



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 5100.2
CO

JUL 27 2016

BATTALION ORDER 5100.2

From: Commanding Officer
To: All Personnel

Subj: BATTALION FORCE PRESERVATION COUNCILS

Ref: (a) Warrior Preservation Campaign 2006
(b) CG, MAGTFTC Policy Letter 4-11, Safety and Warrior Preservation Policy, dtd 8 August 2011
(c) CO, HQ Battalion, MAGTFTC Policy, Safety and Warrior Preservation, dtd 01 August 2016
(d) MCO 1500.58 Marine Corps Mentoring Program
(e) MCO 5100.29A Marine Corps Safety Program
(f) MCO 1720.2 Marine Corps Suicide Prevention Program
(g) MCO 5300.17 Marine Corps Substance Abuse Program
(h) MCO 3500.27 Operational Risk Management
(i) SECNAVINST 6120.3 Preventive Health Assessments
(j) MARADMIN 597/11 Operational Stress Control and Readiness (OSCAR) Training Guidance
(k) DOD 6025.18R DOD Health Information Privacy Regulation
(l) MARADMIN 308/11 Commander's Access to Health Care Information
(m) SECNAV INSTR 6120.3 Periodic Health Assessments
(n) OPNAV INSTR 6100.3 Deployment Health Assessment Process

Encl: (1) HQBN Order 5100.1 to 5100.2 Changes
(2) HQBN Force Preservation "Stressor" Definitions
(3) HQBN Force Preservation Mandatory Assignments
(4) HQBN Force Preservation Stress Assessment Worksheet
(5) HQBN Force Preservation "At Risk" Worksheet
(6) HQBN Force Preservation Council High Risk Marine Briefing Template

While we can never remove all of the risks associated with our chosen profession, we must focus on effective leadership to mitigate risks that are unacceptable.

Warrior Preservation Campaign 2006

1. Situation. Marines, Sailors, and family members are often under stress from personal or professional factors that are not always apparent to command leadership, and in many instances, unobserved from a comprehensive view point - simply, files from different sources are not connected. The Headquarters Battalion Force Preservation Council is more than a monthly meeting; it is a call and serious reminder of the importance of engaged mentoring and leadership to gain the whole picture of Marines and Sailors. This order codifies the Headquarters Battalion Force Preservation Council process and is intended to have other far-reaching effects - to bolster leadership throughout the battalion, to remind leaders it is critical to truly know their Marines no matter how busy work may get, and to serve as the catalyst for tackling key force preservation issues.

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2. Mission. Headquarters Battalion conducts a tiered Force Preservation Council (FPC) process and monthly Force Preservation Councils at the company and battalion level to raise awareness and identify "at risk" Marines and Sailors in order to provide proactive protection to our most critical resource - Marines and Sailors.

3. Execution

a. Commander's Intent. Leaders of Headquarters Battalion prevent incidents/mishaps from occurring through sound and persistent leadership. We will accomplish this by ensuring that each section/platoon and company conducts its own force preservation council or meetings leading up to the monthly battalion council. Force Preservation Councils will ensure each Marine has the resources available and leadership required to overcome stressors. It is not acceptable to learn more about a Marine after an incident than we knew before the incident. Leaders must be aware of the associated stressors/precursors to high risk behavior and apply their knowledge, experience, and leadership to each Marine's case. Reference (D) is Marine Corps Order 1500.58, Marine Corps Mentoring Program. Ensuring all Marines and Sailors of this command have assigned mentors capable of providing mature mentorship is critical to the wellness and success of every Marine and Sailor. Leaders will communicate up their chain-of-command, seek guidance and assistance, and develop specific courses of action pertaining to a Marine or Sailors FPC case. The end-state is engaged and intrusive leadership at all levels, a targeted approach to preserve the welfare of our Marines and Sailors through critical evaluation and improvement of the unit mentorship program, and the reduction of mishaps and incidents to enable the elements of this battalion to focus on the operational mission.

b. Concept of Operations. The battalion's force preservation efforts will be executed on an enduring basis, and recurring councils will be conducted monthly through a tiered approach that reflects and leverages our organizational structure and engaged leadership at all levels.

