



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

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

BATTALION BULLETIN 3502

From: Commanding Officer, Headquarters Battalion
To: Distribution List A

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

Ref: (a) Inspection of Individual Readiness Standards
(b) MCRP 3-0A Unit Training Management Guide
(c) MCO 1500.63 w/Ch1 Marine Corps Mandatory Individual Training and Education Requirements
(d) MCO 6100.13A w/Ch2 Marine Corps Physical Fitness Program
(e) MCO 6110.3A w/Ch1 Marine Corps Body Composition and Military Appearance Program
(f) MCO 3574.2L Marine Corps Combat Marksmanship Programs
(g) MCO 1500.54A Marine Corps Martial Arts Program
(h) MCO 1500.52D Marine Corps Water Survival Training Requirements
(i) MCO 5100.29B Marine Corps Safety Program
(j) MCO 3500.27C Risk Management
(k) MCO 1752.5C Sexual Assault Prevention and Response
(l) MARADMIN 391/18 Requirements for Sexual Assault Prevention and Response Training (SAPR)
(m) MCO 5354.1E ADMIN CH Marine Corps Prohibited Activities and Conduct Prevention and Response
(n) MARADMIN 652/16 Implementation of Unit Marine Awareness and Prevention Integrated Training
(o) ALMAR 023/20 Revision of the Commandant's Professional Reading List
(p) Commandant's Planning Guidance
(q) MCRP 6-11D Sustaining the Transformation
(r) Headquarters Battalion Commander's Training Guidance

Encl: (1) Quarterly Training Milestones
(2) Readiness Battle Rhythm
(3) FY 22 Training List
(4) FY 22 Training Calendar
(5) Annual Rifle and Pistol Training
(6) Combat Fitness Test Schedule
(7) Physical Fitness Test Schedule
(8) Monthly Top Five Training Schedule
(9) Sexual Assault Prevention and Response Training Schedule
(10) Prioritized Medical Readiness Schedule
(11) Battalion Armory Training Schedule
(12) Battalion Led Enlisted PME Schedule
(13) Substance Abuse Program Training Schedule
(14) After Action Report Format
(15) Operational Risk Assessment Worksheet

1. Situation. Marines aboard Quantico are at the Crossroads where "how" the Corps will fight in the future is being determined. Marine Corps 2030 will be leaner and more agile, and it will require even more of its Marines. The

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

opportunity to serve in the Corps will become even more competitive as it downsizes and retools to adapt to the requirements of modern warfare. Now more than ever, the holistic individual readiness of our people will form the foundation of the Corps' future success. Our particular challenge is to ensure individual readiness while meeting the demands associated with planning and guiding the transformation of the larger Marine Corps. This training plan provides guidance and identifies the opportunities and resources necessary for our Marines to maintain readiness and resilience, develop professionally, and to be ready to tackle bigger operational and leadership challenges when they return to the Fleet Marine Force(FMF).

2. Mission. Throughout Fiscal Year 2022, HQ Bn provides or facilitates the necessary training, education and readiness events for assigned Marines in order to ensure individual readiness and enable supported organizations to concentrate on their respective missions.

3. Execution

a. Commander's Intent

(1) Purpose. Train, educate, and make-ready the 1,900 Marines of "The Beast" in compliance with the Commandant of the Marine Corps(CMC) annual training requirements in references (b) through (p) and consistent with the guidance in references (q) through (r).

(2) Method

(a) Promote a Climate of Compliance. Leaders at all levels will promote a climate of compliance - this is a shared responsibility between the supported organizations and the battalion. The battalion is tasked with managing training and readiness, and it assumes responsibility for these inspectable functional areas on behalf of the supported commands. To meet this requirement, the battalion will use reference (a), Inspection of Individual Readiness Standards, to monitor compliance and make adjustments as necessary.

(b) Accommodate Supported Organizations. Our training will be tailored to accommodate our supported organizations' battle rhythms and operational tempo, in terms of accessibility, locations, schedule, and efficiency.

(3) End-State. The end-state is that our Marines are in compliance with annual CMC training and readiness requirements, while remaining focused on the important mission at hand, and ready to eventually transfer back to the FMF and deploy.

b. Concept of Operations

(1) 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 (c) and (d), including ancillary training.

