



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

IN REPLY REFER TO:  
3502  
B 07-3  
8 Oct 20

BATTALION BULLETIN 3502

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

Subj: HEADQUARTERS BATTALION TRAINING PLAN FOR FISCAL YEAR 2021

Ref: (a) MCRP 3-0A Unit Training Management Guide  
(b) MCBul 1500 dtd 23 Feb 18  
(c) MARADMIN 062/19 Extension to MCBUL 1500 Annual Training Requirements  
(d) MCO 6100.13A w/Ch2 Marine Corps Physical Fitness Program  
(e) MCO 6110.3A w/Ch1 BCP/MAP  
(f) MCO 3574.2L Marine Corps Combat Marksmanship Programs  
(g) MCO 1500.54A MCMAP  
(h) MARADMIN 693/17 Implementation of the Revised BSP Program  
(i) MCO 1500.52D Water Survival Training  
(j) MCO 5100.29B Safety Program  
(k) MCO 3500.27C Risk Management  
(l) MCO 1752.5C SAPR  
(m) MARADMIN 391/18 Requirements for SAPR Training  
(n) MCO 5354.1E ADMIN CH PAC Prevention & Response  
(o) MARADMIN 044/20 Implementation of UMAPIT 3.0  
(p) ALMAR 005/19 Revision of CMC's Professional Reading List  
(q) Commandant's Planning Guidance  
(r) MCRP 6-11D Sustaining the Transformation  
(s) HQ Bn Commander's Training Guidance  
(t) HQ Bn Policy Letter 1-20 Inspection of Individual Readiness

Encl: (1) Quarterly Training Milestones  
(2) Readiness Battle Rhythm  
(3) FY 21 Training List  
(4) FY 21 Training Calendar  
(5) Annual Rifle and Pistol Training  
(6) Combat Fitness Test Schedule  
(7) Physical Fitness Test Schedule  
(8) Commander's Top-5 Training Priorities - Monthly Schedule  
(9) Sexual Assault Prevention and Response Training Schedule  
(10) Priority Medical Readiness Schedule  
(11) Armory Training Schedule  
(12) Enlisted PME Schedule  
(13) Substance Abuse Program Training Schedule  
(14) After Action Report Format  
(15) Operational Risk Management Worksheet

1. Situation

a. The Marine Corps is the nation's naval expeditionary force in readiness. Readiness begins with the individual. Marines 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.

b. Readiness applies equally here at the "Crossroads of the Corps" as it does in the Fleet Marine Forces (FMF). Headquarters Battalion (HQ Bn) is responsible for the administration, training and overall readiness of the 1,800 Marines assigned across our supported organizations. These organizations are performing missions of strategic and institutional importance. By providing for our Marines' readiness, HQ Bn assures these Marines are ready and focused on their important duties, and allows our supported organizations to concentrate on their critical missions. Similarly, every Marine must be ready to deploy upon their transfer to the FMF. This has added importance for our first term Marines, for whom challenging training is critical to sustaining their transformation.

c. This training plan establishes the requisite opportunities and resources for assigned Marines to meet the training and readiness requirements established in references (a) through (p), consistent with the guidance in references (q) through (s). Reference (t) establishes a policy for inspecting compliance with this order and the references.

2. Cancellation. This bulletin supersedes Bn Bul 3502 dated 31 October 2019.

3. Mission. Throughout Fiscal Year (FY) 2021, 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.

4. Execution

a. Commander's Intent

(1) Purpose. Train, educate, and make-ready the 1,800 Marines of "The Beast," in compliance with the annual training requirements in references (a) through (p) and consistent with the guidance in references (q) through (s).

(2) Method

(a) Provide Highest-Quality Training. We will provide or facilitate the highest quality training that leverages the talent and resources resident at the "Crossroads of the Corps" as well as our experience gained from training 1,800 Marines every year. Our training will be realistic, scenario-based, interactive, relevant, and challenging. It will meet or exceed basic requirements, enrich character development, and promote professional development. To the maximum extent practical, it will integrate Leader-Led discussion format, Values Based Leadership (VBL) tools, and Risk Management, while reinforcing our core values, ethos, customs, courtesies, traditions, and history.

(b) 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. To the extent practical, we will embed our companies within the organizations to which they provide direct support. By embedding our companies we will build habitual relationships and unity of effort. To the extent our companies integrate, we can steadily transition and default to Co-level planning and execution of training and readiness events.

(c) Promote a Climate of Accountability and Compliance.

Officers-In-Charge (OICs), Staff Noncommissioned OICs (SNCOICs) and other leaders across the battalion are in no way alleviated from being the primary front-line leaders, trainers and mentors of our Marines. Leaders will establish a climate of accountability through personal example, clearly communicating expectations, and prioritizing readiness. When balancing the task at hand with the readiness requirements of our Marines, leaders must distinguish between convenience and necessity. Leaders must remind themselves each day that the Corps is an expeditionary force premised on individual readiness. The battalion will reinforce leadership efforts by leveraging its ADCON and SPCMCA authorities to inspect and enforce compliance.

(3) End-State. The end-state is that our Marines are trained and ready to the standards established in the references, capable of and focused on the important task at hand, professionally developed, sustained in their transformation and warrior ethos, and ready to eventually transfer to the fleet and deploy.

b. Concept of Operations

(1) Lines of Effort (LOE). Training will occur along four mutually supporting LOEs.

(a) Annual Required Training. Marines will step out smartly at the beginning of each fiscal and calendar year and complete their annual training requirements in a deliberate, diligent and timely manner. Quarterly milestones are established in enclosure (1). Marines will be inspected for compliance with these milestones in accordance with reference (t).

(b) Physical Training (PT). Marines are expected to PT five days a week. OIC/SNCOICs are expected to conduct regularly scheduled organized PT. The companies will conduct organized PT at least once a month. The battalion will conduct at least one formation run, hike, field meet, and squad competition annually to foster PT. Marines will utilize embedded Command PT Representatives, Force Fitness Instructors, and Martial Arts Instructors; and leverage High Intensity Tactical Training instructors and equipment.

(c) Professional Military Education (PME). 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 also reinforces other means of honoring traditions, building esprit and passing down our heritage.

1. OIC/SNCOICs must ensure that their Marines enroll in and complete grade appropriate PME requirements in a timely manner.

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

3. Per reference (p), each Marine shall read a minimum of five books from the "Commandant's choice" or "level" sections each year.

(d) Personal Readiness. At all times, Marines must:

1. Ensure necessary personal administrative requirements are comprehensive, accurate and up to date, including Family Care Plans (FCP), annual Service members Group Life Insurance (SGLI) updates, Service Record Book (SRB) audits, wills and powers of attorney.