(1) Section/Shop Level. The council process will begin at the section/shop level through use of the Marine Corps Mentoring Program. The Force Preservation Council process is an extension of the mentoring program. The Marine Corps Mentoring Program requires and guides mentors to ask thorough questions; therefore, enabling mentors to gain insight about stressors being faced by, and the psyche of, individual Marines. Mentors are the primary counselors, guides, and teachers to the Marines and Sailors under their direct care. While Marine Corps Order 1500.58 specifies all Marines will have an assigned mentor, leadership at the section/shop level must uniquely assign a mentor to a Marine or Sailor found to be medium or high risk at FPC. At the recommendation of the section/shop leadership, Company Commanders will appoint in writing all mentors of Marines and Sailors of medium or high risk determination. Assistant Chiefs of Staff (AC/S), Deputy AC/Ss, Section Officers in Charge (OIC), and Staff Noncommissioned Officers in Charge must aggressively inspect their unit's mentoring program and ensure proper documentation and recording is being conducted. If a Marine or Sailor meets the criteria established in Enclosure (2) the section/shop leadership will submit the case to the company leadership with the Section OIC's approval. All medium and high risk Marines and Sailors will be referred to the company leadership for review and discussion.

(2) Company Level. Company Commanders and First Sergeants will meet with Section OICs, their Senior Enlisted Marine, and assigned mentors to

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discuss Marines or Sailors that require referral to the company. During the second week of each month, the Company Leadership's focus of effort is the conduct of Company level Force Preservation Councils. Company Commanders and Section OIC's will ensure that the senior Director/Assistant Chief of Staff and Senior Enlisted Marine of medium and high risk Marines are informed of all meetings occurring at the section/shop level regarding Marines and Sailors assigned or potentially assigned to PFC. Collectively, this group of leaders will determine those Marines required to be briefed at the monthly battalion council - at a minimum, all high risk Marines and Sailors as defined by this order or determined by leaders will be briefed at the battalion council. All Marines or Sailors determined to be medium risk by Company and Section leadership at a minimum will be briefed by the company commander to the battalion commander NLT 24 hours prior to the battalion's monthly force preservation council.

(3) Battalion Level. The monthly battalion FPC will occur during the fourth week of the month. High risk Marines and Sailors will be briefed at the battalion FPC. Medium risk Marines and Sailors will be compiled on a battalion "Stress Assessment" aggregate worksheet (Enclosure 4) for awareness purposes. All first time assignment medium risk Marines and Sailors will be briefed by the Company leadership to the council for confirmation of risk by the Battalion Commander. High risk Marines will be briefed using Enclosure (6) and a copy of Enclosure (4-5) will be provided to the Battalion Commander. Enclosure (6) is required for a newly assigned high risk Marine for the initial brief. Section and company leadership will update Enclosure (6) for their high-risk Marines or Sailors for subsequent FPC's. Marines and Sailors that are the subject of the FPC will not appear before the council. However, the Marine or Sailor should be informed of the council, his or her risk status as determined by the Battalion Commander, and be provided a copy of this order. Council members will evaluate each individual's duty performance, personal and professional stressors, and focus on what treatment, intervention, and resources are in the individual Marine's and Sailor's best interest. The monthly council will consider risk factors such as ratio of unit leaders to Marines, gaps between Marines supervised by civilians, and other "stressors" as outlined in Enclosure (2). Detailed discussion of sensitive personal or professional information will be protected in confidence and conducted in smaller groups, if necessary. Force Preservation Council membership is to only include the following in order to mitigate a breach in confidentiality and/or the Health Information Protection Act:

BN Commanding Officer
BN Sergeant Major
BN Executive Officer
BN Chaplain
Family Readiness Officer
Company Commanders and First Sergeants
Section OIC/SNCOIC
Medical Officer
Naval Hospital Mental Health Provider
Behavioral Health Provider
Substance Abuse Counseling Center Provider

c. Tasks: Company A, B, and TTECG

(1) Ensure compliance with MCO 1500.58, Marine Corps Mentoring Program.

