuse Program, dtd 11 Apr 11, MCO 1754.11, Marine Corps Family Advocacy dtd 26 Mar 12, MCO 1720.2 Marine Corps Suicide Prevention Program, dtd 10 Apr 12	Leader-led Training	CY	https://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/S-3-Operations/
Marine Corps Records Management Course: Every Marine's Responsibility	MCO 5210.11F, Marine Corps Records Management Program, dtd 07 Apr 15, MARADMIN 593/12 Mandatory Annual Records Management Training	Leader-led Training or MarineNet	CY	https://www.hqmc.marines.mil/Agencies/Headquarters-and-Service-Battalion/S-3-Operations/ MarineNet: M01RMT0700

NOTE 1: IAW reference (p), leader-led training discussions utilizing CG TECOM developed training support packages accessible on TECOM's cac-enabled website at <https://vcepub.tecom.usmc.mil/sites/directorates/ntesd/SitePages/AnnualTraining.aspx>. The web site also includes the twenty-four (24) Values Based Leadership (VBL) Training Toolkit discussion guides that can be used for specific leader-led discussions.

NOTE 2: Unit Training classes and events will be completed by a trained instructor as indicated in paragraphs 5.b.(5), 5.b.(7), and 5.b.(8) of this BnBul.

NOTE 3: MarineNet is a USMC web based distance learning system with computer-based courses. MarineNet can be accessed at the following link: <https://www.marinenet.usmc.mil/>.

NOTE 4: As of 1 Jan 2015, Unit Marine Awareness and Prevention Integrated Training (UMAPIT) integrates and replaces the previous stand-alone training on Child Abuse and Domestic Violence, Combat Operational Stress Control, Substance Abuse, Suicide Prevention, and Family Advocacy into one package. Information on the objectives and recommendations on presenting UMAPIT is available for download from www.thegearlocker.org, Behavioral Health website.



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

IN REPLY REFER TO:
3504

S-3
NOV 03 2021

From: Commanding Officer
To: Distribution List

Subj: EXEMPTION FROM 2021 ANNUAL TRAINING REQUIREMENTS FOR MARINES ASSIGNED TO HEADQUARTERS AND SERVICE BATTALION, HEADQUARTERS MARINE CORPS, HENDERSON HALL

Ref: (a) MCO 1500.52D, Marine Corps Water Survival Training Program
(b) MCO 3400.3H, Chemical, Biological, Radiological, and Nuclear Defense (CBRND) Policy and Training
(c) MCO 3574.2L, Marine Corps Combat Marksmanship Program

1. Per the references, Marines assigned to Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall (H&S Bn, HQMC, HH), UIC M67353, RUC 54008, are exempt from the below listed annual training:

a. Marine Combat Water Survival Training. Per Chapter 7, paragraph (1), (c3) of reference (a), Marines assigned to H&S Bn, HQMC, HH are exempt from training.

b. Chemical, Biological, Radiological, And Nuclear (CBRN) Defense Training. Per Enclosure (1), paragraph (7), of reference (b), Marines assigned to H&S Bn, HQMC, HH are exempt from training.

c. Combat Marksmanship Training

(1) Annual Rifle Training (ART). Per chapter 6, paragraph 13, of reference (c), Marines assigned to H&S Bn, HQMC, HH are exempt from ART due to lack of sufficient resources.

(2) Annual Pistol Training (APT). Per chapter 8, paragraph 4, of reference (c), Marines assigned to H&S Bn, HQMC, HH are exempt from APT due to lack of sufficient resources. This exemption is not valid for eligible H&S Bn Officer of the Day duty standers. All Headquarters Company and Company A (HQMC Staff Sections) E-6 to E-7, WO-CWO3, and O-1 to O-3 must qualify annually on the service pistol. H&S Bn will support the completion of annual pistol qualification for these personnel in accordance with Battalion Bulletin 1500.4.

2. The point of contact for this matter is the Battalion Operations Officer at (703) 693-8343 or Assistant Operations Officer at 703-693-2446.

A. R. WINTHROP

DISTRIBUTION: D