2. Ensure medical readiness by eating healthy, routine exercise, maintaining up to date immunizations, and completing an annual Periodic Health Assessment (PHA), dental exam and audiogram. An up to date PHA is required before conducting a Combat or Physical Fitness Test.

(2) Priorities. Our priorities are those requirements that are fundamental to our ethos and sustain our ability to perform our duties in garrison, lead Marines and deploy into crisis. Our priorities are:

(a) Physical Training: Daily individual PT, routine organized section/company PT, Marine Corps Martial Arts Program (MCMAP) sustainment, and Remedial Conditioning Program (RCP); evaluated through the Physical Fitness Test (PFT), Combat Fitness Test (CFT), and MCMAP belt advancement.

(b) Marksmanship Training: Periodic weapons familiarization and live-fire events, Annual Rifle Training (ART) and Annual Pistol Training (APT).

(c) Personal Readiness: Medical and dental readiness, along with completion of FCPs.

(d) Force Preservation: SAPR, PAC, RM, and UMAPIT training, along with Urinalysis and Alcohol Screening Programs (USP/ASP).

(e) Force Protection: USMC Cyber Awareness Training, OPSEC, and Joint Level I AT training.

(3) Training Cycle. HQ Bn will conduct four parallel training cycles:

(a) Routine. 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. ART: There are six annual rifle qualification ranges scheduled throughout the year. Specific tasking will be published in a

Letter of Instruction (LOI) for each range detail. See enclosure (5) for more information and scheduling.

2. APT: There are seven annual pistol qualification ranges scheduled throughout the year. Specific tasking will be published in a LOI for each range detail. See enclosure (5) for more information and scheduling.

3. Combat Fitness Test (CFT): HQ Bn will sponsor twenty CFT events throughout the FY. Marines may also complete a CFT with any battalion designated CPTR. See enclosure (6) for more information and scheduling.

4. Physical Fitness Test (PFT): HQ Bn will sponsor thirteen PFT events throughout the FY. 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. Marines requiring body composition evaluations (BCE) (i.e., taping) must report directly to the Battalion S-3 to obtain a BCE.

(b) Monthly Cycle. The following training and readiness events will be conducted every other month to afford our Marines and supported organizations 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 SAPR, PAC, Safety/Risk Management and UMAPIT (emphasis on suicide awareness and substance abuse) will be offered every other month. 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 PT: Each company will provide organized PT at least once a month. Schedule will be posted by separate correspondence.

4. Command Post (CP) PT: Every month there will be Non-Commissioned Officer (NCO) led PT event for the NCOs within the CP, a SNCO/Officer PT event for the SNCOs and Officers within the CP and before every holiday weekend a CP PT event for all members of the CP. Further details will be passed via separate correspondence.

5. Urinalysis: All Marines and Sailors are required to provide at least one urinalysis sample each 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 (UPOs) 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.

6. 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.

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

1. Marines are responsible for completing all of the required annual training in accordance with the quarterly milestones established in enclosure (1). Cyber Awareness/Information Assurance Training must be completed via MarineNet. Supervisory Safety Training must be completed either through unit subject matter expert (SME) led training or via the Enterprise Safety Application Management System (ESAMS) portal. All other training may be completed either through Leader-Led training or on-line via MarineNet. See enclosure (1) for quarterly training requirements.

2. PME-Sergeants and below: Staff rides to local battlefields and other military facilities will be conducted for Sergeants and below.

3. PME-SNCOs and Officers: Each quarter there will be a PME events for SNCOs and Officers. The quarterly PME events will be a part of a series focusing on the Marine Corps' role as a Fleet Marine Force (FMF) in support of a naval fleet operating in the maritime domain.

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

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

7. Live Fire Ranges: Quarterly weapons familiarization and live fire ranges will include a day of classroom instruction within the battalion classroom in Yale Hall and a day of range training. A gear list and coordinating instructions will be published in a LOI for each training event.

a. 1st Quarter FY21: December 2-3

b. 2nd Quarter FY21: March 24-25

c. 3rd Quarter FY21: June 2-3

d. 4th Quarter FY21: September 1-2

8. Safety Council: The battalion's Safety Council will convene each quarter. Participants will include Battalion, Company and supported organization safety representatives. 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.

9. SAPR Council: The battalion's SAPR Council will convene each quarter. Participants will include battalion appointed SAPR-VAs, as well as invited guests. Lessons learned and best practices for sexual

assault prevention and response will be a mandatory topic of discussion at each meeting. Further information will be distributed by the battalion's SAPR representative via separate correspondence.

10. UPC Sustainment Training: All UPCs throughout the battalion are required to attend quarterly refresher training conducted by the battalion's SACO. See enclosure (13) for more details and scheduling.

(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 Run, November 8-10.
- b. 6-Mile Conditioning Hike, December 18.
- c. Squad Competition, March 12.
- d. Field Meet, May 21.

2. The battalion will conduct two operational pauses:

- a. Back In The Saddle (BITS), January 14.
- b. 101 Days of Summer, May 13.

3. Companies will coordinate with their respective supported organizations to facilitate and execute the following training events at least once annually:

- a. SAPR Training (SNCO/Officer, Step-Up and Take a Stand).
- b. Safety/Risk Management Training.
- c. PAC Training.
- d. UMAPIT.

4. 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.

c. Tasks

(1) S-3

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

(b) Ensure that risk management 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 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.

(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.

(2) Company Commanders

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

(b) Provide your supported organizations 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 AARs using the format at 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.

(d) Incorporate risk management using the worksheet in enclosure (15) in all training evolutions, ensuring identified hazards, assessed risks, and established controls are well understood by all participants as outlined in reference (k).

(e) 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.

(f) Coordinate with your supported organizations to facilitate and execute the following training events at least once annually (This is in addition to the monthly Commander's Top-Five Annual Training):

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

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


d. Coordinating Instructions. Marines will complete required annual training and readiness requirements in accordance with references (a) through



(p), consistent with the guidance in references (q) through (s), and following the instructions and schedules established in enclosures (1) through (14).

5. Command and Signal

- a. The point of contact for this bulletin is HQ Bn S-3 at (703)784-6589.
- b. This bulletin is effective the date signed.