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(2) Conduct Company/ Organization Force Preservation Councils in accordance with this order.

(3) With the assistance of Enclosure (2 & 3) determine Marines or Sailors within your company/ organization meeting criteria as High or Medium risk for Force Preservation Council assignment.

(4) NLT four normal business days prior to the monthly battalion Force Preservation Council submit to the Battalion Logistics Officer and Battalion Executive Officer a compilation of your company/ organizations Enclosure (4-6)

(5) Ensure operational chain-of-command OICs/SNCOICs are available to present high risk Marines and Sailors at the battalion level Force Preservation Council.

d. Coordinating Instructions

(1) Risk Level Definitions: Of all the related documents and best practices reviewed, defining low, medium, and high risk proves to be challenging. The categories defined in Enclosure (2) are established "stressors" that assist leaders in quantifying the severity and/or collaboration of stressful incidents not conducive to a Marine or Sailors effective performance or health. Enclosure (2) will be the base reference for assisting leader's in determining if a Marine or Sailor should be brought forth to the company and battalion leadership for FPC consideration.

(a) Each individual case is different and must be handled independently. Intrusive leadership remains the key to identifying issues with our Marines and Sailors. Once identified, a thorough discussion among the chain-of-command at the section and company level will take place to determine the risk category.

(b) Leaders should not overlook other stressors that may lead to a mishap: poor fitness report or proficiency and conduct marks, failure to be promoted, assignment to a new position and other career situations or uncertainties, unexpected life events (death of friend or family, severe illness, or others), newborn child, and many others, when assessing a Marine or Sailor's risk level.

(c) Do not feel the need to handle issues/concerns at the lowest level. If at the section or company level a risk category cannot be determined, or if one is unsure how to handle the issue, brief the case at the Battalion Force Preservation Council, or as necessary between monthly council convening's to the Battalion leadership for determination.

(2) Force Preservation Councils are not intended to transfer leadership responsibilities and accountability to the next echelon of command. FPC's are intended to assist Marines and Sailors and their leadership in determining what adequate and appropriate support is available to assist the Marine or Sailor.

(3) Actions to intervene and mitigate the stressors of Marines and Sailors should not wait until the monthly company or battalion preservation council. Leaders must stay engaged and keep the chain-of-command informed of any issue a Marine or Sailor is experiencing that could cause have adverse effects.

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(4) Force Preservation Councils will be reported in the Quarterly Warrior Preservation Status Report (WPSR).

(5) Privacy and confidentiality will be strictly adhered to during council meetings. During the briefing of cases, only the company commander, first sergeant, OIC, and SNCOIC will be present. The subject matter experts listed above are authorized.

(6) Enclosures (4-6) are considered confidential documents and will be strictly limited to those with a need to know in the chain-of-command and to the authorized providers listed. The command will exercise care and judgment when taking pictures of the Marine or Sailor for purposes of this brief.

(7) Company and battalion records of all personnel assigned to medium or high risk FPC will be kept for the duration of the Marine or Sailors assignment to the command, and may be forwarded to a new command at the discretion of the Battalion Commander.

(8) Enclosures (4,5) will be completely filled out prior to filling out Enclosure (6).

(9) Use of Enclosures (2-5) is critical in the force preservation council process. These documents must be filled out thoroughly, constantly updated, and applied to intervene and mitigate stressors and risks.

(10) Those Marines and Sailors identified as medium or high risk will have a solid roommate and battle buddy. They will not have access to personal weapons. For married Marines and Sailors, the spouse can serve as this individual. The Company Commander will coordinate with the Chaplain to offer services to the spouse to build resiliency and expose available family services.

