



***Headquarters & Service
Battalion, Headquarters
Marine Corps,
Henderson Hall***

Welcome Aboard





Commanding Officer
Col Robert Wisler

Battalion Sergeant Major
SgtMaj Joseph Griffin



Mission Statement

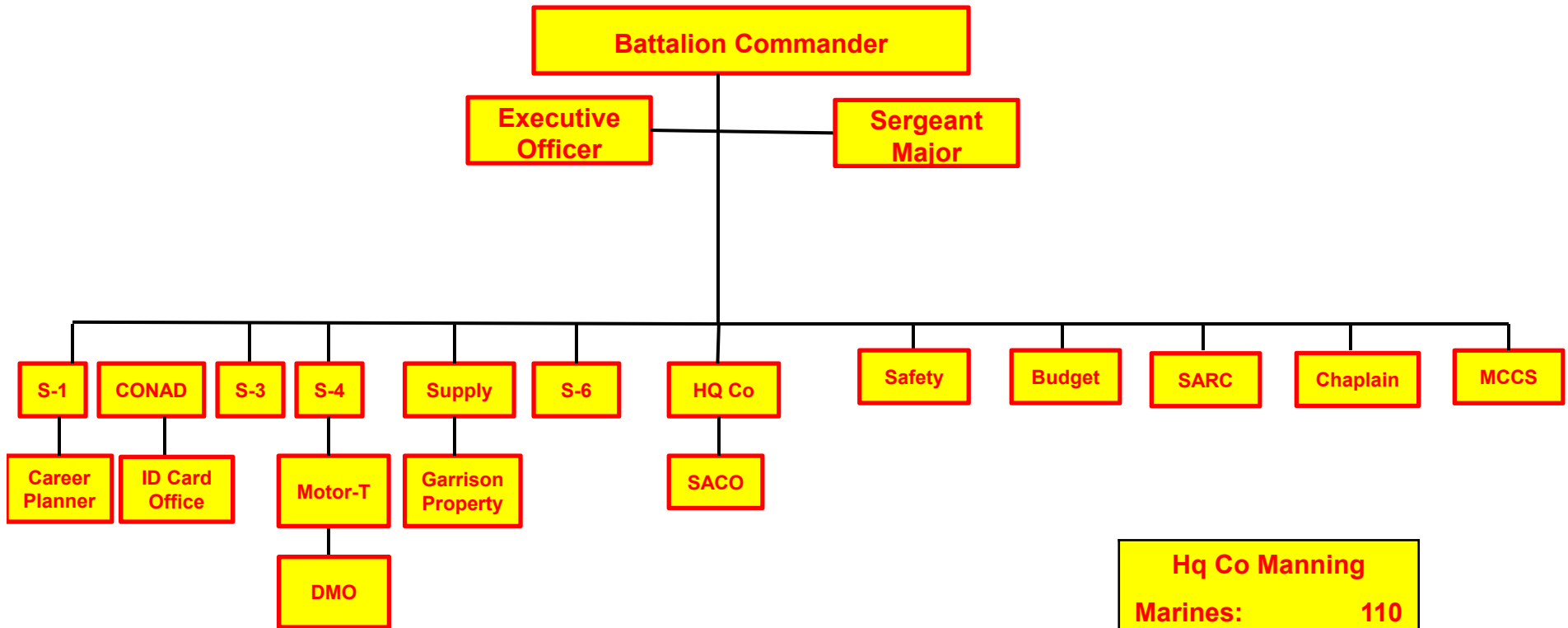
Current:

To provide operational, administrative, supply services, and logistical support for Marine Corps personnel assigned within the Washington Metropolitan Area to Headquarters Marine Corps, other Departments and Agencies of the Federal Government, Joint or Armed Service Schools and Marine Corps personnel assigned within the Washington Metropolitan Area to duty under instruction, awaiting separation, awaiting assignment or transportation, in a disciplinary status, or who are hospitalized.

Draft: Add medical capability and Reserve administration support



Organizational Chart



<u>Battalion Composition</u>	
A Company (900)	Marines assigned to HQMC Staff Agencies Non-HQMC Staff Agencies RUC 88600 IMA Marines (mostly HQMC)
B Company (600)	
C Company (350)	

<u>Hq Co Manning</u>	
Marines:	110
Sailors	2
GS	33
Civilians	
NAF	170
Civilians	
Total	315



Geographical Snapshot

Locations of H&S Bn personnel

- NCR
 - Maryland (Ft Meade, Indian Head, JBAB, Patuxent River)
 - Washington D.C. (Ft McNair)
 - Virginia (Arlington, Crystal City, Quantico, Ft Belvoir)
- CONUS outside NCR
 - California
 - New Jersey
 - Mississippi
 - North Carolina
 - Missouri
 - Tennessee
 - Ohio
- OCONUS
 - FAOs (Korea, Vietnam, Thailand, Sri Lanka, Indonesia, Latvia, Ukraine, Japan, Malaysia, China, Philippines, Oman)
 - USMOG (Mali, South Sudan, Central African Republic)
 - AFPAK Hands
 - Individual Augments (Iraq, Afghanistan, Kuwait)



Company Staffs

Mission: To support Marines administratively assigned to Henderson Hall and ensure accountability, readiness, and force preservation of each Marine.

