



**UNITED STATES MARINE CORPS**

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

IN REPLY REFER TO:

3000

B 07-3

12 Mar 21

From: Operations Officer, Headquarters Battalion  
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR HEADQUARTERS BATTALION LEADERSHIP STAND-DOWN  
TO ADDRESS EXTREMISM IN THE FORCE

Ref: (a) SECDEF MEMO: Stand-Down to Address Extremism in the Ranks  
(b) DoDI 1325.06 Handling Dissident and Protest Activities Among  
Members of the Armed Forces  
(c) ALNAV 010/21 STAND-DOWN TO ADDRESS EXTREMISM IN THE RANKS  
(d) MARADMIN 125/21 STAND-DOWN TO ADDRESS EXTREMISM IN THE RANKS

1. Situation. The Secretary of Defense published a Memorandum on February 5th for senior Pentagon leadership, Defense Agency and DOD Field Activity Directors titled "Stand-Down to Address Extremism in the Ranks", Reference (a). In the memorandum the Secretary of Defense directs "all commanding officers and supervisors at all levels to select a date (by April 6th) to conduct a one-day "stand-down" on this issue with their personnel." The Secretary of Defense identifies Reference (b) to provide the core tenets to support such discussions. References (c) and (d) provide amplifying guidance for Marine Corps personnel. Reference (d) directs that no later than 2 April 2021 commanders and supervisors at all levels will conduct and document a leadership stand-down in order to address issues of extremism in the ranks. Reference (d) mandates specific training materials to be used to facilitate the stand-down.

2. Mission. NLT 2 April 2021, Headquarters Battalion (HQ Bn), will conduct a series of one-day stand-downs to address extremism in the force for all assigned personnel, as well as Supported Organization civilian employees, in order to comply with the Secretary of Defense's requirement.

3. Execution

a. Commander's Intent. HQ Bn personnel attend a one-day stand-down, receive training, and are provided an opportunity for discussion in accordance with the Secretary of Defense's Memorandum utilizing the training materials located at [www.marines.mil/standown](http://www.marines.mil/standown).

b. Concept of Operations. Assigned personnel will attend one of three HQ Bn hosted stand-downs; unless they attend a stand-down conducted by the Supported Organization to which they are assigned. HQ Bn hosted stand-downs will be conducted in three phases. Phase I is the planning phase, Phase II is the execution phase, and Phase III is the tracking and reporting of training completion.

(1) Phase I. This Phase began with the initial planning and will end when the first training event occurs. Key events during this Phase include:

(a) Dissemination of HQ Bn, TECOM, Warning Order 21-001:  
Leadership Stand-Down to Address Extremism in the Force.

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(b) Reserving Little Hall for in-person training events.

(c) Coordinating and establishing a virtual capability to live stream the in-person training events.

(d) Establishment of reporting procedures to track training completion.

(e) Publishing and disseminating this Letter of Instruction.

(2) Phase II. This Phase will begin when the first in-person stand-down is conducted and will end March 31st upon the conclusion of the last in-person stand-down. Key events during this Phase include:

(a) HQ Bn Command Post in-person stand-down beginning at 1300 on March 22nd in Little Hall.

(b) HQ Bn in-person stand-down beginning at 0900 on March 24th in Little Hall. All HQ Bn personnel are welcome to attend, however the main effort for this stand-down will be Manpower and Recruiting Company (MRCo).

(c) HQ Bn in-person stand-down beginning at 0900 on March 26th in Little Hall. All HQ Bn personnel are welcome to attend, however the main effort for this stand-down will be Combat Development Company (CDCo) and Systems Company (SYSCo).

(d) HQ Bn in-person stand-down beginning at 1100 on March 31st in Little Hall. All HQ Bn personnel are welcome to attend, however the main effort for this stand-down will be Headquarters Company (HQ Co).

(e) Supported Organizations conduct and document their own stand-downs in order to address extremism in the ranks.

(3) Phase III. This Phase will begin with the submission of the first training completion roster and will end April 1st with the reporting of training complete.

c. Tasks

(1) S-3

(a) Lead the coordination and facilitation of the training.

(b) Reserve Little Hall auditorium.

(c) Coordinate a working party to conduct general clean up after each in-person training event at Little Hall.

(d) Consolidate slide decks as required.

(e) Establish a live streaming capability in order to allow personnel to virtually participate in the HQ Bn, TECOM, training events hosted at Little Hall.

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(f) Certify all submitted rosters no later than 31 March, 2021 in order to report completion statistics.

(g) Provide updates, as it pertains to the completion of training, as required.