(11) The Battalion Safety Officer will consolidate, maintain, and regularly update the battalion's at risk personnel rosters.

(12) There are numerous tools that should be evaluated during the Force Preservation Council process: medical and mental health records as allowed per the Health Insurance Portability and Accountability Act and patient/doctor confidentiality. The use of training jackets/folder, commander's notebooks and previous Force Preservation Council documents can assist in determining follow-on actions.

(13) Marines subject to alleged or substantiated hazing; both victim and alleged offender will be tracked at battalion FPC unless otherwise determined by the Battalion Commander based on the risk factors involved. In addition, due to the sensitivity of certain cases, Marines may solely be tracked at the monthly Commanding General's Case Management Group Meeting (CMGM) and/or HQBN Legal Tracker.

4. Administration and Logistics

a. Personnel files pertaining to FPC cases will be identified, marked, and secured as containing sensitive information.

b. Upon completion of the BN FPC, the Battalion Commander will debrief an AC/S that has a Marine or Sailor assigned to high risk

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5. Command and Signal

a. Only the Battalion Commander may assign or remove Marines and Sailors as high risk to this program. A Marine or Sailor taken off high risk at the battalion level is to be reviewed at the battalion FPC 90 days from removal in order to re-evaluate their status and progression.

b. The point of contact for this order is the Battalion Executive Officer, Major Craig Davis at (760)830-7083.

A handwritten signature in black ink, appearing to read "M. T. Cable", written in a cursive style.

M. T. CABLE



BN ORDER 5100.1 TO 5100.2 CHANGES

FORCE PRESERVATION COUNCIL

26 July 2016

Force Preservation "High" Mandatory Command Review for Determination:

- Entry Level Marine/Sailor on first duty assignment (first 45 days)
- Marine/Sailor with a Military Protective Order (MPO)
- Marine/Sailor receiving substance abuse counseling (in-patient or out-patient)
- Marine/Sailor pending legal action (Felony or more than one misdemeanor)
- Marine/Sailor with three or more "stressors" listed in Enclosure (2)

Force Preservation "Medium" Mandatory Assignments:

- All Marines/Sailors command authorized to conduct hobbies/ activities incurring significant hazards on a routine basis
 - Competitive Martial Arts, Mixed Martial Arts, Sky Diving/ Parachuting, etc.
 - All Marines/Sailors that own, operate, or are licensed to operate recreational ATV's or motorcycles (dirt or street)
 - All Marines/Sailors that are conducting motorcycle training IOT become recreational operators or licensed operators

Mentors

- Assigned at the unit level in compliance with MCO 1500.58 "Marine Corps Mentoring Program" (MCMP).
- For all "Medium" and "High" Marines/Sailors the following additional measures will be implemented.
 - Mentors are appointed in writing by the Company Commander.
 - Mentors will have specified tasks that apply to their duties based on the needs of the Marine/Sailor they are mentoring
 - Assigned Mentors will receive subject matter training to assist in their mentorship duties.

ENCLOSURE (3) MANDATORY ASSIGNMENTS

Risk levels are subjective by nature. The below table sets requirements for leadership to nominate a Marine or Sailor for Force Preservation Council risk consideration. Leaders at all levels should use best judgment when considering Marines or Sailors to specific risk levels.

High Risk	Medium Risk	Low Risk
<p style="text-align: center;">Incident within last 6 months:</p> <ul style="list-style-type: none"> * MPO * Incident resulting in command directed substance abuse counseling * Self referral for substance abuse assistance * Domestic violence * Pending legal action (Felony or more than one misdemeanor) * Suicide attempts, ideations, gestures * At fault vehicle accident with injuries to self or others. * Entry level new joins, first duty assignment, (45 days) 	<p style="text-align: center;">Incident within last 6 months:</p> <ul style="list-style-type: none"> * Arrest for minor offenses * Death of Marine's child, spouse, immediate family member, or friend they are close to * Non-injury vehicle accident that is the Marine's fault * Speeding tickets (2 or more within 6 months) * Serious injury or death of extended family * Financial issues * Two or more adverse Page 11 or 6105S * Domestic issues (MP called but no arrest) * Engage in high risk off-duty recreational activities (i.e. MMA, skydiving, bouldering, etc.) * Motorcycle/ATV rider, operator, or state DMV licensed operator 	<p style="text-align: center;">* All Marines/Sailors</p>



