



**UNITED STATES MARINE CORPS**  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE QUANTICO  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER  
3500  
B 07-1  
1 Jul 20

Policy Letter 3-20

From: Commanding Officer, Headquarters and Service Battalion  
To: All Hands

Subj: INSPECTION OF INDIVIDUAL READINESS STANDARDS

Ref: (a) HQSVC Bn Policy Letter 2-20  
(b) Commanders Training Guidance 11 Oct 19  
(c) HQSVC Bn Training Plan for FY 20

Encl: (1) Schedule of Planned Training & Readiness Events  
(2) Readiness Inspection Checklist  
(3) Instructions for Completing Inspection Checklist  
(4) 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 and Service Battalion (HQSVC Bn) is responsible for the administration, training, and overall readiness of the 2,600 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. Enclosure (1) summarizes our training plan into a simple one-page document with our recurring, monthly, quarterly and annual battle rhythm along with key dates, times, and locations.<sup>1</sup>

b. Our headquarters will continue to do its part by providing guidance, planning, resources and training opportunities, but "the battalion" is not just the handful of Marines assigned to our headquarters. Our leaders within our supported organizations are the primary front-line leaders, trainers and mentors of our Marines. When

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<sup>1</sup> HQSVC Bn has resumed execution of training and readiness events, with appropriate mitigation measures necessitated by the COVID-19 Pandemic.

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balancing the task at hand with the readiness requirements of our Marines, you must distinguish between convenience and necessity. You must remind yourselves each day that we are an expeditionary force premised on individual readiness. Collectively, to ensure success, we must foster a climate of compliance and accountability.

#### 4. Policy

a. It is HQSVC Bn policy that any Marine requesting any of the following personal administrative actions via HQSVC BN, must demonstrate that they are in compliance with Marine Corps readiness standards:

- 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)
- SkillsBridge Program
- Corporate Fellowship Program (CFP)

b. Marines will demonstrate they are within standards by completing the inspection checklist at enclosure (2) and attach it to the front of their package. Instructions for completing the checklist are contained in enclosure (3).

c. Marines may request a temporary waiver for those standards for which they are not in compliance. Waivers must be in writing, and contain detailed justification and a commitment to comply with standards 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 (4) 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 July 2020.

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



E. J. DANIELSON



# THE BEAST'S BATTLE RHYTHM

## RECURRING

- PFT / CFT
  - EVERY TUESDAY
  - PFT @ YALE HALL, CFT @ BUTLER FIELD
- ANNUAL RIFLE TRAINING (6 DETAILS)
- ANNUAL PISTOL TRAINING (5 DETAILS)

## MONTHLY

- MEDICAL READINESS "RODEO"
  - 3RD WEDNESDAY, 0730-1400, NHCQ
- "CO'S TOP-5" ANNUAL TRAINING
  - 2ND THURSDAY, LITTLE HALL, 0800 - 1600
  - 0800-0900 PAC
  - 0900-1000 SAFETY
  - 1000-1100 SAPR (OFFICER & SNCO)
  - 1300-1600 UMAPIT (SUBSTANCE ABUSE, SUICIDE AND DOMESTIC VIOLENCE)
- STEP-UP (E3 & BELOW) SAPR TRAINING
  - 3RD THURSDAY, 0900-1030, BN CLASSROOM
- TAKE A STAND (NCOs) SAPR TRAINING
  - 3RD THURSDAY, 1030-1200, BN CLASSROOM

## QUARTERLY

- BATTLE SKILLS TRAINING & TEST
- CREW SERVED WEAPONS FAMFIRE
- LANCE CORPORAL'S SEMINAR
- CORPORAL'S COURSE
- PME DISCUSSION (OFFICER & SNCO)
- PME TRIPS (SERGEANTS & BELOW)

## ANNUAL

- BACK IN THE SADDLE, JANUARY
- SQUAD COMPETITION, FEBRUARY
- WARRIOR NIGHT, SPRING
- FIELD MEET, SPRING
- 101 DAYS OF SUMMER
- FAMILY BEAST BASH, SUMMER
- BIRTHDAY RUN, NOVEMBER
- BIRTHDAY BALL, NOVEMBER
- 6-MILE HIKE, NOVEMBER



