



**HEADQUARTERS AND SERVICE BATTALION,
HEADQUARTERS MARINE CORPS, HENDERSON HALL
S-3 OPERATIONS & TRAINING**



Battalion Support Request Form

HNHL_YRYTRING@USMC.MIL

SHAREPOINT ADDRESS : <https://ehqmc.usmc.mil/org/hqbn/s3/default.aspx>

UNIT		DATE OF REQUEST
POC		
EMAIL		
PHONE		
		# OF ATTENDEES
AREA OF REQUEST	JOE ROSENTHAL THEATER / BLDG 29A	
	MARINE CLUB / BLDG 21	
	BATTALION CONFERENCE ROOM / BLDG 29	
	HENDERSON HALL CLASSROOMS / BLDG29	↓
	CLASSROOM 102	
	CLASSROOM 103	
	CLASSROOM 104	
	CLASSROOM 105	
EVENT DATE (S)		
START TIME		
END TIME		
TYPE OF EVENT (i.e. TRS,RETIREMENT,etc.)		
REMARKS		
SUPPORT FOR EVENT		
REMARKS		
S-3 USE ONLY		TRACKING #