



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER
3500
B 07-1
1 Oct 20

Policy Letter 1-20

From: Commanding Officer, Headquarters Battalion
To: All Hands

Subj: INSPECTION OF INDIVIDUAL READINESS STANDARDS

Ref: (a) HQSVC Bn Policy Letter 3-20
(b) Commanders Training Guidance 1 Oct 20
(c) BnBul 3502 HQ Bn Training Plan for FY 21

Encl: (1) Readiness Inspection Checklist
(2) Instructions for Completing Inspection Checklist
(3) Sample Temporary Waiver Request

1. Purpose. This policy provides for the inspection of Marine Corps readiness standards.

2. Cancellation. This policy letter cancels reference (a).

3. Background

a. The Marine Corps is the nation's naval expeditionary force in readiness. Readiness begins with the individual. Maintaining individual readiness is primarily a function of training. Alongside training, Marines must ensure they are medically ready and all of their personal affairs are in order, including financial, legal, and family care matters. Readiness applies equally here at the "Crossroads of the Corps" as it does in the Fleet Marine Force. As the largest battalion in the Marine Corps, Headquarters (HQ Bn) is responsible for the administration, training, and overall readiness of the 1,800 Marines assigned across our supported organizations. Reference (b) provides guidance for how we will provide for the training and readiness of our Marines. Reference (c) implements this guidance through a comprehensive training and readiness plan, which includes a schedule of quarterly training milestones.¹

b. Our headquarters and company offices will continue to do their part by providing guidance, planning, resources and training opportunities. However, "the battalion" is not just the handful of Marines assigned to our headquarters and company offices. Officers-In-Charge (OICs), Staff Noncommissioned OICs (SNCOICs) and other leaders across the battalion are the primary front-line leaders, trainers and mentors of our Marines. When balancing the task at hand with the readiness requirements of our Marines, you must distinguish between

¹ HQ Bn has resumed execution of training and readiness events, with appropriate mitigation measures necessitated by the COVID-19 Pandemic.

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convenience and necessity. Leaders at all levels will prioritize readiness through their own personal example, clearly communicating expectations, and creating "white space" on their organizational calendars. You must remind yourselves each day that we are an expeditionary force premised on individual readiness. HQ Bn leadership will reinforce these efforts by leveraging its ADCON and SPCMCA authorities to inspect and enforce compliance.

4. Policy

a. It is HQ Bn policy that any Marine requesting any of the following personal administrative actions via HQ BN, will be inspected for compliance with Marine Corps readiness standards in accordance with the quarterly schedule established in reference (c):

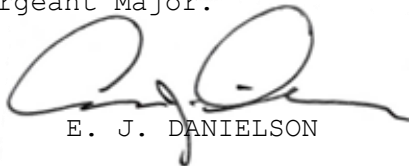
- Reenlistment, Extensions, Lateral Move (RELM)
- Special Duty Assignment (SDA) Screening
- School Seats (e.g., PME, MOS, etc.)
- Commuted Rations (COMRATS)
- Basic Allowance for Housing (BAH)
- Officer Resignation
- Retirement (Appendix J)
- Temporary Early Retirement Authority (TERA)
- Skills Bridge Program
- Corporate Fellowship Program (CFP)

b. Marines will demonstrate they are within standards by completing the inspection checklist at enclosure (1) and attach it to the front of their package. Instructions for completing the checklist are contained in enclosure (2).

c. Marines may request a temporary waiver of inspection for those standards they failed to meet. Waivers must be in writing, and contain detailed justification as to why they failed to meet standards and a commitment to meet standards and be re-inspected within 30 days. For enlisted Marines, waivers must be favorably endorsed by an E-9 in their supervisory chain. For officers, waivers must be favorably endorsed by an O-6 in their supervisory chain. Enclosure (3) provides a waiver request template. Leaders in our Marines supervisory chains will not unreasonably delay waiver requests.

d. This policy applies to any personal administrative request listed in paragraph 4.a. above and received by this headquarters on or after 1 October 2020.

