



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO VIRGINIA 22134-5043

IN REPLY REFER TO:
3502
S3
27 Sep 22

From: Operations Officer, Headquarters Battalion
To: Company Commanders

Subj: FISCAL YEAR 2023 COMMANDER'S TOP FIVE TRAINING SCHEDULE

Ref: (a) Commander's Training Guidance (CTG)
(b) MCO 1500.63 w/Ch 1 Marine Corps Mandatory Individual Training And Education Requirements

1. The Battalion Commander has identified his Top Five annual training priorities. These priorities are Unit Marine Awareness and Prevention Integrated Training (UMAPIT), Antiterrorism Level 1, Operations Security (OPSEC), and Prohibited Activities and Conduct (PAC). Suicide Awareness and Substance Abuse are presented during UMAPIT.
2. Thebattalion will host Top Five training on abi-monthly basis.
3. The Fiscal Year 2023 Top Five dates are listed below:

| DATE | TRAINING | LOCATION |
|-------------|-------------------------------|--------------|
| 13 Oct 2022 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |
| 8 Dec 2022 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |
| 9 Feb 2023 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |
| 13 Apr 2023 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |
| 8 Jun 2023 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |
| 10 Aug 2023 | UMAPIT, ATLV1, OPSEC, and PAC | BN Classroom |

4. The timeline for the conduct of the Top Five training is listed below:

| TIME | EVENT |
|-------------|---|
| 0700 - 0745 | EVENT PREPARATION |
| 0800 - 1000 | UNIT MARINE AWARENESS AND PREVENTION INTEGRATED TRAINING 3.0 (UMAPIT) |
| 1000 - 1100 | ANTITERRORISM LEVEL 1 AWARENESS (ATLV1) |
| 1100 - 1200 | OPERATIONS SECURITY (OPSEC) |
| 1200 - 1300 | CHOW |
| 1300 - 1400 | PROHIBITED ACTIVITIES AND CONDUCT (PAC) |
| 1400 - 1430 | EVENT CLEAN-UP |

5. Marines can attend the training in-person or participate in the training remotely from a computer, tablet, or cellular telephone. Marines must stay logged into the training for the entire duration of the event. Unless the training is already completed, Marines should not log in and out multiple times.

a. Companies are responsible for taking accountability of Marines who attend in-person. Rosters need to be submitted electronically to the operations section upon completion of the training in accordance with the operations training submission guidelines.

Subj: FISCAL YEAR 2023 COMMANDER'S TOP FIVE TRAINING SCHEDULE

b. The operations section is responsible for taking accountability of Marines who attend the training remotely using Microsoft Teams.

c. The link to the training is: <https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3a17e04abc75e94bbaacb16c207eea4401%40thread.skype/1663261235713?context=%7b%22Tid%22%3a%22f4c44cda-18c6-46b0-80f2-e290072444fd%22%2c%22Oid%22%3a%228312a133-866f-4382-874a-cf588609cda4%22%7d>

d. The QR code to participate in the training remotely is located on the Quarterly Battle Rhythm, enclosure (3).

6. The operations section will input all rosters and certify the event in the Marine Corps Training Information Management System (MCTIMS). Companies will not submit any rosters into MCTIMS.

7. Tables will be available to display and provide brochures and materials 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. The specific program managers will be responsible for setting up, providing resources, and removing all remaining items from the tables.

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


I. M. GREGORY