



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
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BnO 1500
HQBN
15 Apr 22

BATTALION ORDER 1500

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS BATTALION FORCE PRESERVATION PROGRAM

Ref: (a) MCO 1500.60 Force Preservation Council Program
(b) MCO 5100.29C Marine Corps Safety Management System
(c) Marine Corps Bulletin 1500 dtd 01 Oct 2021

1. Situation. This Order establishes policy and procedures and outlines responsibilities for the Headquarters Battalion (HQBN) Force Preservation Program.
2. Cancellation. BnO 5100.2
3. Mission. Employ the Marine Corps Leadership Principles and Traits through mentorship and risk management to improve the individual readiness of Marines and Sailors.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Force Preservation Program is intended to assess the human factors or stressors affecting each individual Marine or Sailor and to provide opportunities for leaders at all levels of the organization to ensure Marines and Sailors have access to the resources they, or their families, require to be mentally, physically, and spiritually healthy.

(2) Concept of Operations. The Force Preservation Program will consider every member of the command monthly with a goal of identifying members who are in need of additional resources or support. The Command Individual Risk and Resiliency Assessment System (CIRRAS) provides a single, integrated, and standardized web-based tool to assess on and off duty risk factors. Through the Force Preservation Council (FPC), each member will be assigned a risk category within CIRRAS that correlates to the assessed severity of all individual risk and resiliency factors and guides leadership to make decisions and implement controls to mitigate those risks.

b. Tasks

(1) Executive Officer

(a) Serve as the administrator of the Force Preservation Program.

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(b) Ensure compliance with protected health information (PHI) and personally identifiable information (PII) disclosure standards per reference (a).

(c) Schedule the monthly FPC and include participation from the Behavioral Health Branch, Military and Family Life Counselor, Religious Ministries, and Mental Health Clinic.

(d) Record and maintain, via memorandum, the monthly FPC occurrence, to include the date, time, and attendees.

(2) Adjutant

(a) Serve as the system administrator for CIRRAS.

(b) Ensure all CIRRAS users have completed the required PHI or PII training prior to being granted access.

(c) Validate users on a monthly basis to ensure their PHI and PII training remain current and to ensure all users are assigned and performing appropriate staff or leadership roles in support of the FPC; assign or un-assign users as their roles change.

(d) In cases involving the death of a service member assigned to HQBN, lock the member's profile, and if the death is determined to be caused by suicide, forward a copy of the member's profile to the General Court-Martial Convening authority per reference (c)

(3) Company Commanders

(a) Serve as the FPC Certifier to assist in projecting Service Member data during an FPC; FPC Certifiers will be assigned in writing per reference (c).

(b) On a monthly basis, coordinate with Directorate or Section Leadership to consider the risks and stressors of all members, record the communication, and identify those members requiring a brief during the upcoming FPC.

(c) Serve as alternate system administrators for CIRRAS and support the tracking, recordation, and validation of PHI and PII training.

(d) Convene and suspend the FPC using CIRRAS.

(e) Ensure the appropriate level of leadership is present to brief their respective members during the FPC.

(f) Update CIRRAS to reflect any FPC considerations prior to the departure of any member to inform the gaining command.

(g) Ensure all PHI, PII, and HIPAA data is retained or safeguarded within CIRRAS, or via other means as necessary, per reference (a).

(4) Officers-in-charge and Staff Non-Commissioned Officers-in-Charge

(a) Mentor and assign mentors as needed.

(b) Consider and assess each Marine under your direction monthly to determine the level of risk and stressors an individual possesses, and record risk events using CIRRAS.

(c) Prior to an FPC, provide the Company Commander with recommendations on risk assessments using CIRRAS and a risk mitigation strategy to be briefed during the FPC.

5. Administration and Logistics. Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed online via the HQBN homepage at <https://www.29palms.marines.mil/Units/Headquarters-Battalion/> and the HQBN SharePoint page at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_HQBN.

6. Command and Signal

- a. Command. This Order is applicable to HQBN personnel.
- b. Signal. This Order is effective the date signed.


A. J. MARTINEZ

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