Operationally assigned to HQMC Staff Agencies.

HQ/A Co Cmdr: Maj Daniel Gable 703-693-1457
HQ/A Co 1stSgt: 1stSgt Jacob Perry 703-693-8876
HQ Co GySgt: GySgt Myles 703-693-5705
HQ/A Co OMB: HNHL_HQ_Co@usmc.mil

Operationally assigned to non-Marine Corps commands (Joint Staff, SecNav, OpNav, OSD, NDU, etc.)

B Co Cmdr: Maj Justine Wise 703-693-7404
B Co XO: Capt Nicholas Agudelo 703-693-5705
B Co 1stSgt: GySgt Timothy Gibbs 703-693-6262
B Co OMB: HNHL_B_Co@usmc.mil

Individual Mobilization Augmentee (IMA) Reservists

C Co Cmdr: Maj Ashley Ferdinand 703-693-1457
C Co SEA: SSgt Zhen Chan 703-693-8876
Co Admin NCO: Cpl Logan Davidson 703-693-7420
Co OMB: HNHL_C_Co@usmc.mil



CO Comments

- Communication – Information flow and challenges
- Force Preservation Program
- Family Readiness Program
- Accountability
- Priorities
 - People
 - Mission
 - Innovate



S-1 Comments

- Post Holiday Accountability using ATHOC
- MOL self audit
 - Update Contact information in MOL (work & personal email & phone numbers)
- Correspondence Routing via EPAR
 - OPCON OIC route to Company Commander
 - Company route to S-1
 - DMCS timelines: NLT 10 days prior to package submission
 - NLT 30 days for AA forms
- DTS/Security
 - A Co Marines have their own support in Pentagon
 - HQ, B, and C Cos supported by S-1
- Promotion Warrants
- Legal Matters
- CONAD supports all pay issues
- Fitness Reports: If your RS/RO is a civilian or different branch of service contact S-1. We will send your RS/RO and MOL request form to gain access to APES to submit fitness reports.
- H&S Bn OOD:
 - Must be pistol qual'd or scheduled
 - HQ & A Co SSgts, GySgts, WO-CWO3, 1stLts & Capts are the OOD population.
 - Majors can stand OOD, but must be pistol qual'd.
 - If you can't make the 0800 duty changeover, call the Adj or S-1 Chief the day PRIOR to changeover.
- [S-1 Contacts: 703-614-2014](tel:703-614-2014)
- EFMP Rep



S-3 Comments

- Annual Training
 - Leader-led, MarineNet, and Instructor Led; BST
 - PHA (Timing) and Over age 46 Risk Factor Worksheet
 - PFT/CFT
 - Ht/Wt (promotion forms conducted at S-3 only; good for 30 days)
 - CPTR / Monitors
 - Exempt for NBC, Swim, and Rifle
- Pistol:
 - HQ & A Co SSgts, GySgts, WO-CWO3, 1stLts, and Capts must qual with pistol- No exemptions
 - All other HQ & A Co Marines are exempt
 - B & C Co are Exempt
- Medical Readiness (in addition to PHA....Flu Shots, other shots)
- Limited Duty
 - If not healed after 90 days of light duty (3 periods of 30 days), then start LIMDU process
 - LIMDU periods are 180 days
- COOP: Ensure MOL Contact information update for ATHOC
- MCTIMS: Primary source for imputing scores. Allow 5-10 working days for training to post to record (MOL)
- Schools, Rifle & Pistol: Submit requests to the S-3.



Misc Comments

- Chaplain
 - Provides completely confidential communication. Nothing you tell a Chaplain can or will be reported without your consent. (SECNAVINST 1730.9)
 - Provides services such as personal counseling, marriage counseling, spiritual guidance, religious services (baptisms, weddings, etc.), volunteer opportunities, and marriage retreat opportunities
 - Advocates for religious accommodation requests
- Supply:
 - Garrison Property and GCSS-MC focused
 - MCB Quantico IIF supports Gortex and other field gear
- S-6
 - A Co: Support by AR-I in the Pentagon
 - HQ, B, and C Co supported by H&S Bn S-6
 - SAAR process starts with Company Commander
- Readiness Coordinator (FRO): New title
 - Manager for the resources available throughout the battalion; MCCS Events, free tickets, etc.
 - For USMOG/AFPAC Hands Marines, USMOG provides their post & pre deployment classes
 - Although this command is non deployable we have Marines who go IA.
 - Update “designated contact” via MOL under the “Resources” tab from the “Family Readiness” button so spouses and family members receive info on Job Fairs, social gatherings and upcoming events
 - MCFTB and Marine Leadership Development Classes
 - Volunteer Program to assist with MCFTB, EFMP, and other MCCS events
 - Need Assistant Unit Readiness Coordinators in their sections to spread the word about events



Questions?