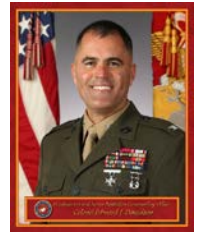




HEADQUARTERS BATTALION COMMANDING OFFICER'S MISSION GUIDANCE



Our Mission: Our mission is to train, administer, and sustain our Marines in order to ensure their individual readiness and enable our supported organizations to concentrate on their respective missions. Implied in our mission is the obligation to sustain our Marines' transformation, reinforce their warrior ethos, and ensure they are world-wide deployable. Our battalion includes all 1,800 Marines assigned duties within our supported organizations, making it the largest battalion in the Marine Corps. The organizations we support work on behalf of our Commandant to train, organize and equip the Marine Corps. Accomplishing our battalion's mission enables our supported organizations to conserve their energies to focus on these critical missions.

Our Strengths: We have over half a century of experience. Our battalion traces its lineage back to Headquarters Battalion, Education & Development Command, established in our same headquarters building, now named in honor of Navy Cross recipient Corporal Yale. Our predecessors successfully trained and administered many of our Corps' most legendary Marines. Today, we train and administer more Marines than any other battalion, enabling us to quickly gain proficiency and master the fundamentals. At the same time, we are uniquely positioned to leverage the subject matter expertise at the "Crossroads of the Corps." The owners, stakeholders and advocates of so many programs affecting our Marines' readiness reside right here in the battalion.

Our Challenges: While our mission is relatively straight forward in concept, it's challenging in execution. To begin, there is no common commander over our battalion and our supported organizations, making it difficult to achieve unity of effort. Within our supported organizations our Marines are rightly immersed in work of institutional importance to our Corps. Further, our demographics and leadership dynamics differ greatly from the youthful pyramid shaped rank structure of a typical battalion. Compounding these challenges, our headquarters is non-doctrinal, making it difficult to effectively manage readiness programs designed for a typically smaller battalion with a larger headquarters.

Our Goal: As part of an elite warfighting organization, we cannot accept mediocracy. We will exploit our strengths, overcome our challenges, and become the model for maintaining individual readiness. At the same time, we will sustain our Marines transformation, reinforce their warrior ethos and ensure they are world-wide deployable.

Our Lines of Effort: Our battalion headquarters and company offices will focus along the following lines of effort:

- Communicate effectively across organizations & up and down the chain of command by further integrating with our supported organizations & exploiting technology.
- Provide training that is relevant, challenging, worthwhile and conducive to our Marines' daily battle rhythm.
- Improve administrative accuracy, efficiency & transparency through standardization, digitization & automation.
- Sustain functional area execution. First, by building "hub and spoke" relationships between our battalion headquarters (our hub), our collateral duty SMEs (our spokes) and our Marines in our supported organizations (our rim). Second, by aligning and clarifying functional area responsibilities through memorandums of agreements and battalion directives. Lastly, by implementing an internal inspection program and incentivizing exceptional performance.
- Leverage the Crossroads of the Corps by leveraging our SMEs resident in our supported organizations.
- Reinforce the importance of individual readiness by implementing inspection & enforcement functions.

Our Expectations. Our headquarters staff and company offices will do their part, but our "battalion" is not just this handful of Marines. 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. Leaders at all levels will prioritize readiness by clearly communicating expectations, clearing "white space" on organizational calendars, and through their own personal example. You must remind yourselves each day that we are an expeditionary force premised on individual readiness. Success requires every Marine to do their part.

E. J. DANIELSON
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