E. J. DANIELSON

Distribution:  
Headquarters Company  
Manpower and Recruiting Company  
Combat Development Company  
Systems Company



# QUARTERLY TRAINING MILESTONES

## 1st QUARTER (October - December 2020)

**Cyber Awareness (IA and PII) (FY):** Complete via MarineNet, course code CYBERM0000.

## 2nd QUARTER (January - March 2021)

**PFT- Physical Fitness Test (CY Semi-Annual):** Complete via HQ Bn certified CPTR supervised event. \*\*Complete by May 15

**SEMI-ANNUAL HT/WT (CY Semi-Annual):** Complete via Bn S3 or Company Staff. (Body Composition Evaluations must be completed by Bn S3)

## 3rd QUARTER (April - June 2021)

**Annual Rifle Training (FY):** Complete via 1 of the 6 ART details.

**Annual Pistol Training (FY):** Complete via 1 of the 7 APT details, 1-Day CPP Ranges, or Company Staff run range.

**Risk Management (CY):** Complete via SME led training or grade appropriate MARINET Course, PVT-LCPL: SDRMGTE130, Small Unit Leaders: SDRMGTSULO, or Senior Leaders: SDRMGTSEND.

**Sexual Assault Prevention & Response (SAPR) Training (FY):** SNCO/Officer SAPR training, Step-Up (E3 and Below) and Take A Stand (NCOs) training completed via SARC/SAPR VA led training.

**Supervisory Substance Misuse Prevention (CY):** Complete via training provided by Bn SACO Office or Company Staff.

**Supervisor Safety Training (CY):** SNCO & Officers, complete via ESAMS at ([https://esams.cnic.navy.mil/ESAMS\\_GEN\\_2/Login](https://esams.cnic.navy.mil/ESAMS_GEN_2/Login)) or milUniversity.

**Urinalysis & Alcohol Screening Compliant (FY):** Complete via Battalion SACO.

## 4th QUARTER (July - September 2021)

**SEMI-ANNUAL HT/WT (CY Semi-Annual):** Complete via Bn S3 or Company Staff. (Body Composition Evaluations must be completed by Bn S3)

**CFT- Combat Fitness Test (CY Semi-Annual):** Complete via HQ Bn certified CPTR supervised event. \*\*Completed by Nov. 15

**Prohibited Activities and Conduct (CY):** Complete via certified EOA or EOR led training.

**Unit Marine Awareness & Prevention Integrated Training 3.0 (CY):** Complete via UMAPIT certified instructor led training.

**Level I ATPF (CY):** Complete via ATPF Level 1 certified instructor led training or MarineNet course code JATLV1000.

**Marine Corps Operational Security Program (CY):** Complete via MarineNet course OPSECUS001.

# "THE BEAST" BATTLE RHYTHM



## RECURRING

- PFT / CFT**
  - EVERY TUESDAY
  - PFT @ YALE HALL, CFT @ BUTLER FIELD
- ANNUAL RIFLE TRAINING (6 DETAILS)**
- ANNUAL PISTOL TRAINING (7 DETAILS)**

## QUARTERLY

- WEAPONS FAM. & LIVE FIRE RANGE
- LANCE CORPORAL'S SEMINAR
- CORPORAL'S COURSE
- PME SERIES (OFFICER & SNCO)
- PME TRIPS (SERGEANTS & BELOW)

**BI-MONTHLY: OCT, DEC, FEB, APR, JUN, AUG**

- "TOP-5" PRIORITY TRAINING**
  - 2ND THURS, LITTLE HALL, 0800 - 1600
    - 0800-0900 PAC
    - 0900-1000 SAFETY
    - 1000-1100 SAPR (OFFICER & SNCO)
    - 1300-1600 UMAPIT
- STEP-UP (E3 & BELOW)**
  - 3RD THURS, 0900-1030, BN CLASSROOM
- TAKE A STAND (NCOs)**
  - 3RD THURS, 1030-1200, BN CLASSROOM
- BI-MONTHLY: NOV, JAN, MAR, MAY, JUL, SEP**
- MEDICAL READINESS "RODEO"**
  - 3RD WED, 0730-1400, NHCO

## ANNUAL

- BIRTHDAY RUN, NOVEMBER 8-10
- 6-MILE HIKE, DECEMBER 18
- BACK IN THE SADDLE, JANUARY 14
- SQUAD COMPETITION, MARCH 12
- WARRIOR NIGHT, APRIL 22
- FIELD MEET, MAY 21
- 101 DAYS OF SUMMER, MAY 13
- FAMILY BEAST BASH, JUNE 11

QUESTIONS? CALL YOUR COMPANY OFFICE OR THE BATTALION S-3

Enclosure (2)

### List of Headquarters Battalion Events

- CFT
  - October 6, 13, 20, 27
  - November 3, 10, 17, 24
  - December 1, 8, 15
  - August 3, 10, 17, 24, 31
  - September 7, 14, 21, 28
  
- PFT
  - April 6, 13, 20, 27
  - May 4, 11, 18, 25
  - June 1, 8, 15, 22, 29
  
- Medical Readiness "Rodeos"
  - November 18
  - January 20
  - March 17
  - May 19
  - July 21
  - September 15
  
- Monthly Commanding Officer's Top 5 Training
  - October 8
  - December 10
  - February 11
  - April 8
  - June 10
  - August 12
  
- UPC Sustainment Training
  - December 17
  - March 18
  - June 17
  - September 16
  
- SAPR "Step Up" (E3 and below) and "Take a Stand" (NCOs)
  - October 15
  - December 17
  - February 18
  - April 15
  - June 17
  - August 19

- **Battalion Armory Monthly Training Schedule**
  - October 1, 8, 15, 22, 29
  - November 5, 12, 19
  - December 3, 10, 17, 22
  - January 7, 14, 21, 28
  - February 4, 11, 18, 25
  - March 4, 11, 18, 25
  - April 1, 8, 15, 22, 29
  - May 6, 13, 20, 27
  - June 3
- **PME Trips/Staff Rides**
  - October 16
  - February 26
  - June 24
  - September 23
- **Quarterly SNCO & Officer PME Series**
  - March 19
  - June 18
  - September 17
- **Lance Corporal Seminar**
  - December 7-11
  - February 8-12
  - April 26-30
  - August 23-27
- **Corporal's Course**
  - October 19-Nov 6
  - January 6-29
  - March 29-April 16
  - July 12-30
- **Annual Rifle Training (Includes required preparatory training and conduct of range)**
  - February 1-11
  - February 15-25
  - March 1-11
  - March 29-April 8
  - June 14-24
  - August 2-12
- **Annual Pistol Training (Includes required preparatory training and conduct of range)**
  - December 2 - 9

- February 3-10
- February 17-24
- March 3-10
- March 31-April 7
- June 16-24
- August 4-11
  