(b) LOE 2: Personal Readiness and Resilience

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

1. Physical Fitness. Physical fitness is foundational to generating readiness and resilience. Leaders will include physical conditioning as part of their basic daily routines, with focus on putting their Marines on a program to train as warrior-athletes. This includes leveraging Force Fitness Instructors and nutritionists. HQ Bn will supplement supported organizations' (SUPORG) physical conditioning programs with sponsored events including conditioning ruck marches, field meets, and a squad competition. The battalion will also sponsor seminars on physical conditioning, sleep and nutrition. Marines will also ensure they complete an annual Periodic Health Assessment (also required for physical fitness tests (PFT) and combat fitness tests (CFT), an annual dental exam, and a cleaning.

2. Mental and Spiritual Fitness. Both are equally foundational to readiness and resilience. Chaplains, clinicians, and counselors will play a proactive role in supporting the mental and spiritual fitness of the formation. Building on other warrior athlete programs (e.g., USSOCOM's Preservation of the Force and Families), HQ Bn will develop a plan to make mental and spiritual fitness "coaches" available to the formation to help optimize performance.

3. Administrative Readiness. At all times, Marines must ensure their personal administrative requirements are up to date. These include, but are not limited to, Service Record Book audits, annual Servicemembers Group Life Insurance updates, family care plans, wills and powers of attorney, and financial planning.

(c) LOE 3: Professional Military Education (PME). The third LOE focuses on the continuing education of our Marines. Continuing our professional development through PME ensures that we have the knowledge base from which to innovate, adapt, and to out-think our adversaries. PME should reinforce other means of honoring traditions, building esprit, and imparting to Marines an understanding of the Marine Corps' heritage.

1. Officers in Charge (OIC) and Staff Non-Commissioned Officers in Charge (SNCOIC) must ensure their Marines enroll in and complete grade appropriate PME requirements in a timely manner.

2. HQ Bn will host PME events, including PME trips for Sergeants and below. Consistent with reference (e), PME will focus on the Marine Corps' role as a naval expeditionary force operating in support of a naval fleet.

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

(2) Training Cycle. HQ Bn will conduct four parallel training cycles which will enable our Marines to complete training and readiness requirements consistent with their supported organizations' battle rhythm and operational tempo:

(a) Recurring Cycle. The following training and readiness events will be conducted on a recurring basis throughout the year to afford maximum opportunity for our Marines to meet these basic requirements:

1. Annual Rifle Qualification (ARQ). There are seven ARQ ranges scheduled for this year. An annual Letter Of Instruction will be published to cover the fiscal year. Fragmentary Orders will be published for

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

each individual range detail specifying specific tasks. See enclosure (5) for more information and scheduling.

2. Combat Pistol Program (CPP). There are seven annual pistol qualification ranges scheduled throughout the year. An annual Letter Of Instruction will be published to cover the fiscal year. Fragmentary Orders will be published for each individual range detail specifying specific tasks. See enclosure (5) for more information and scheduling.

3. Combat Fitness Test. HQ Bn will sponsor weekly CFT events throughout the fiscal year. Marines may also complete a CFT with any battalion designated Command Physical Training Representative (CPTR). See enclosure (6) for more information and scheduling.

4. Physical Fitness Test. HQ Bn will sponsor weekly PFT events throughout the fiscal year. Marines may also complete a PFT with any battalion designated CPTR. See enclosure (7) for more information and scheduling.

5. Height and Weight (HT/WT). HT/WT measurements may be conducted through either the company office or Battalion S-3 to meet the semi-annual requirements as well as for other requirements such as screening for schools. New join Marines checking in and/or Marines requiring body composition evaluations (i.e., taping) must report directly to the Battalion S-3.

(b) Bi-Monthly Cycle. The following training and readiness events will be conducted every other month to afford our Marines and SUPORGS maximum opportunity, flexibility and planning lead time to participate:

1. Commander's Top Five Annual Training Requirements. HQ Bn's Top Five annual training requirements include Sexual Assault Prevention and Response (SAPR), Prohibited Activities and Conduct (PAC), Antiterrorism Force Protection (ATFP) Level I and Unit Marine Awareness and Prevention Integrated Training (UMAPIT) (suicide awareness and substance abuse) and will be offered bi-monthly. See enclosure (8) and (9) for more details and scheduling.