5. Point of Contact. Any questions or concerns may be directed to the Battalion Executive Officer or Sergeant Major.



E. J. DANIELSON



Readiness Inspection Checklist

RANK _____ NAME (Last, FI, MI) _____ EDIPI _____ MOS _____ Co/Section _____

CHECK	READINESS REQUIREMENT	DATE COMPLETE	NOTES
1st QTR	Packages submitted 1 JANUARY - 31 MARCH require proof of completion in CURRENT CY/FY:		
<input type="checkbox"/>	Cyber Awareness (IA and PII) (Current FY)(Unit or MarineNet CYBERM0000)		Attach BTR or Completion Certificate
2nd QTR	Packages submitted 1 APRIL - 30 JUNE require proof of completion of 1st & 2nd QTR in CURRENT CY/FY:		
<input type="checkbox"/>	Height _____ Weight _____ Max Wt: _____ BF% _____		Attach BTR
<input type="checkbox"/> N/A	*PFT - Physical Fitness Test (Current Semi-Annual) PFT SCORE: _____ Circle: 1st / 2nd / 3rd Class	Not Applicable	*Not required, per MARADMIN 260/20
3rd QTR	Packages submitted 1 JULY - 30 SEPTEMBER require proof of completion of 1st, 2nd & 3rd QTR in CURRENT CY/FY:		
<input type="checkbox"/>	Sexual Assault Prevention & Response (Current FY)(SARC/SAPR VA led) [As applicable for grade]		Attach BTR
<input type="checkbox"/>	Risk Management (Current or Previous CY) (SME Led*)		*May substitute with grade appropriate MARINET Course
<input type="checkbox"/>	Supervisory Substance Misuse Prevention (Current CY)(Unit/Self*)[SNCO & Officers]		*Obtain self-paced course from Bn SACO or Company Office
<input type="checkbox"/>	Supervisor Safety Training (Current CY)[SNCO & Officers] (https://esams.cnic.navy.mil/ESAMS_GEN_2/Login)		*See unit Safety Officer for access Attach BTR or Completion Certificate
<input type="checkbox"/>	Annual Rifle Training (Current FY) Score: _____ M / SS / E		Attach BTR or Co Validate Detail: _____ Co Init. _____ Co Stamp: _____
<input type="checkbox"/>	Annual Pistol Training (Current FY) Score: _____ M / SS / E		Attach BTR or Co Validate Detail: _____ Co Init. _____ Co Stamp: _____
<input type="checkbox"/>	Urinalysis & Alcohol Screening Compliant (Current FY)		Attach BTR or SACO circle: Y / N SACO Init. _____ SACO Stamp: _____
4th QTR	Packages submitted 1 OCTOBER - 31 DECEMBER require proof of completion of all QTRS in current CY:		
<input type="checkbox"/>	Height _____ Weight _____ Max Wt _____ BF%: _____		Attach BTR
<input type="checkbox"/>	*CFT - Combat Fitness Test (Current Semi-Annual) CFT SCORE: _____ Circle: 1st / 2nd / 3rd Class		*Only applies to requests submitted on/after 15 November
<input type="checkbox"/>	Prohibited Activities and Conduct (Current CY)(EOA or EOR Led)		Attach BTR
<input type="checkbox"/>	Unit Marine Awareness & Prevention Integrated Trng (UMAPIT)(Unit or Leader-Led)(Current CY)		Attach BTR
<input type="checkbox"/>	OPSEC (Current CY)(Unit or MarineNet OPSECUS001)		Attach BTR or Completion Certificate
<input type="checkbox"/>	Level I ATFP (Current CY)(Unit or MarineNet JATLV1000)		Attach BTR or Completion Certificate
ALL	All packages require proof of current medical and family readiness:		
<input type="checkbox"/>	PHA (Current)		Attach IMR from MoL
<input type="checkbox"/>	Audiogram (Current)		Attach IMR from MoL
<input type="checkbox"/>	Dental Class I or II (Class III or IV must have appoint.) (Appt Date: _____ NHCQ Init: _____ Stamp: _____)		Attach IMR from MoL
<input type="checkbox"/>	Family Care Plan (Must be validated and certified current)		Attach FCP from MoL

I certify that the above information is complete and accurate: (Sign) _____ Date: _____

REQUESTS FOR WAIVERS REQUIRE WRITTEN DETAILED JUSTIFICATION AND E-9 OR O-6 ENDORSEMENT.

