



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

IN REPLY REFER TO:

3500

CO

OCT 01 2021

From: Commanding Officer

To: All Hands

Subj: COMMANDER'S TRAINING GUIDANCE

- Ref: (a) MCRP 3-0A Unit Training Management Guide
(b) MCO 1500.63 w/Ch1 Marine Corps Mandatory Individual Training and Education Requirements
(c) Commandant's Planning Guidance
(d) ALMAR 005/19 Revision of the Commandant's Professional Reading List
(e) MCRP 6-11D Sustaining the Transformation

1. Purpose. This document provides the commander's training guidance and intent for how the battalion will train, educate and make-ready the 1,900 Marines of "The Beast" in compliance with the annual training requirements and guidance in references (a) through (e).

2. Orientation

a. Headquarters Battalion (HQ Bn) is responsible for the administration, training, discipline and overall readiness of the 1,900 Marines assigned across our supported organizations. Readiness begins with the individual. Each individual Marine must maintain their moral, mental, and physical readiness. 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. Efficient execution of the training plan will assure our Marines' readiness and optimize the time they concentrate on their institutional missions.

b. With the battalion's realignment under Training and Education Command, our readiness is even more important, as we represent and support the standard bearers of the Marine Corps. Our Marines are assigned to organizations performing missions of strategic and institutional importance to the future warfighting capability of our Corps. *Our readiness should mirror the quality of the organizations that we all represent and be an exemplar for the FMF.*

3. Commander's Intent

a. Purpose. Train, educate, and make-ready the 1,900 Marines of "The Beast" in compliance with the annual CMC training requirements and guidance in references (a) through (e).

b. Method

(1) Provide Highest-Quality Training. We will provide or facilitate the highest quality training that leverages the talent resident at the

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"Crossroads of the Corps." To the maximum extent practical, training will integrate Leader-Led discussion format, Values Based Leadership tools, and Risk Management, while reinforcing our core values, ethos, customs, courtesies, traditions, and history.

(2) Accommodate Supported Organizations. Our training will be tailored to accommodate our supported organizations' battle rhythms and operational tempo in terms of accessibility, locations, scheduling, and efficiency. By co-locating our company headquarters, we will embrace distributed C2 and mission command to deepen habitual relationships and achieve unity of effort.

(3) Promote Climate of Compliance. We will establish a climate of compliance and accountability. My company commanders and I will do our part, and we will leverage front line leaders to support their Marines' training get us across the finish line. All leaders must distinguish between convenience and necessity when it comes to ensuring the readiness of their Marines.

c. End-State. My end-state is that our Marines comply with annual training and readiness requirements, have opportunities for professional development, and sustain their transformation, without disruption to the supported organization's missions.

4. Lines of Effort (LOE). Training will occur along three mutually supporting LOEs.

a. LOE 1: CMC Annual Required Training. The first LOE is completion of required annual training. This LOE focuses on completion of all required training (calendar and fiscal year) as outlined in references (b) and (c), including ancillary training.

b. LOE 2: Personal Readiness and Resilience. This LOE focuses on ensuring Marines maintain their physical, spiritual, and administrative readiness and resilience for deployability and are equipped manage hardship and adversity. Marines are expected to PT as part of their basic daily routine and OIC/SNCOICs are expected to conduct regularly scheduled organized PT. The companies will conduct organized PT at least once a month. The battalion will conduct at least one run, one hike, a field meet, and a squad competition, annually. In addition to physical readiness, Marines are expected to take advantage of resiliency and wellness programs sponsored by Marine Corps Base/MCCS and the battalion.

(1) Ensure necessary personal administrative requirements are comprehensive, accurate and up to date, including family care plans, annual Service members Group Life Insurance (SGLI) updates, Service Record Book (SRB) audits, wills and powers of attorney.

(2) Ensure medical readiness through healthy eating, proper sleep and routine exercise, and by completing an annual dental exams and cleanings, and annual Periodic Health Assessments (PHA). *Completion of an annual PHA is required before Marines can take a Combat or Physical Fitness Test.*

c. LOE 3: Professional Military Education (PME). The third LOE focuses on the continuing education of our Marines. Continuing our professional

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development through PME ensures we have the knowledge base from which to innovate, adapt, and to out-think our adversaries.

(1) OICs and SNCOIC must ensure their Marines enroll in and complete grade-appropriate PME requirements in a timely manner.

(2) HQ Bn will host PME discussions as well as specific PME trips for sergeants and below. Consistent with reference (d), PME will focus on the Marine Corps' role as a naval expeditionary force operating in support of a naval fleet.

(3) In accordance with reference (e), each Marine shall read a minimum of five books from the "Commandant's Choice" or "level" sections each year.

5. Priorities. Our focus of effort will be those requirements that are fundamental to our ethos and build the basic foundation to perform our duties in garrison, lead Marines, and deploy into crisis. Our training priorities are as follows:

a. Physical Training and Resilience: Daily individual PT, periodic organized unit PT, and Remedial Conditioning Program; evaluated through the Physical Fitness Test and Combat Fitness Test. Routine and easy access to sleep, nutrition, and mental health coaches and specialists.

b. Marksmanship Training: Periodic Live Fire Events, Annual Rifle Qualification, and Combat Pistol Program.

c. Force Protection: Cyber Awareness/Information Assurance, Operational Security, and Level I Anti-Terrorism Force Protection.

d. Force Preservation: Sexual Assault Prevention & Response, Prohibited Activities & Conduct, Safety & Risk Management, Unit Marine Awareness & Prevention Integrated Training.

e. Personal Readiness

(1) Medical and dental readiness

(2) Family care planning

(3) Urinalysis and alcohol screening

6. Training Cycle. Details of the training cycles can be found in the Fiscal Year 2022 Annual Training Plan.

8. Questions or concerns with this guidance can be forwarded to the Battalion Operations Officer at (703)784-6589.


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