- Live Fire Ranges
  - December 2-3
  - March 24-25
  - June 2-3
  - September 1-2
  
- Other Events
  - Battalion Marine Corps Birthday Run: November 8-10
  - Battalion Marine Corps Birthday Ceremony: November 10
  - Battalion 6 Mile Hike: December 18
  - Back in the Saddle Training: January 14
  - Battalion Squad Competition: March 12
  - Battalion Warrior Night: April 22
  - 101 Days of Summer Training: May 13
  - Battalion Field Meet: May 21
  - Battalion Family Beast Bash: June 11

**1st Quarter FY 2021**

<b>October 2020</b>				
<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
			1 BN Armory training	2
5	6 CFT HQ CO	7	8 BNCO Top 5 BN Armory Training	9
12	13 CFT MRCO	14	15 SAPR BN Armory Training	16 PME Trip
19	20 CFT SCO	21	22 Bn Armory Training	23
Cpls Course 1-21				
26	27	28	29	30
Cpls Course 1-21				
	CFT CDCO		BN Armory Training	

<b>November 2020</b>				
<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
2	3 CFT HQCO	4	5 BN Armory Training	6
Cpls Course 1-21				
9	10 CFT MRCO Birthday Ceremony USMC Birthday Run	11	12 BN Armory Training	13
16	17 CFT SCO	18 Medical Rodeo	19 BN Armory Training	20
23	24 CFT CDCO	25	26 BN Armory Training	27
30				

### December 2020

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 CFT HQCO	2	3 BN Armory Training	4
		Live Fire Class	Live Fire Range	
		APT-1-21 GW		
7	8	9	10 CPP 1	11
APT 1-21 FW				
LCPL Seminar SCO 1-21				
	CFT MRCO		BNCO Top 5	
			BN Armory Training	
14	15 CFT SCO	16	17 SAPR Training	18 BN 6 Mile Hike
			UPC Sustainment	
			BN Armory Training	
21	22 BN Armory Training	23	24	25
28	29	30	31	

### 2nd Quarter FY 2021

### January 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
		Cpls Course 2-21		
			Bn Armory Training	
11	12	13	14	15
Cpls Course 2-21				
			Bn Armory Training	
			Back In the saddle	
18	19	20	21	22
Cpls Course 2-21				
		Medical Rodeo	Bn Armory Training	BN 9 Mile Hike
25	26	27	28	29
Cpls Course 2-21				
			Bn Armory Training	



February 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
ART 1-21 GW				
			APT 2-21 GW	
			Bn Armory Training	
8	9	10	11	12
			CPP 2	
			BNCO Top 5	
			Bn Armory Training	
ART 1-21 FW				
APT 2-21 FW				
LCPL Seminar 2-21				
15	16	17	18	19
			SAPR	
			Bn Armory Training	
APT 3-21 GW				
ART 2-21 GW				
22	23	24	25	26
ART 2-21 FW				PME Trip
APT 3-21 FW			CPP 3	
			Bn Armory Training	

March 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
			Bn Armory Training	
ART 3-21 GW				
			APT 4-21 GW	
8	9	10	11	12
			CPP 4	Squad Comp
			Bn Armory Training	
ART 4-21 FW				
APT 4-21 FW				
15	16	17	18	19
		Medical Rodeo	UPC Sustainment	
			Bn Armory Training	
22	23	24	25	26
		Live Fire Class	Live Fire Range	
			Bn Armory Training	
29	30	31		
APT 5-21 GW				
ART 4-21 GW				
Cpls Course 3-21				

Enclosure (4)

## 3rd Quarter Fy 2021

April 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Bn Armory Training	2
ART 4-21 GW				
APT 5-21 GW				
Cpls Course 3-21				
5	6 PFT CDCO	7	8 BNCO Top 5 CPP 5 BN Armory Training	9
APT 5-21 FW			BN Armory Training	
ART 4-21 FW				
Cpls Course 3-21				
12	13 PFT HQCO	14	15 SAPR Bn Armory Training	16
Cpls Course 3-21				
19	20 PFT MRCO	21	22 Bn Armory Training BN Warrior Night	23
26	27 PFT SCO	28	29 Bn Armory Training	30
LCPL Seminar MRCO 3-21				

May 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4 PFT CDCO	5	6 Bn Armory Training	7
10	11 PFT HQCO	12	13 101 Days of Summer Bn Armory Training	14
17	18 PFT S3	19 Medical Rodeo	20 Bn Armory Training	21 Bn Field Meet
24	25 PFT MRCO	26	27 Bn Armory Training	28
31				

June 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
	PFT SCO	Live Fire Class	Live Fire Range	
			Bn Armory Training	
7	8	9	10	11
	PFT CDCO		BNCO Top 5	Family Beast Bash
14	15	16	17	18
	PFT HQCO		SAPR	PME SNCO & Officer
			UPC Sustainment	
ART 5-21 GW				
APT 6-21 GW				
21	22	23	24	25
	PFT MRCO		CPP 6	
			PME Trip	
ART 5-21 FW				
APT 6-21 FW				
28	29	30		
	PFT SCO			

**4th Quarter FY 2021**

July 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5	6	7	8	9
12	13	14	15	16
CPLS Course 4-21				
19	20	21	22	23
		Medical Rodeo		
CPLS Course 4-21				
26	27	28	29	30
			CPP 7	
CPLS Course 4-21				

August 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3 CFT CDCO	4	5	6
ART 6-21 GW				
		APT 7-21 GW		
9	10 CFT HQ CO	11	12 CPP 8 BNCO Top 5	13
		ART 6-21 FW		
APT 7-21 FW				
16	17 CFT MRCO	18	19 SAPR	20
23	24	25	26	27
LCPL Seminar 4-21				
30	31 CFT CDCO			

September 2021				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 Live Fire Class	2 Live Fire Range UPC Sustainment	3
6	7 CFT HQCO	8	9	10
13	14 CFT MRCO	15 Medical Rodeo	16 UPC Sustainment	17
20	21 CFT SCO	22	23 PME Trip	24
27	28 CFT CD CO	29	30	



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

IF REPLY REFER TO  
3574  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: ANNUAL RIFLE AND PISTOL TRAINING FOR FISCAL YEAR 2021

Ref: (a) MCO 3574.2L  
(b) BnO 3574.2L

1. Per reference (a), Headquarters Battalion (HQ Bn) in coordination with Weapons Training Battalion has established a schedule to administer annual rifle training (ART) and annual pistol training (APT) in order to meet Marine Corps annual marksmanship training requirements. The schedule below identifies the detail number, date, and allocations for the seven rifle and seven pistol ranges throughout Fiscal Year 2021 (FY21).

<b>ANNUAL RIFLE TRAINING</b>			
<b>DETAIL</b>	<b>PREPARATORY TRAINING START DATE</b>	<b>FIRING START DATE</b>	<b>ALLOCATIONS</b>
1-21	1 FEBRUARY 2021	05 FEBRUARY 2021	67
2-21	15 FEBRUARY 2021	19 FEBRUARY 2021	67
3-21	1 MARCH 2021	8 MARCH 2021	68
4-21	29 MARCH 2021	2 APRIL 2021	68
5-21	14 JUNE 2021	18 JUNE 2021	70
6-21	2 AUGUST 2021	6 AUGUST 2021	68
<b>ANNUAL PISTOL TRAINING</b>			
<b>DETAIL</b>	<b>PREPARATORY TRAINING START DATE</b>	<b>FIRING START DATE</b>	<b>ALLOCATIONS</b>
1-21	2 DECEMBER 2020	7 DECEMBER 2020	121
2-21	3 FEBRUARY 2021	8 FEBRUARY 2021	133
3-21	17 FEBRUARY 2021	22 FEBRUARY 2021	126
4-21	3 MARCH 2021	8 MARCH 2021	118
5-21	31 MARCH 2021	5 APRIL 2021	124
6-21	16 JUNE 2021	21 JUNE 2021	132
7-21	4 AUGUST 2021	9 AUGUST 2021	118

2. A detailed Letter of Instruction (LOI) will be released prior to each detail and disseminated by the company offices to their supported units.

3. Per reference (b) shooter nominations will be submitted to the Battalion S-3 via the respective company office. Nomination rosters for rifle, pistol, and dual shooters will be due to the Battalion S-3 no later than 1630 11 working days prior to the respective ART firing start date. Failure to have rosters submitted on time will result in forfeiture of that company's allocations for that specific range. These allocations will be redistributed to the remaining companies and given one working day to submit rosters utilizing the new allocations.

4. All ranges will include a range brief, one week of preparatory training (grass week), to include performance evaluation checklist testing, followed by one week of live fire training and qualification. The range brief and

Enclosure (5)

Subj: ANNUAL RIFLE AND PISTOL TRAINING FOR FISCAL YEAR 2021

grass week detailed schedule will be released with the ART and APT LOIs; attendance for both is mandatory. Failure to attend will result in being dropped from the range.

5. Qualification scores will be entered into the Marine Corps Training Information Management System (MCTIMS) by the company offices. The Battalion S-3 will certify MCTIMS entries after reviewing the source documents.

6. The point of contact for this matter is the HQ Bn Training Chief at (703) 784-2555.



C. M. CRANDELL



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: COMBAT FITNESS TEST SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 6100.13  
(b) MCBUL 6100 Marine Corps Physical Fitness and Combat Fitness Tests

1. Per reference (a), the Battalion established a schedule to administer Combat Fitness Tests (CFT) for the annual requirement. The schedule below identifies the time, place and lead company for each of the battalion-sponsored CFTs throughout Fiscal Year 2021.

DATE	TIME	EVENT	LOCATION	LEAD CO
6 Oct 2020	0630	CFT	BUTLER STADIUM	HQCO
13 Oct 2020	0630	CFT	BUTLER STADIUM	MRCO
20 Oct 2020	0630	CFT	BUTLER STADIUM	SCO
27 Oct 2020	0630	CFT	BUTLER STADIUM	CDCO
3 Nov 2020	1300	CFT	BUTLER STADIUM	HQCO
10 Nov 2020	1300	CFT	BUTLER STADIUM	MRCO
17 Nov 2020	1300	CFT	BUTLER STADIUM	SCO
24 Nov 2020	1300	CFT	BUTLER STADIUM	CDCO
1 Dec 2020	1300	CFT	BUTLER STADIUM	HQCO
8 Dec 2020	1300	CFT	BUTLER STADIUM	MRCO
15 Dec 2020	1300	CFT	BUTLER STADIUM	SCO
3 Aug 2021	0630	CFT	BUTLER STADIUM	CDCO
10 Aug 2021	0630	CFT	BUTLER STADIUM	HQCO
17 Aug 2021	0630	CFT	BUTLER STADIUM	MRCO
24 Aug 2021	0630	CFT	BUTLER STADIUM	SCO
31 Aug 2021	0630	CFT	BUTLER STADIUM	CDCO
7 Sep 2021	0630	CFT	BUTLER STADIUM	HQCO
14 Sep 2021	0630	CFT	BUTLER STADIUM	MRCO
21 Sep 2021	0630	CFT	BUTLER STADIUM	SCO
28 Sep 2021	0630	CFT	BUTLER STADIUM	CDCO

2. In reference to the table above, the lead company will provide support for CFTs from July through September and all companies will provide support for the remaining CFTs from October through December.

3. In accordance with the references, all participants taking the CFT must have a current Periodic Health Assessment (PHA) prior to taking the CFT. The PHA must be completed within 364 calendar days from the date the CFT is conducted. A document printed from a Marine or Navy system of record (i.e. MOL, MERS, etc.) which shows the Marine's name and PHA completion date must be provided prior to participating in the CFT.

Enclosure (6)

Subj: COMBAT FITNESS TEST SCHEDULE FOR FISCAL YEAR 2021

4. The Battalion S-3 has road guard vests, ammo cans, and cones to assist with the conduct of a CFT. The lead company's representative must sign for this gear prior to each CFT being conducted.

5. From July through September, the lead company assigned will provide the Lane Monitors, Grenade Verifiers and Scribes. From October 2020 through December 2020, each company will provide two lane monitors, one grenade verifier, and one scribe to support.

6. In addition to battalion-sponsored events, Company Gunnery Sergeants and Command Physical Training Representatives (CPTR) are authorized to administer and supervise additional CFTs for individuals or groups of Marines. Copies of PHA completion must be submitted along with the NAVMC 11622 form. Scores will not be certified in the Marine Corps Training Information Management System (MCTIMS) if all supporting documents are not submitted.

7. Personnel returning to full duty after a period of light or limited duty are required to complete the required semi-annual CFT. Per reference (b), Marines who did not take a CFT or Partial CFT due to physical/medical reasons will be administered a CFT no less than 30 days and no more than 90 days after return to full duty. The Battalion S-3 will facilitate make-up CFTs in January, February, and March, as necessary.