INSTRUCTIONS FOR COMPLETING READINESS INSPECTION CHECKLIST

1. Type or neatly print your Rank, Name, EDIPI, MOS and Co/Section above the lines provided at the top of the Checklist. (NOTE: If you are completing the digital checklist, simply select your rank from the drop down menu.)
2. Complete the checklist for the current quarter in which you are submitting your package, and all previous quarters. For example, if you submit a request for BAH on 15 August 2020, you will complete the checklist for 1st, 2nd and 3d Quarters. If you submit a request in the fourth quarter of the inspection checklist (e.g., 15 November 2020), the previous three quarters will reflect the previous three quarters of the current CY (e.g., CY 20) and the last three quarters of the previous FY (e.g., FY 20).
3. Demonstrate that you have met the readiness standards listed by:
 - a. Place a check mark in the first column on the left next to the applicable standard signifying that you are in compliance (NOTE: If you are completing the digital checklist simply click on the checkbox);
 - b. Type or print in the date you complied with the standard, in the third column. For example, the date you physically completed a CFT. (NOTE: If you are completing the digital checklist simply select from the drop down calendar);
 - c. Attach a copy of your Basic Training Report (BTR), Individual Medical Report (IMR), and validated Family Care Plan (FCP) with applicable standards highlighted in yellow. All of these forms are easily obtained through your personal Marine-on-Line (MoL) account. Your IMR does not contain personal medical information protected by the Health Insurance Portability and Accountability Act (HIPAA) or Privacy Act. (NOTE: If you are submitting your checklist electronically, attach digital copies)
4. If your BTR does not reflect that you have participated in a urinalysis and/or alcohol screening, then you must contact the Battalion SACO office. The Bn SACO will determine if you are in compliance (i.e., not required/selected for a urinalysis) or not in compliance (i.e., you were required to participate in a urinalysis either upon check-in, return from leave, or selection for a random 10% urinalysis and failed to do so). The SACO will indicated whether you were in compliance, initial, and stamp your checklist. If you were not in compliance, you will require a waiver.
5. Sign and date the checklist at the bottom of the form. This should be the same date of your request and the same date you submit your request to the Company office. (NOTE: If you are completing the digital checklist, use your CAC to digitally sign the checklist.)
6. If you are not in compliance with the applicable readiness standard, you will need to submit a request for a temporary waiver, via an E-9 (enlisted) or O-6 (officers) in your supervisory chain, explaining why you are not compliant with Marine Corps standards. Attach the waiver along with your inspection checklist when submitting your request package.



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IN REPLY REFER
SSIC
Code
Date

From: **Rank First Name MI Last Name, MOS/EDIPI**
To: Commanding Officer, Headquarters Battalion
Via: **E-9 (or O-6) in supervisory chain**

Subj: REQUEST FOR TEMPORARY 30-DAY WAIVER OF READINESS REQUIREMENT FOR
RANK FIRST NAME MI LAST NAME, MOS/EDIPI

Ref: (a) HQ Bn Policy Letter 1-20
(b) Commander's Training Guidance 1 Oct 20
(c) BnBul 3502 HQ Bn Training Plan for FY 21

1. In accordance with reference (a), I respectfully request that I receive a temporary 30-day waiver for completion of annual readiness requirements, specifically [**list delinquent requirement**].
2. The reason for this request is because [**provide justification**].
3. I have read and will comply with the applicable Marine Corps order and Battalion policy in references (a) through (c) by completing [**list delinquent requirement**] within 30 days of the date of this request.
4. Point of contact for this matter is [**requesters Rank First Name Last Name**], at (XXX) XXX-XXXX.

I. M. MARINE

Code
Date

FIRST ENDORSEMENT

From: [**Rank, Name, Billet, Organization**]
To: Commanding Officer, Headquarters Battalion

1. I acknowledge that leaders at all levels throughout the battalion are responsible for ensuring Marines complete their required annual training.
2. I concur / non-concur with [**Requester**]'s request for temporary waiver, and will ensure [**Requester**] completes the requirement within 30 days.

I. M. SGTMAJ/MGYSGT/COLONEL

Enclosure (3)