2. Prioritized Medical Readiness Days (Medical Rodeos). Naval Health Clinic Quantico (NHCQ) will provide priority to HQ Bn Marines on specific days. See enclosure (10) for more details and scheduling.

3. Company Physical Training. Each company will provide organized PT at least once a month. Schedule will be posted by separate correspondence.

4. Battalion Urinalysis. All Marines and Sailors are required to provide at least one urinalysis sample each Fiscal Year (FY). Marines will participate either as part of the battalion's monthly random testing of 10% of the unit or as part of a 100% unit sweep each year. All Urinalysis Program Coordinators (UPCs) and Observers throughout the battalion are required to provide monthly urinalysis samples. Further information and scheduling will be published by the Battalion Substance Abuse Control Officer (SACO) and distributed by the company offices.

5. Battalion Armory Annual Training. Marines within the HQ Bn armory must conduct monthly training in accordance with the armorer Training and Readiness (T&R) manual. See enclosure (11) for more information and scheduling.

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

6. UPC/UPO Course. All UPCs and UPOs throughout the battalion are required to attend bi-monthly refresher training conducted by the battalion's SACO. See enclosure (13) for more details and scheduling.

(c) Quarterly. The following training and education events will be conducted quarterly:

- a. SAPR Training (SNCO, Officer, Step-Up and Take a Stand)
- b. Anti-Terrorism
- c. PAC Training
- d. UMAPIT
- e. Professional Military Education (PME) Trips. See enclosure (3) for more information regarding the PME trips.
- f. Live Fire Ranges. See enclosure (4) for more information regarding the live fire ranges.

(d) Bi-Annually. The following training and education events will be conducted bi-annually.

1. Corporal's Course. HQ Bn will conduct resident PME required for promotion to Sergeant. See enclosure (12) for more information and scheduling.

2. Lance Corporal's Seminar. HQ Bn will conduct resident PME required for promotion to Corporal. See enclosure (12) for more information and scheduling.

3. Safety Council Meetings. Company and supported organization safety representatives are required to meet with the battalion safety representative on a quarterly basis. Lessons learned and best practices for the use of risk management during training events will be a mandatory topic of discussion at each meeting. Further information will be distributed by the battalion's safety officer via separate correspondence.

(d) Annual Cycle

1. The battalion will conduct several battalion-level all-hands training and readiness events throughout the year. Each of these events will have their own LOI published with detailed information and timelines prior to the event. These events include:

- a. Marine Corps Birthday 246 Mile Run/Hike, November 9-10.
- b. Squad Competition, March 11.
- c. Hike, April 1.
- d. Field Meet, May 20.

2. The battalion will conduct two operational pauses:

- a. Back In The Saddle (BITS), January 13.

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

b. 101 Days of Summer, May 11.

3. Chaser Training will be conducted semi-annually, or as required, through coordination with the Battalion Legal Officer. Coordinating instructions will be published via separate correspondence.

4. Marines are responsible for completing the following required annual training in accordance with the Commander's Training Guidance, reference (r). Supervisory Safety Training must be completed either through unit SME-led training or via the online options of ESAMS or Milsuite. All other training may be completed either through Leader-Led training or on-line via MarineNet.

a. Cyber Awareness. MarineNet CYBERM0000.

b. Risk Management. MarineNet SDRMGTE130 (Private - Lance Corporal); SDRMGTSUL0 (Small Unit Leaders); or SDRMGTSENO (Senior Leaders).

c. Records Management Training. MarineNet M02RMT0700.

d. Supervisory Safety Training (SNCOs & Officers). This training can be completed through either of the websites below:

[https://esams.cnic.navy.mil/ESAMS GEN 2/Login](https://esams.cnic.navy.mil/ESAMS_GEN_2/Login) (Course ID 4813)

<https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2FUniversity%2Ftrngcmdkm%2Fcourses%2Fsupervisors-safety-training%2F>.