(2) S-4

(a) No later than 30 minutes before each in-person stand-down at Little Hall establish temperature taking stations in order to check every person in attendance.

(b) Provide hand sanitization stations for all personnel to utilize upon entry to Little Hall for each of the in-person stand-down. Ensure all personnel are utilizing the hand sanitizer upon entry.

(c) Ensure seats are clean prior to beginning of the in-person stand-downs and that cleaning supplies are available to disinfect seats upon completion of the in-person stand-down.

(3) Company Commanders

(a) No later than 30 minutes before each stand-down event establish a sign in table with a sign identifying your company, a company representative and a computer with scanner in order to scan personnel to the scoresheet roster.

(b) No later than 1500 on days where there is an in-person stand-down, submit training rosters to the S-3 for certification via the Marine Corps Training Information Management System (MCTIMS).

(c) Submit all attendance rosters to the S-3 for certification via MCTIMS by the next working day for attendance rosters submitted by Supported Organizations who have conducted their own stand-down event. Ensure all rosters are submitted for certification by 1500 March 31st.

(d) Promote attendance within your company to your assigned day. Personnel may attend any of the HQ Bn in-person stand-downs at Little Hall but in order to evenly distribute attendance, companies will focus their efforts to their respective days:

1. 24 March - MRCo
2. 26 March - CDCo & SYSCo
3. 31 March - HQCo

(4) Medical Liaison. At each of the in-person stand-downs visually screen participants for any signs or symptoms of COVID-19 prior to them entering the theater.

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d. Coordinating Instructions

(1) Supported Organizations are encouraged to conduct their own stand-down in accordance with the references. The format, forum, and facilitators should be approved at the O-6 level and must utilize the training materials provided at [www.marines.mil/standown](http://www.marines.mil/standown).

(2) Supported Organizations who conduct their own stand-down will submit training rosters to their respective company office, who will then enter all trained personnel into MCTIMS in order to track the completion of this training by 1400 on March 31st.

(3) The HQ Bn facilitated in-person stand-downs will be conducted at Little Hall at the time and dates previously stated.

(4) The HQ Bn facilitated in-person stand-downs will be led by the HQ Bn Commanding Officer, the HQ Bn Sergeant Major, and the TECOM Staff Judge Advocate.

(5) The HQ Bn facilitated in-person stand-downs will utilize the materials, and follow the discussion topics provided by Headquarters Marine Corps at [www.marines.mil/standown](http://www.marines.mil/standown).

(6) Access to the virtual live streaming of the HQ Bn facilitated in-person stand-downs will be provided via separate correspondence.

(7) Personnel attending the HQ Bn in-person stand-downs will scan into the attendance roster with their respective company before entering the auditorium.

(8) Personnel must have their temperature taken upon entry to Little Hall for the in-person stand-downs.

(9) Personnel are required to wear face coverings while attending the in-person stand-downs.

(10) Personnel attending one of the in-person stand-downs must utilize hand sanitizer upon entry to Little Hall.

(11) Personnel attending the in-person stand-downs are required to keep one open seat in between themselves and the next closest person in order to meet COVID-19 social distancing requirements of Little Hall. Personnel will fill in from the front and utilize the balcony seating as necessary.

(12) Personnel are required to wipe down their seats with supplied cleaning materials upon completion of the in-person stand-downs.

(13) All MCTIMS entries must be submitted to the HQ Bn, TECOM, S-3 no later than 1500 on March 31st.

(14) Civilian employees assigned to Supported Organizations may attend. Pursuant to the Commanding General, TECOM, civilian employees assigned to TECOM HQ will attend. Civilian Supervisors and others

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responsible for civilian employee training will ensure separate attendance rosters are maintained and reported for their personnel.

4. Administration and Logistics

a. Attendance rosters will be taken at each of the in-person stand-downs. Marines will scan into the rosters with their common access card. Each company will complete a separate roster for each in-person stand-down.

b. Sanitization supplies will be provided at the in-person stand-downs.

c. Medical Plan

(1) Patient(s) requiring routine medical attention may be seen at the Quantico Branch Medical Clinic. The clinic hours are Monday through Friday 0730-1600.

(2) Any patients displaying symptoms for COVID-19 will not be allowed to attend the training and will be redirected to a medical facility by the Corpsman on site for further medical evaluation.

(3) For urgent or priority injuries, the Marine Corps Base Quantico (MCBQ) Fire Station/Ambulance 24 hour service will be contacted. They will respond and assume control of the scene.

5. Command and Signal. The point of contact (POC) is the Battalion Operations Officer at 703-784-6589/2555.

  
C. M. CRANDELL