



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

IN REPLY REFER TO:  
3500  
S3  
27 Sep 22

From: Commanding Officer, Headquarters Battalion  
To: All Hands

Subj: COMMANDER'S TRAINING GUIDANCE

Ref: (a) MCRP 3-0A Unit Training Management Guide  
(b) MCBul 1500 dtd 01 Oct 2021  
(c) MARADMIN 062/19 Modifications to MCBUL 1500 Annual Training Requirements  
(d) Commandant's Planning Guidance  
(e) ALMAR 005/19 Revision of the Commandant's Professional Reading List  
(f) MCTP 6-10A 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 2,100 Marines of "The Beast" in compliance with the annual training requirements and guidance in references (a) through (f).

2. ORIENTATION

a. Headquarters Battalion (HQ Bn) is responsible for the administration, training, discipline and overall readiness of the 2,100 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 2,100 Marines of "The Beast," in order to maintain compliance with the annual CMC training requirements and guidance in references (a) through (f).

b. Method

(1) Provide Highest-Quality Training. We will provide or facilitate the highest quality training that leverages the talent resident at the "Crossroads of the Corps." To the maximum extent practical, training will integrate Leader-Led discussion formats, Values Based Leadership tools, and Risk

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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 having our company staff co-locating with the majority of the supported commands, we continue to 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 in order to 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 are in compliance 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 Training Requirements. 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 to manage hardship and adversity.

(1) Physical Fitness. 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 sponsor seminars on physical conditioning, sleep and nutrition. In addition to physical readiness, Marines must complete 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.*

(2) Mental and Spiritual Fitness. Chaplains, clinicians, and counselors will play a proactive role in generating the mental and spiritual fitness of the formation. Building on other warrior athlete programs, HQ BN will make mental and spiritual fitness "coaches" available to the formation to help optimize performance. The formation will ensure their medical readiness through healthy eating, proper sleep, and routine exercise. Additionally, Marines are expected to take advantage of resiliency and wellness programs sponsored by Marine Corps Base Quantico/MCCS and the battalion.

(3) Administrative Readiness. Ensure necessary personal administrative requirements are comprehensive, accurate and up to date, including family care plans, annual Servicemembers' Group Life Insurance updates, Service Record Book audits, wills, and powers of attorney.

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c. LOE 3: Education. The third LOE focuses on the continuing education of our Marines. Continuing our professional 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) 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: 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 2023 Annual Training Plan.

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



R. J. SCHMIDT