e. Joint Antiterrorism Level 1. MarineNet JATLV10000.

f. Counter-Intelligence Awareness. Annual brief provided by MCB Quantico Force Protection Branch, Marine Corps Intelligence Activity, or through the Naval Criminal Investigation Service aboard Marine Corps Base Quantico.

g. The Marine Corps Operational Security Program.
MarineNet OPSECUS001.

c. Tasks

(1) Company Commanders

(a) Incorporate this bulletin into your training program and effectively communicate to and collaborate with your respective SUPORG's senior enlisted leaders, chiefs of staff, operations and training chiefs via all means available.

(b) Provide your SUPORGS with training updates, completion statistics, and other measures of performance and effectiveness tailored to their organization in order to accomplish the desired end-state.

(c) Per reference (a), submit After Action Reports (AAR) [see enclosure (14)] to the S-3 and Command Lessons Learned Manager for all training events no later than (NLT) seven working days after completing the event, or as directed.

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

(d) Ensure that all trainers within your company utilize applicable references (a - p). Push as much responsibility for planning and executing training to most junior responsible rank as possible; however, ensure supervision and evaluations are completed properly.

(e) Using enclosure 15, incorporate Operational Risk Assessment Worksheets (ORAW) in all training evolutions, ensuring identified hazards, assessed risks, and established controls are well understood by all participants as outlined in reference (i).

(f) Inspect for individual compliance with annual training and readiness requirements, as established in the references, when screening all personal administrative requests routed through your office.

(g) Coordinate with your SUPORGS to facilitate and execute the following training events bi-monthly:

1. SAPR Training (SNCO, Officer, Step-Up and Take a Stand)
2. Safety/Risk Management Training
3. PAC Training
4. UMAPIT

(h) Coordinate with your SUPORGS to facilitate and execute one PME event during FY22. Companies will receive further guidance via separate correspondence.

(2) S-1

- (a) Ensure LOIs are posted on the battalion's virtual communication enterprise (VCE) page.
- (b) Coordinate with the S-3 for Marines that are deficient in training that affects pay and promotion.

(3) S-3

(a) Exercise responsibility over all training and training-related matters.

(b) Ensure that ORM is practiced during all training evolutions; ensure identified hazards, assessed risks, and established controls are well understood by all participants.

(c) Maintain and organize all AARs, confirmation briefs, orders, and LOIs.

(d) Assess HQ Bn's training readiness through the use of measures of performance and effectiveness as well as formal and informal evaluations.

(e) Assist subordinate units in the execution of training plans, and resolve conflicts which would hinder or divert training efforts.

(f) Publish LOIs and Warning Orders for battalion events.

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2022

(g) Track, generate, and disseminate training and readiness statistics as directed by the commanding officer, and as required by the company commanders. Identify, track and report trends in training execution and completion.

(4) S-4

(a) Coordinate with the S-3 for all logistical and supply needs for training events.

(b) Coordinate with the S-3 for medical needs for training events.

(c) Notify the S-3 with any shortfalls in logistics, supply, or medical support that will impact training events.

(5) Force Fitness Instructors

(a) Ensure the unit's physical fitness program is well-balanced, and include dynamic warm-ups, injury prevention, and recovery periods.

(b) Synchronize efforts of the unit's training personnel such as Martial Arts Instructors/Trainers, Marine Corps Instructors of Water Survival, and certified Athletic Trainers.

(c) Leverage available resources such as Semper Fit, health educators, strength coaches, and High Intensity Tactical Training Instructor Trainers to support the commander's physical fitness training objectives.

(6) Information Management Team. Coordinate with the S-3 to disseminate upcoming events through all applicable forums.

d. Coordinating Instructions. Marines will complete required annual training and meet annual readiness requirements in accordance with references (a) through (p), consistent with the guidance in references (q) through (r), and following the instructions and schedules established in enclosures (1) through (15) of this bulletin.

4. Command and Signal

a. The point of contact for this bulletin is the Battalion Operations Officer at (703) 784-6589.

b. This bulletin is effective the date signed.


R. J. SCHMIDT

Distribution: A