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



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: PHYSICAL FITNESS TEST SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 6100.13  
(b) MCBUL 6100 Marine Corps Physical Fitness and Combat Fitness Tests

1. Per reference (a), the Battalion S-3 established a schedule to administer Physical Fitness Tests (PFTs) for the annual requirement. The schedule below identifies the time, place and lead company for each of the twelve battalion-sponsored PFTs throughout Fiscal Year 2021.

DATE	TIME	EVENT	LOCATION	LEAD CO
6 Apr	0630	PFT	Yale Hall Pull Up Bars	CDCO
13 Apr	0630	PFT	Yale Hall Pull Up Bars	HQCO
20 Apr	0630	PFT	Yale Hall Pull Up Bars	MRCO
27 Apr	0630	PFT	Yale Hall Pull Up Bars	SCO
4 May	0630	PFT	Yale Hall Pull Up Bars	CDCO
11 May	0630	PFT	Yale Hall Pull Up Bars	HQCO
18 May	0630	PFT	Yale Hall Pull Up Bars	S3
25 May	0630	PFT	Yale Hall Pull Up Bars	MRCO
1 Jun	0630	PFT	Yale Hall Pull Up Bars	SCO
8 Jun	0630	PFT	Yale Hall Pull Up Bars	CDCO
15 Jun	0630	PFT	Yale Hall Pull Up Bars	HQCO
22 Jun	0630	PFT	Yale Hall Pull Up Bars	MRCO
29 Jun	0630	PFT	Yale Hall Pull Up Bars	SCO

2. In reference to the above table, the lead company will provide the support for PFTs from April to 11 May, and all companies will provide support for the remaining PFTs from 25 May to 29 June.

3. In accordance with the references, all participants taking the PFT must have a current Periodic Health Assessment (PHA) prior to taking the PFT. The PHA must be completed within 364 calendar days from the date the PFT is conducted. A document printed from a Marine or Navy system of record (i.e. MOL, MERS, etc.) which shows the Marine's name and PHA completion date must be provided prior to beginning the PFT.

4. The Battalion S-3 has road guard vests, cones, stop watches, and a large timer display to assist with the conduct of a PFT. The lead company's representative must sign for this gear prior to each PFT being conducted.

5. From April through early May, the lead company will provide monitors and a scribe. Per the references, there must be a minimum of one monitor for every seven Marines conducting the Crunches portion of the PFT. Starting 25 May 2020, each company will provide one clerk to maintain a roster for their respective unit.

Enclosure (7)

Subj: PHYSICAL FITNESS TEST SCHEDULE FOR FISCAL YEAR 2021

6. In addition to battalion-sponsored events, Company Gunnery Sergeants and Command Physical Training Representatives (CPTR) are authorized to administer and supervise additional PFTs for individuals or groups of Marines. Copies of PHA completion must be submitted along with the NAVMC 11622 form. Scores will not be certified in the Marine Corps Training Information Management System (MCTIMS) if all supporting documents are not submitted.

7. Personnel returning to full duty after a period of light or limited duty are required to complete the required semi-annual PFT. Per reference (b), Marines who did not take a PFT or Partial PFT due to physical/medical reasons, will be administered a PFT no less than 30 days and no more than 90 days after return to full duty. The Battalion S-3 will provide make-up PFTs in July, August, and September, if necessary.

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



C. M. CRANDELL



**UNITED STATES MARINE CORPS**

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

IN REPLY REFER TO:  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Distribution List

Subj: COMMANDER'S PRIORITY TRAINING SCHEDULE FOR FISCAL YEAR 21

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); Safety; 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 monthly top-five will be divided into two training blocks: PAC, Safety, and SAPR training in the morning, and UMAPIT 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 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 2021 (FY21) annual training plan.

3. The schedule below identifies the time, place, and training covered throughout FY21.

DATE	TIME	TOPICS COVERED	LOCATION
8 Oct 2020	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall
10 Dec 2020	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall
11 Feb 2021	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall
8 Apr 2021	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall
10 Jun 2021	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall
12 Aug 2021	0800-1100	PAC, Safety, and SAPR Training	Little
	1300-1600	UMAPIT Training	Hall

4. Companies will set up sign-in tables at 0900 and 1430 on the training day to scan Marine's Identification cards. Companies will input the training rosters into the Marine Corps Training Information Management System (MCTIMS)

Enclosure (8)

Subj: COMMANDER'S PRIORITY TRAINING SCHEDULE FOR FISCAL YEAR 21

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. Battalion program managers will be responsible for setting up, providing resources, and breaking down the tables.

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



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 1752.5C  
(b) MARADMIN 391/18  
(c) MCBUL 1500

1. Sexual Assault Prevention and Response (SAPR) annual training consists of three classes specific to rank. Each class will be taught by either a Sexual Assault Response Coordinator (SARC) or a credentialed and battalion-appointed SAPR Victim Advocate (VA). Per references (a) through (c), the Battalion S-3 established the following schedules for SAPR training in Fiscal Year 2021 (FY21).

2. SAPR Step Up annual training for Lance Corporals and below will be delivered every other month. Each class is 90 minutes long and has a maximum capacity of 30 Marines.

Step Up (LCpls & below)		
DATE	TIME	LOCATION
15 OCT 20	0900-1030	HQ Bn classroom
17 DEC 20	0900-1030	HQ Bn classroom
18 FEB 21	0900-1030	HQ Bn classroom
15 APR 21	0900-1030	HQ Bn classroom
17 JUN 21	0900-1030	HQ Bn classroom
19 AUG 21	0900-1030	HQ Bn classroom

3. SAPR Take A Stand training for Non-Commissioned Officers will be delivered every other month. Each class is 90 minutes long and has a maximum capacity of 30 Marines.

Take a Stand (NCO's)		
DATE	TIME	LOCATION
15 OCT 20	0900-1030	HQ Bn classroom
17 DEC 20	0900-1030	HQ Bn classroom
18 FEB 21	0900-1030	HQ Bn classroom
15 APR 21	0900-1030	HQ Bn classroom
17 JUN 21	0900-1030	HQ Bn classroom
19 AUG 21	0900-1030	HQ Bn classroom

4. SAPR Annual Training for Staff Non-Commissioned Officers and Officers will be conducted as part of the monthly Commander's Top five Training. See enclosure (7) for more details.

Enclosure (9)

Subj: SEXUAL ASSAULT PREVENTION AND RESPONSE TRAINING SCHEDULE FOR FISCAL YEAR 2021

<b>SAPR Annual Training (SNCOs &amp; Officers)</b>		
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
08 OCT 20	AM period	Little Hall
10 DEC 20	AM period	Little Hall
11 FEB 21	AM period	Little Hall
08 APR 21	AM period	Little Hall
10 JUN 21	AM period	Little Hall
12 AUG 21	AM period	Little Hall

5. Commander's SAPR Council Meeting will be conducted quarterly. Each council meeting will be 90 to 120 minutes long. The council will include key stake holders, guest speakers, training, updates, and best practices.

