



UNITED STATES MARINE CORPS
HEADQUARTERS AND SUPPORT BATTALION
MARINE CORPS BASE
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1000
HADJ
22 OCT 2013

COMMANDING OFFICER'S POLICY LETTER 6-13

From: Commanding Officer
To: Distribution List

Subj: PLAN OF THE WEEK (POTW) GUIDANCE

Encl: (1) Distribution Flow Chart
(2) Plan of The Week Template
(3) Continuous Process Improvement (CPI) Project Out-Brief
(4) Guidelines for submitting POTW slides
(5) List of Contributors
(6) Control Plan

1. Situation. The POTW currently does not effectively distribute time sensitive information throughout Headquarters and Support Battalion (HQSPB). The distribution of the POTW and the content within it are not satisfactory.

2. Mission. HQSPB S-3 directs, coordinates and facilitates the POTW. Concurrently HQSPB S-3 assumes control of the POTW effective the date this policy letter is signed. HQSPB S-3 will ensure all sections adhere to guidelines for submission of the POTW per enclosure (4).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure all Sections, clearly understand and apply guidelines for submitting content, distributing and use of the POTW.

(2) Concept of Operations. All sections of the battalion read and implement the guidance of this policy letter and its enclosures in order to maximize the relevant and timely distribution of critical information throughout the command.

b. Tasks.

(1) S-3

(a) Collect inputs for the POTW from the rest of the staff

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and sections. Submit the POTW to me for publishing NLT 1300 every Thursday.

(b) Implement the Control Plan (Enclosure 6) and hold all parts of the battalion accountable for the commander's intent to ensure all changes to the POTW remain in effect.

(c) Re-release this Policy Letter quarterly to ensure the POTW is submitted and distributed in accordance with enclosure (4).

(2) S-4. Submit a trivia question to the S-3 for publication in the POTW.

(3) Combat Camera. Update the 'Around the Command' slide with (3) photos of members of the command participating in motivational activities every week. Submit this slide to the S-3, no later than 1600 Wednesday.

(4) All Sections and Companies. Ensure that you comply with enclosures (1) and (4) to ensure proper distribution and use of the POTW.

c. Coordinating Instructions.

(1) Company Commanders and Section OICs are directed to carry out the mission and intent of this Policy Letter, as may be necessary to ensure efficient distribution and effective use of the POTW.

(2) All sections will submit their POTW slides to the HQSPTBN S-3 NLT close of business (COB) Wednesday, every week. In the event of a holiday week, submission due dates will be sent via separate correspondence.

(3) I will disseminate the POTW to appropriate sections by COB Thursday. This is to allow all leaders to have a full working day to get the information into their Marine's hands before the weekend. This will ensure everyone can hit the ground running on Monday morning armed with the knowledge they need to be successful.

(4) All Officers and Staff Noncommissioned Officers (SNCO) will ensure the information in the POTW is given to their Marines and civilian Marines no later than COB on the day of their weekend safety brief. The POTW can be distributed between SNCOs, Officers and civilian Marines via e-mail. The POTW will not be distributed to Sergeants and below via e-mail. It will be briefed verbally to them by their Staff Noncommissioned Officers In Charge (SNCOICs).

(5) Effectively immediately the POTW will be in Microsoft PowerPoint format. It will be an 11 slide presentation.

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(6) Guidance for distribution for the POTW will be done with adherence to enclosure (1).

(7) Guidance for formatting will be done with adherence to enclosure (4).

4. Administration and Logistics. See Enclosures.

5. Command and Signal

a. Command. This Policy Letter is applicable to all Companies and Sections within HQSPTBN.

b. Signal. This Policy Letter is effective the date signed.

Semper Fidelis
Michael E. Cordero

MICHAEL E. CORDERO

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Guidelines for Slide submission of POTW

- The font size for all slide text will be 16 (column titles will be size 18)
- All slides will be in Courier New Font
- All slides will be in natural caps
- All slides will be submitted with the target audience in mind (NCO's and below)
- All sections will ensure all information submitted is not repeated or covered by another Staff Section
- All sections will only include information that is relevant to that week's POTW
- All sections will ensure that all slide submissions are short and relevant
- All sections will ensure their submissions are within the their allotted space
- Under no circumstance will any section submit an extra slide
- If sections have no new or relevant information, they are encouraged to submit NSTR in their slide space
- Combat Camera will submit the 'Around the Command' slide with no less than three photos to HQSPTBN S-3 for publication in the POTW
- All sections are encouraged to submit photos to HQSPTBN S-3 for consideration
- HQSPTBN S-4 will submit the weekly trivia question
- Chaplain's office will submit a fun fact and a quote of the week with their slide

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List of Contributors

- Commanding Officer - Colonel Cordero
- Sergeant Major - Sergeant Major Robertson
- S-1 - Mr. Flores
- Career Planner - GySgt Waldvogel
- Uniform Victim Advocate - GySgt van Loo
- Suicide Prevention Officer - CWO2 Munn
- Equal Opportunity Officer - GySgt Stokes
- Single Marine Program - Cpl Urquiuo
- Family Readiness Officer - Mrs. Hilton
- Marine Corps Community Services - Ms. Valdez
- S-3 - Maj Bouza
- S-4 - Capt Moyer
- Substance Abuse Coordinating Officer - SSgt James
- H&S Company - Capt Smith
- Alpha Company - Capt Kibbe
- Bravo Company - Capt Urankar
- Around the Command Pictures - Combat Camera
- Trivia Question - S-4
- Chaplain - LT Cochrane