# Readiness Inspection Checklist

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

CHECK	READINESS REQUIREMENT	DATE COMPLETE	NOTES
<b>1st QTR</b>	<b>Packages submitted 1 JANUARY - 31 MARCH require proof of completion in CURRENT CY/FY:</b>		
<input type="checkbox"/>	<b>Cyber Awareness</b> (Current FY)(Unit or MarineNet CYBERM0000)		Attach BTR or Completion Certificate
<b>2nd QTR</b>	<b>Packages submitted 1 APRIL - 30 JUNE require proof of completion of 1st &amp; 2nd QTR in CURRENT CY/FY:</b>		
<input type="checkbox"/>	<b>Height _____ Weight _____ Max Wt: _____ BF% _____</b>		Attach BTR
<input type="checkbox"/> N/A	<b>*PFT - Physical Fitness Test</b> (Current Semi-Annual) PFT SCORE: _____ 1st / 2nd / 3rd Class	Not Applicable	*Not required, per MARADMIN 260/20
<b>3rd QTR</b>	<b>Packages submitted 1 JULY - 30 SEPTEMBER require proof of completion of 1st, 2nd &amp; 3rd QTR in CURRENT CY/FY:</b>		
<input type="checkbox"/>	<b>Sexual Assault Prevention &amp; Response</b> (Current FY)(SARC/SAPR VA led) [As applicable for grade]		Attach BTR
<input type="checkbox"/>	<b>Risk Management</b> (Current or Previous CY) (SME Led*)		*May substitute with grade appropriate MARINET Course
<input type="checkbox"/>	<b>Supervisory Substance Misuse Prevention</b> (Current CY)(Unit/Self*)[SNCO & Officers]		*Obtain self-paced course from Bn SACO or Company Office
<input type="checkbox"/>	<b>Supervisor Safety Training</b> (Current CY)[SNCO & Officers] ( <a href="https://esams.cnic.navy.mil/ESAMS_GEN_2/Login">https://esams.cnic.navy.mil/ESAMS_GEN_2/Login</a> )		*See unit Safety Officer for access Attach BTR or Completion Certificate
<input type="checkbox"/>	<b>Annual Rifle Training</b> (Current FY) Score: _____ M / SS / E		Attach BTR or S-3 Validate Detail: _____ S-3 Init. _____ S-3 Stamp: _____
<input type="checkbox"/>	<b>Annual Pistol Training</b> (Current FY) Score: _____ M / SS / E		Attach BTR or S-3 Validate Detail: _____ S-3 Init. _____ S-3 Stamp: _____
<input type="checkbox"/>	<b>Urinalysis &amp; Alcohol Screening Compliant</b> (Current FY)		Attach BTR or SACO circle: Y / N SACO Init. _____ Stamp: _____
<b>4th QTR</b>	<b>Packages submitted 1 OCTOBER - 31 DECEMBER require proof of completion of all QTRS in current CY:</b>		
<input type="checkbox"/>	<b>Height _____ Weight _____ Max Wt _____ BF%: _____</b>		Attach BTR
<input type="checkbox"/>	<b>*CFT - Combat Fitness Test</b> (Current Semi-Annual) CFT SCORE: _____ 1st / 2nd / 3rd Class		*Only applies to requests submitted on/after 15 November
<input type="checkbox"/>	<b>Prohibited Activities and Conduct</b> (Current CY)(EOA or EOR Led)		Attach BTR
<input type="checkbox"/>	<b>Unit Marine Awareness &amp; Prevention Integrated Trng</b> (UMAPIT 2.0)(Unit or Leader-Led)(Current CY)		Attach BTR
<input type="checkbox"/>	<b>OPSEC</b> (Current CY)(Unit or MarineNet OPSECUS001)		Attach BTR or Completion Certificate
<input type="checkbox"/>	<b>Level I ATP</b> (Current CY)(Unit or MarineNet JATLV1000)		Attach BTR or Completion Certificate
<b>ALL</b>	<b>All packages require proof of current medical and family readiness:</b>		
<input type="checkbox"/>	<b>PHA</b> (Current)		Attach IMR from MoL
<input type="checkbox"/>	<b>Audiogram</b> (Current)		Attach IMR from MoL
<input type="checkbox"/>	<b>Dental Class I or II</b> (Class III or IV must have appoint.) (Appt Date: _____ NHCQ Init: _____ Stamp: _____)		Attach IMR from MoL
<input type="checkbox"/>	<b>Family Care Plan</b> (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.

Enclosure (2)

## 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.
3. Demonstrate that you have met the readiness standards listed in the respective quarters by:
  - a. Placing 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 respective checkbox);
  - b. Typing or printing 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 the dates of completion for each readiness requirement);
  - c. Attaching 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 a digital copy of your BTR, IMR and FCP.)
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 or return from leave or were selected for a random 10% urinalysis and failed to do so). The SACO will indicated whether you were in compliance and stamp and initial 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 likewise 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 or cannot become compliant with the applicable readiness standard, you will need to obtain a waiver from an E-9 (enlisted) or O-6 (officers) in your supervisory chain, explaining why you were or cannot become compliant with Marine Corps standards. Attach the waiver along with your compliance checklist when submitting your request package.

(Letterhead)

**SAMPLE REQUEST FOR TEMPORARY WAIVER**

SSIC  
Code  
Date

From: **Rank First Name MI Last Name, MOS/EDIPI**  
To: Commanding Officer, Headquarters and Service Battalion  
Via: (1) **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) HQSVC Bn Policy Letter 3-20  
(b) Commander's Training Guidance 11 Oct 19  
(c) HQSVC Bn Training Plan for FY 20

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**

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Code  
Date

FIRST ENDORSEMENT

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

1. 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 (4)