



## Commanding Officer, Headquarters and Support Battalion Policy and Guidance



*"You are the permanent part of the Marine Corps, and the efficiency, the good name, and the esprit of the Corps are in your hands. You can make it or mar it." – John A. Lejeune*

*Fideli Certa Merces – To the Faithful There Is Certain Reward*

### 1. Be Semper Fidelis – Always faithful to God, Country, Corps, and your fellow Marines:

- Never forget that we are "first to fight for right and freedom and to keep our honor clean".
- It is who and what we fight for that renders our honor, courage, and commitment supremely virtuous.
- Above all else, guard your integrity and that of your fellow Marines.

### 2. Know your mission and accomplish the mission:

- **HQSPTBN Mission: Provide administrative, training, and disciplinary support for personnel assigned to HQSPTBN, MCIWEST-MCBCP and affiliated organizations in order to increase operational and functional effectiveness, administrative simplicity, and utility.**

- Every member of this command plays a key role in the accomplishment of MCIWEST's core mission – "ensuring combat readiness of our Operating Forces and taking care of our Marines, sailors, and their families". The HQSPTBN mission describes how we will work together to accomplish the imperative of taking care of our people in order to support the Operating Forces and to prepare for tomorrow in a way that maintains respect for our Corps and keeps our honor clean.

- Every member of HQSPTBN, while fulfilling their operational requirements as part of MCIWEST or its affiliated organizations, must also understand and embrace their critical role in the battalion's mission accomplishment.

- As a distributed command, comprised of a wide-array of sub-organizations, accomplishing many varied and distinct operational tasks, we must work diligently to maintain command unity of effort in the provision of support to our personnel and their families.

### 3. Lead with character and competence to earn "special trust and confidence":

- Character: Do the right thing for the right reasons in the right way at the right time, regardless of personal cost, 24/7, on duty, on liberty, on leave, in garrison, or in combat. The highest ideal of character is disciplined selflessness.
- Competence: Sharpen the skills and abilities required to lead and to accomplish the tasks for which you are responsible.

### 4. Judge others solely on character, competence, and contribution:

- Equality is "self-evident" and non-negotiable. "Patriotism and professionalism are our only 'isms'."

### 5. Inspire the "whole Marine":

- Build your mental, emotional, physical, and spiritual (MEPS) strength and that of your Marines.
- Marines must win the "battles" across the six "Fs" – Fidelity, Fighter, Fitness, Family, Finances, and Future.
- Strengthen your resiliency and that of your Marines.

### 6. Assume responsibility and hold yourself and others accountable:

- Be a leader!
- The truth is the truth no matter who says it. Have the courage to correct and the humility to receive correction.

### 7. Fight to train. Train to fight. Fight to win:

- Relentlessly pursue "brilliance in the basics."

Semper Fidelis,

Joseph A. Craft

Colonel, United States Marine Corps

Commanding Officer, Headquarters and Support Battalion

**"Win battles. Make Marines. Send forth model citizens."**