<b>Commander's SAPR Council Meeting</b>		
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
15 OCT 20	TBD	TBD
28 JAN 21	TBD	TBD
29 APR 21	TBD	TBD
29 JUL 21	TBD	TBD

6. SAPR Pre-Deployment training will be conducted as needed. SAPR Post-Deployment training is to be scheduled and managed by the receiving command upon return from deployment.

7. The point of contact for this matter is the Headquarters Battalion lead SAPR VA at (703) 784-3464.



C. M. CRANDELL



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: PRIORITY MEDICAL READINESS SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) DODINST 6025.19

1. In accordance with reference (a), the Headquarters Battalion (HQ Bn) Medical Representative, in coordination with Naval Health Clinic Quantico (NHCQ), established priority medical readiness ("Medical Rodeo") dates for the battalion. These events will focus on the following readiness issues: Physical Health Assessment (PHA), Immunizations, Audiograms, HIV, and Dental Class 4. Marines will be able to sign up for a morning or afternoon time slot during each event.
2. The below schedule depicts the dates for the HQ Bn priority medical readiness events.

DATE	START TIME	END TIME	EVENT	LOCATION
18 Nov	0730	1530	RODEO	NHCQ Deployment Health
20 Jan	0730	1530	RODEO	NHCQ Deployment Health
17 Mar	0730	1530	RODEO	NHCQ Deployment Health
19 May	0730	1530	RODEO	NHCQ Deployment Health
21 Jul	0730	1530	RODEO	NHCQ Deployment Health
15 Sep	0730	1530	RODEO	NHCQ Deployment Health

3. Each Company will receive a medical prevention list via E-mail 15 days prior to the Medical Rodeo date.
4. Marines must complete the online portion of the PHA (EPHA) prior to submitting their information to their respective Company Office.
5. Companies will be responsible for compiling the time slot roster.
6. Marines will ensure they are available for a Tele-PHA phone call from their respective provider during the designated time window.
7. For all other medical readiness matters Marines are responsible for arriving and checking into the appropriate department at the NHCQ.
8. The point of contact for this matter is the HQ Bn Medical Representative at (703) 784-3552.

C. M. CRANDELL

Enclosure (10)



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: ANNUAL ARMORY TRAINING SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 4790.2  
(b) MCO 4400.150  
(c) TM 4700-15/1H  
(d) UM 4000-125  
(e) NAVMC 3500.33  
(f) NAVMC 3500.89

1. Per reference (a), the Battalion Armory has established the below schedule to conduct sustainment training.

DATE	EVENT CODE	CLASS
01 Oct	21XX-ADMN-1001	Document Maintenance Actions
08 Oct	21XX-PROG-1002	Conduct Modification Control
15 Oct	21XX-PROG-1001	Perform Tool Control
22 Oct	21XX-SCTY-1001	Perform Armory Procedures
29 Oct	21XX-ADMN-2001	Perform Quality Control
05 Nov	21XX-MAIN-2004	Supervise Maintenance Actions of Ground Ordnance Equipment
12 Nov	21XX-OPS-2001	Prepare Organic Equipment for Embarkation
19 Nov	21XX-OPS-2002, 2003	Supervise Ground Ordnance Maintenance Operations, Manage Ground Ordnance Maintenance Operations
03 Dec	21XX-OPS-2004	Supervise Armory Operations
10 Dec	21XX-PROG-2001	Supervise Maintenance Related Programs
17 Dec	21XX-PROG-2002	Manage Maintenance Related Programs
22 Dec	21XX-SCTY-2001	Perform Physical Security Procedures
07 Jan	2111-MAIN-1001	Perform Maintenance on Weapon System Bipods/Tripods/Mounts
14 Jan	2111-MAIN-1002	Perform Maintenance on Indirect Fire Weapon Systems
21 Jan	2111-MAIN-1003	Perform Maintenance on Direct Fire Weapon Systems
28 Jan	2111-MAIN-2001	Perform Maintenance on Trainer Launchers
04 Feb	2111-MAIN-2002	Perform Maintenance on Non-Standard Weapon Systems
11 Feb	AMMO-CSSO-5002	Coordinate Movement of Ammunition
18 Feb	AMMO-CSSO-5003	Conduct Ammunition Disposal Operation
25 Feb	AMMO-CSSO-3002	Establish a Basic Load Ammunition Holding Area(s) (BLAHA)
04 Mar	AMMO-EXPS-3001	Conduct Firefighting Operations
11 Mar	AMMO-PS-3001	Execute a Physical Security Plan
18 Mar	2311-ADMN-1002	Requisition Ammunition
25 Mar	2311-CSSO-1001	Prepare Disposal Operations
01 Apr	2311-CSSO-1002	Conduct a Field Return
08 Apr	2311-CSSO-1003	Operate a Basic Load Ammunition Holding Area (BLAHA)

Enclosure (11)



Subj: ANNUAL ARMORY TRAINING SCHEDULE FOR FISCAL YEAR 2021

15 Apr	2311-EXPS-1001	Prevent Fires in Ammunition Storage Area
22 Apr	2311-RSSI-1001	Store Ammunition
29 Apr	2311-RSSI-1002	Certify Ammunition Laden Vehicles
06 May	2311-RSSI-1003	Issue ammunition
13 May	2311-RSSI-1004	Receipt for Ammunition
20 May	2311-ADMN-2001	Compute Ammunition Combat Requirements
27 May	2311-ADMN-2002	Supervise Ammunition Operations
03 Jun	2311-CSSO-2001	Prepare Ammunition for Shipment

2. All classes will be conducted from 1000-1100 on the days scheduled in the building 2006 Armory. At a minimum, one hour per month of maintenance management clerk/supervisor training, and one hour a month of operator crew training will be conducted. If training needs to be rescheduled or relocated, notice will be given in advance.

3. Instructors will be identified at the beginning of each quarter and will be provided with the most up to date training material.

4. Per reference (e), the following will be maintained for one full calendar year: annual training plan, quarterly training schedules, monthly or weekly schedules/bulletins and monthly training folder (lesson plan, class course critique and class attendance roster).