BN ORDER 5100.2_ENCLOSURE (5)

HEADQUARTERS BATTALION FORCE PRESERVATION "AT RISK" WORKSHEET

Marine/ Sailor Information:			
Full Name:		Section & Company	EAS
Rank:	MOS:	Work Number	Married or Single
EDIPI (Last 5)		DOR:	Children: 1) 2) 3) 4)
Billet		DCTB:	
Roommate/Battle Buddy		Driver Improvement Course:	Own a weapon
Last UMAPIT Training:		Hobbies:	Cmd Directed Counseling:
PHA Date: PDHRA Date		Anchor Points/ Close Friends	Known Counseling Services rendered
FROM BN ORDER 5100.2 ENCLOSURES (2 AND 4) "STRESSOR" DEFINITIONS AND WORKSHEET, DESCRIBE IN DETAIL WHAT SNM IS EXPERIENCING			
Marine Conducting Counseling:			
Full Name:		Rank:	Work Number:
		Billet:	
		Section/ Company:	Date:
<i>I authorize my medical and/or mental health information to be accessed for the purposes of the Force Preservation Council:</i>			
<i>Signature and Date:</i> _____			
OIC/SNCOIC	Signature:		Date:



Bn Order 5100.2_Enclosure (6)

Unit

Name of Marine or Sailor

1



Overview

- Who** Name/Rank/Age/MOS of Marine(s)/Sailor(s) involved
Status at the time of the incident (i.e. pedestrian/driver/passenger/pilot at controls, etc.)
Unit, Unit Location
- What** Stressors/ incident (mishap/suicide/criminal) and short summary of the circumstances
- When** Approximate date/time of the incident
- Where** Basic geographic location (city/highway/cross streets or any other pertinent data on the location of the incident)



Personal Background Information

MARITAL STATUS	(Single/Married/Divorced)
LOCATION OF DEPENDENTS	(City, State)
DEPENDENTS:	
Name	(Relationship/sex/date of birth)
Name	(Relationship/sex/date of birth)
RESIDENCE	(On/Off base; address)
RELIGION	(Religious affiliation)
HOBBIES & INTERESTS	(As appropriate)
VALID DRIVER'S LICENSE	YES/NO (State)
DRUGS OR ALCOHOL	(Factor/no factor)
BAC LEVEL	(As appropriate)
PERSONAL ISSUES	(Relationship/family/performance /financial/legal, etc.)



FOUO

3



Actions Proposed or Taken

- Actions taken by the Command
- Recommended future actions
- Detail any lessons learned as a result of this incident
- Include any recommended changes in policy or SOP that may result.

FOUO

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Assessment Notes

FOUO

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Subsequent Month Slides

(Do not delete previous month information; Duplicate format for each month of follow-on briefs)

Mentor Information: Rank, L Name, F Name, MOS

DOB – 19940315 Hometown –
 DCTB – 20130718 Deployments – (1) Afghanistan
 EAS – 20170204 20140305-20141008 V1/7
 Marital Status – Single Children – None
 DOM - N/A

Medical Changes:

- None

Current Treatment Analysis:

- Initial SACO screening

Performance Assessment:

- Decline in performance

Command's Desired End State

- SNM receives and completes all required treatment.

Mentor Observations:

Date	Remark

Recommendations:

Observations:

Section Leadership:

Company Leadership:

Chaplain – No contact

Medical –

Counselor's –

Date Reviewed: