



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134-5043

IN REPLY REFER TO:
3502
S-3
30 SEP 21

From: Operations Officer, Headquarters Battalion
To: Distribution List

Subj: COMMANDER'S PRIORITY TRAINING SCHEDULE FOR FISCAL YEAR 22

- Ref: (a) Headquarters Battalion Commander's Training Guidance
(b) MARADMIN 062/19 Modifications to MCBUL 1500 Annual Training
(c) MCO 1752.5B Sexual Assault Prevention and Response
(d) MARADMIN 391/18 Requirements for Sexual Assault Prevention and Response Training (SAPR)
(e) MARADMIN 458/14 Marine Corps Quarterly PME Themes
(f) MCRP 3-0A Unit Training Management Guide

1. The battalion commander established the "Top Five" annual training requirements in reference (a), in accordance with references (b) through (f). These include Prohibited Activities and Conduct (PAC); Anti-Terrorism; Sexual Assault Prevention and Response (SAPR); Suicide Awareness; and Substance Abuse. Suicide Awareness and Substance Abuse are included within the Unit Marine Awareness and Prevention Integrated Training (UMAPIT) program.

2. The bi-monthly top-five will be divided into two training blocks: PAC, Anti-Terrorism, and SAPR training in the morning, while UMAPIT and Staff SAPR will go in the afternoon. This allows Marines to attend either a full day of training or one block each in different months, as their work schedule allows. The SAPR training is conducted separately for Staff Noncommissioned Officers (SNCO) and Officers. Noncommissioned officers (NCO) and Lance Corporals and below will have separate SAPR training events (Take a Stand and Step-Up), in accordance with enclosure (9) of the Fiscal Year 2022 (FY22) annual training plan.

3. The schedule below identifies the time, place, and training covered throughout FY22.

Table with 4 columns: DATE, TIME, TOPICS COVERED, LOCATION. Rows include training dates from 14 Oct 2021 to 9 Jun 2022, covering PAC, Anti-Terrorism, SAPR, and UMAPIT training at Little Hall.

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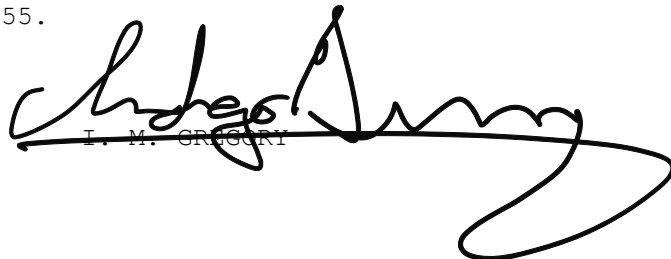
11 Aug 2022	0800-1100	PAC, Anti-Terrorism and Officer SAPR Training	Little Hall
	1300-1600	UMAPIT Training, STAFF SAPR	

4. Companies will set up sign-in tables, and have proper placards displayed to identify the respective company, no later than 0745 in order to answer any questions, but will not start scanning identification cards any earlier than 0900. In the afternoon, companies will ensure they are ready to scan identification cards no earlier than 1430. Companies will input the training rosters into the Marine Corps Training Information Management System (MCTIMS) and submit the appropriate documentation to the S-3 for certification within two working days of the completion of the training event.

5. Prior to the beginning of the training there will be resiliency table's set-up in Little Hall with brochures and documents for the following programs: Military Family Life Advocacy Counseling, Religious Services, Sexual Assault Prevention and Response, Safety, Victim Witness Assistance Program, and the Substance Abuse Counseling Program. These tables will remain up for the duration of the training, unless otherwise directed. Battalion program managers will be responsible for setting up, providing resources, and breaking down the tables.

6. The Battalion Operations Section will coordinate the set up and utilization of virtual distribution of the "Top Five."

7. The point of contact for this training is the Headquarters Battalion Operations Section at (703) 784-2555.

  
I. M. GREGORY