5. The point of contact regarding this matter is the Headquarters Battalion Armory Chief at (703)432-0055.



C. M. CRANDELL



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: BATTALION LED ENLISTED PROFESSIONAL MILITARY EDUCATION SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 1553.1B  
(b) MCO P1510.94 W/CH 1  
(c) Lance Corporal Leadership and Ethics Seminar Directors Guide  
(d) MCO P1510.94 W/CH 1, SOP For Resident Enlisted PME  
(e) MCO 1553.1B The Marine Corps Training and Education System  
(f) MCO 1553.2 Management for Marine Corps Formal Schools and Training Centers  
(g) MCO 1553.3 Marine Corps Unit Training Management  
(h) MCO P1553.4 Professional Military Education

1. Per references (a) through (h), the Battalion S-3 established the following schedule to administer Lance Corporal Seminars and Corporal's Courses.

2. The following are the dates for the Lance Corporal Seminars:

<b>Lance Corporal Seminar</b>			
<b>Class</b>	<b>Start Date</b>	<b>End Date</b>	<b>Report Location</b>
1-21	December 7	December 11	Battalion Classroom
2-21	February 8	February 12	Battalion Classroom
3-21	April 26	April 30	Battalion Classroom
4-21	August 23	August 27	Battalion Classroom

3. The following are the dates for the Corporal's Courses:

<b>Corporals Course</b>			
<b>Class</b>	<b>Start Date</b>	<b>End Date</b>	<b>Report Location</b>
1-21	October 19	November 6	Battalion Classroom
2-21	January 6	January 29	Battalion Classroom
3-21	March 29	April 16	Battalion Classroom
4-21	July 12	July 30	Battalion Classroom

4. Values Based Leadership (VBL) will be taught at each of the Professional Military Educations (PME). The VBL topics will be chosen by the company or companies running the course and will be chosen from the following list:

- Ethics
- Equal opportunity
- Hazing prevention
- Core values
- Suicide prevention/intervention

Enclosure (12)

Subj: BATTALION LED ENLISTED PROFESSIONAL MILITARY EDUCATION SCHEDULE FOR  
FISCAL YEAR 2021

- Fraternization
- Financial responsibility
- Pregnancy and parenthood
- Adherence to the Code Of Conduct
- Tobacco cessation
- Marine Corps leadership development
- Effects of alcohol

5. The point of contact for this matter is the Headquarters Battalion  
Sergeant Major at (703) 784-2264.



C. M. CRANDELL



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

IN REPLY REFER TO  
3502  
B 07-3  
9 Oct 20

From: Operations Officer, Headquarters Battalion  
To: Company Commanders

Subj: SUBSTANCE ABUSE PROGRAM TRAINING SCHEDULE FOR FISCAL YEAR 2021

Ref: (a) MCO 5300.17A Marine Corps Substance Abuse Program  
(b) BnO 5300.17A Substance Abuse Control Program

1. The Battalion Substance Abuse Control Officer (SACO) established a schedule to administer refresher training to the Urinalysis Program Coordinators and Observers (UPC/UPO). The schedule below identifies the time and place for the four training sessions throughout 2021.

<b>Battalion UPC Refresher Training</b>			
<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>LEAD</b>
17 Dec 20	0800-1200	Yale Hall	BN SACO
18 Mar 21	0800-1200	Yale Hall	BN SACO
17 Jun 21	0800-1200	Yale Hall	BN SACO
16 Sep 21	0800-1200	Yale Hall	BN SACO

2. The Battalion SACO will provide all material for the training. The Battalion S-3 will schedule the Battalion classroom for each training event.

3. Company Office will assist by ensuring all UPCs and UPOs assigned to their company attend each training session.

4. A UPC unable to attend any training event will notify the Battalion SACO via their company office, at least 24 hours prior to the scheduled training to be properly excused.

5. The Consolidated Substance Abuse Counselling Center (CSACC) conducts initial training for Marines nominated to become SACOs and UPCs. The CSACC prevention and training schedule for Fiscal Year 2021 will be published via separate correspondence.

6. The point of contact for this matter is the Headquarters Battalion Substance Abuse Control Officer at (703) 784-2285.

C. M. CRANDELL

Enclosure (13)



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

IN REPLY REFER TO:  
1754  
B 07-3

From:  
To: Training Chief, Headquarters Battalion  
Subj: AFTER ACTION REPORT FOR \*EVENT NAME\*  
Ref: (a) MCO 3504.1 Marine Corps Lessons Learned Program

1. IMPROVE

a. Topic.

- (1) Observation.
- (2) Recommendation.

b. Topic.

- (1) Observation.
- (2) Recommendation.

c. Topic.

- (1) Observation.
- (2) Recommendation.

2. SUSTAIN

a. Topic.

- (1) Observation.
- (2) Recommendation.

b. Topic.

- (1) Observation.
- (2) Recommendation.

3. Point of contact regarding this after-action report is...

I. M. MARINE

Enclosure (14)

**OPERATIONAL RISK MANAGEMENT MATRIX  
HEADQUARTERS BATTALION**

<u>TRAINING EVOLUTION:</u>	<u>ORGANIZATION:</u>	<u>Assigned OIC:</u>	<u>Assigned RSO(s):</u>	<u>Weapons Systems:</u>	<u>Date Of Evolution:</u>		
OPERATIONAL PHASE	HAZARD	CAUSES	INIT RAC	DEVELOP CONTROLS	RES RAC	HOW TO IMPLEMENT	HOW TO SUPERVISE
Preparation							
Execution							

Retrograde											
<b><u>RESIDUAL RAC:</u></b>											
<p><b>HAZARD SEVERITY</b></p> <p><b>I</b> - CATASTROPHIC- Death, permanent disability, major property damage</p> <p><b>II</b> - CRITICAL - Permanent partial disability, major system or minor property damage</p> <p><b>III</b> - MARGINAL - Minor injury, minor system or property damage</p> <p><b>IV</b> - NEGLIGIBLE - 1<sup>st</sup> aid, minor system repair</p> <p><b>MISHAP PROBABILITY</b></p> <p><b>A</b> - FREQUENT   <b>B</b> - LIKELY</p> <p><b>C</b> - OCCASIONAL   <b>D</b> - UNLIKELY</p> <p><b>RISK ASSESSMENT CODE (RAC)</b></p> <p><b>1</b> - CRITICAL   <b>2</b> - SERIOUS</p> <p><b>3</b> - MODERATE   <b>4</b> - MINOR   <b>5</b> - NEGLIGIBLE</p>											
<b>HAZARD SEVERITY</b>											
<b>MISHAP PROBABILITY</b>											
<b>RISK ASSESSMENT CODE (RAC)</b>											