UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VA 22214-5000

IN REPLY REFER TO:
3504
S-3
03 Oct 11

From: Commanding Officer
To: Commanding General, Marine Corps Combat Development Command, Quantico, VA (ATTN: C 469M)

Subj: REQUEST FOR EXEMPTION FROM ANNUAL TRAINING REQUIREMENTS FOR MARINES ASSIGNED TO H&S BN, HQMC, HENDERSON HALL

Ref: (a) MCO 1500.52D
(b) MCO 3400.3F
(c) MCO 3574.2K

Encl: (1) Alpha Roster for H&S Bn, HQMC, Henderson Hall

1. Per the reference, Marines assigned to Headquarters and Service Battalion (H&S Bn), HQMC, Henderson Hall, UIC 54008, RUC M67353, are exempt from the below listed annual training requirement under paragraph 1a, furthermore, H&S Bn is hereby requesting exemption from requirements contained in paragraphs 1b, and 1c.

(a) MARINE COMBAT WATER SURVIVAL TRAINING: Per chapter 7 paragraph (1) (c3) of reference (a), Marines assigned to H&S Battalion, HQMC are exempt.

(b) NUCLEAR, BIOLOGICAL, and CHEMICAL (NBC) DEFENSE TRAINING: Per paragraph 8a of reference (b), H&S Bn is hereby requesting an exemption for Marines assigned to this unit due to a lack of sufficient resources preventing the accomplishment of this specified NBC training requirement.

(c) MARKSMANSHIP TRAINING: Per paragraph 2001 of reference (c), H&S Bn is hereby requesting an exemption for Marines assigned to this unit due to a lack of sufficient resources preventing the accomplishment of this required marksmanship training. H&S Bn lack required weapons per its Table of Equipment (T/E) to support over 1,700 assigned Marines. H&S Bn has, and will continue to provide Marines every opportunity to improve composite scores through re-qualifications.

2. Point of contact for this policy letter is Major Howard L. Roberts, Operations Officer, H&S Bn at (703)-693-8343.

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IRA M. CHEATHAM