



**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 June 21

Policy Letter 1-21

From: Commanding Officer, Headquarters Battalion  
To: All Hands

Subj: INSPECTION OF INDIVIDUAL READINESS STANDARDS

Ref: (a) HQ Bn Policy Letter 1-20  
(b) Commanders Training Guidance 1 Oct 20  
(c) 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 approximately 1,800 Marines assigned across our supported organizations. Reference (b) provides guidance for how we train and maintain the readiness of our Marines here at HQ Bn. Reference (c) implements this guidance through a comprehensive training and readiness plan, which includes a schedule of quarterly training milestones.<sup>1</sup>

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. Our leaders within our supported organizations 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 convenience and necessity. You must remind yourselves each day that we

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

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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 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 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 June 2021.

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
<b>1st QTR</b>	<b>Packages submitted 1 JANUARY - 31 MARCH require proof of completion in CURRENT CY/FY:</b>		
	<b>Cyber Awareness</b> (IA and PII) (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>		
	<b>Height</b> _____ <b>Weight</b> _____ <b>Max Wt:</b> _____ <b>BF%</b> _____		Attach BTR
	<b>*PFT - Physical Fitness Test</b> (Current Semi-Annual) PFT SCORE: _____ Circle Class: 1st 2nd 3rd		*Only applies to requests submitted on/after 15 May
<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>		
	<b>Sexual Assault Prevention &amp; Response</b> (Current FY)(SARC/SAPR VA led) [As applicable for grade]		Attach BTR
	<b>Risk Management</b> (Current or Previous CY) (SME Led*)		*May substitute with grade appropriate MARINET Course
	<b>Supervisory Substance Misuse Prevention</b> (Current CY)(Unit/Self*)[SNCO & Officers]		*Obtain self-paced course from Bn SACO or Company Office
	<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
	<b>Annual Rifle Training</b> (Current FY) Score: _____ M SS E		Attach BTR or Co Validate Detail: _____ Co Init. _____ Co Stamp: _____
	<b>Annual Pistol Training</b> (Current FY) Score: _____ M SS E		Attach BTR or Co Validate Detail: _____ Co Init. _____ Co Stamp: _____
	<b>Urinalysis &amp; Alcohol Screening Compliant</b> (Current FY)		Attach BTR or SACO circle: Y / N SACO Init. _____ SACO Stamp: _____
<b>4th QTR</b>	<b>Packages submitted 1 OCTOBER - 31 DECEMBER require proof of completion of all QTRS in current CY:</b>		
	<b>Height</b> _____ <b>Weight</b> _____ <b>Max Wt</b> _____ <b>BF%:</b> _____		Attach BTR
	<b>*CFT - Combat Fitness Test</b> (Current Semi-Annual) CFT SCORE: _____ Check Class: 1st 2nd 3rd		*Only applies to requests submitted on/after 15 November
	<b>Prohibited Activities and Conduct</b> (Current CY)(EOA or EOR Led)		Attach BTR
	<b>Unit Marine Awareness &amp; Prevention Integrated Trng</b> (UMAPIT)(Unit or Leader-Led)(Current CY)		Attach BTR
	<b>OPSEC</b> (Current CY)(Unit or MarineNet OPSECUS001)		Attach BTR or Completion Certificate
	<b>Level I ATFP</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>		
	<b>PHA</b> (Current)	Enter date of appointment:	Attach IMR from MoL
	<b>Audiogram</b> (Current)	Enter date of appointment:	Attach IMR from MoL
	<b>Dental Class I or II</b> (Class III or IV must have appoint.) (Appt Date: _____ NHCQ Init: _____ Stamp: _____)		Attach IMR from MoL
	<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.

## 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 2021, 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 2021), the previous three quarters will reflect the previous three quarters of the current CY (e.g., CY 21) and the last three quarters of the previous FY (e.g., FY 21).
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

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 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