



DEPARTMENT OF THE NAVY
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PPO (PS)
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MARINE CORPS ORDER 5530.16A

From: Commandant of the Marine Corps
To: Distribution List

Subj: SECURITY AUGMENTATION FORCE AND COURSE OF INSTRUCTION

Ref: (a) MCO 5580.2B W/CH 2
(b) 18 U.S.C. 922
(c) SECNAVINST 5500.37
(d) MCO 5500.6H W/CH 1
(e) MCO 3574.2L
(f) DoDI 5525.15
(g) MCBUL 5810
(h) DoDD 5210.56
(i) CJCSI 3121.01B
(j) SECNAVINST 5211.5F
(k) 5 U.S.C. § 552a
(l) MCO 5530.15
(l) SECNAV M-5210.1
(m) MCO 5210.11F

Encl: (1) Security Augmentation Force Course of Instruction

1. Situation. It is necessary to promulgate policy and guidance for the establishment, management, training, and employment of a Security Augmentation Force (SAF) at all Marine Corps installations per references (a) through (m). This revision establishes the minimum training standards for all SAF and Security Personnel forces employed by Provost Marshal Offices (PMO) and Marine Corps Police Departments (MCPD).

2. Cancellation. MCO 5530.16

3. Mission. Marine Corps, through its installation commanders, shall establish, train, manage, and when required, employ a SAF per this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance for creating and sustaining a viable SAF to meet security requirements due to hazards, threats, incidents or responses that are beyond organic PMO/MCPD day-to-day capabilities. The end state is installation commanders have the required security force to meet any contingency.

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(2) Concept of Operations. When hazards, threats or incidents require security personnel above the host-command's PMO/MCPD baseline capabilities, installation commanders may use the SAF to offset shortages.

(a) Security Personnel. Refers to members of an installation that are trained and organized for the purpose of providing security for areas or assets under the cognizance of the installation commander via the Provost Marshal (PM)/Police Chief (PC). In areas where an interior guard is utilized, refer to reference (1).

(b) The SAF is primarily used to augment PMO/MCPD during heightened Force Protection Conditions (FPCON). However, this force may be tasked to conduct other security related operations as directed by the installation commander or his/her appointed security representative.

(c) At a minimum, the SAF will be appropriately manned and equipped to support the installation's antiterrorism plan with the ability to sustain operations. Additionally, the size and complexity of the installation, critical assets to be protected, and the number of personnel required to man additional security posts to protect mission essential assets should be considered when determining SAF size, capabilities and equipment.

(d) All security personnel employed by PMO and MCPD shall meet the minimum training standards contained in enclosure (1).

b. Subordinate Element Missions

(1) Deputy Commandant for Plans, Policies, and Operations (Security) (DC PP&O (PS)). The DC PP&O is designated as the senior accountable official for management and oversight of the Marine Corps SAF program. DC PP&O will maintain overall responsibility for policy and course of instruction.

(2) Deputy Commandant for Installation and Logistics. Responsible for planning, programing, and oversight of installations and therefore must maintain overall cognizance for execution of the policies identified within this order.

(3) Commander Fleet Marine Forces Atlantic, Commander Fleet Marine Forces Indo-Pacific, Commander Marine Forces Reserves, Commander Marine Corps Installations.

(a) Support the establishment of installation SAF and ensure sufficient resources are available for the purpose of training and equipping personnel.

(b) Develop local memorandums of understanding or agreement with Marine Expeditionary Forces clearly identifying augmentation requirements per installation to meet local requirements.

(c) Issue local directives on methodology for activating the SAF, utilizing SAF personnel, and supporting other installations or Marine Corps sponsored activities where an increase in security requirements is required.

(d) Develop plans to support those installations that do not have sufficient active duty personnel to maintain a SAF.

(e) Include mutual support for installations in close proximity when suitable and appropriate. Maintain agreements as applicable.

(4) Installation Commanders

(a) Maintain tasking authority of the assigned SAF via the PM/PC or other appropriately appointed SAF Commander. Installation commanders shall also be responsible for SAF training, operations, exercises, and equipping at the activity/installation level.

(b) When multiple installations are supported by one consolidated PMO/MCPD, establish a memorandum of understanding to delineate one of the commanders as supporting and the other as supported.

(c) Establish a local directive that addresses the following:

1. Requirement for all supporting establishment commands, Marine Corps tenant commands, and non-Marine Corps tenant commands possessing military personnel to supply qualified personnel to serve on the installation SAF based on locally agreed upon methodology. For tenant commands, it may be necessary to institute an inter-service support agreement, memorandum of understanding, or memorandum of agreement.

2. Review of the installation's force protection conditions requirements and the update of SAF quotas annually.

3. SAF personnel selection criteria and procedures for nominee screening and assignment.

4. SAF activation requirements and force activation.

5. Requirements, policies, and procedures for the management of SAF personnel to include availability, assignment, return to parent commands, replacement, permanent change of station transfer, and leave/temporary additional duty.

6. Establishment, identification, and authority of SAF operational and administrative chains of command, to include disciplinary action and parent command/activity notification of performance.

7. Procedures for training the SAF to include initial, proficiency, and recurring training, and identification of special qualifications to meet local requirements.

8. Establishment of gear requirements and procedures for the acquisition and inventory control of SAF equipment.

9. Establishment of weapons and ammunition allowances to support SAF surge requirements and procedures that address storage, accountability, and issuance to SAF personnel.

(5) Commanding officers and officers-in-charge. Tenant commands/activities with military personnel shall support and participate in the host installation SAF program as described in this Order.

(6) PMOs/MCPDs. Establish a local directive that facilitates, trains, and directs operational employment of the SAF.

(7) SAF Commander

(a) Request deployment of the SAF via the installation commander, provide program oversight, and screen and approve SAF nominees.

(b) Review the local SAF directive annually and make recommendations to the installation commander to modify based on threat, vulnerability, and criticality.

(c) Ensure SAF posts and functions are aligned to requirements found in the installation antiterrorism plan with the number of personnel required to staff those posts/functions during increased FPCON.

(d) Coordinate with PMO to ensure SAF training is provided in accordance with enclosure (1).

(e) Maintain coordination with tenant command/organization SAF point of contacts and establish SAF recall procedures.

(f) Maintain and issue all required security equipment unique to employment of the SAF, less ammo that will be issued by the augmented PMO unit.

(g) Establish a watch schedule for SAF members. SAF members should perform their assigned security duties for a minimum of one standard 8-hour shift annually.

(h) Ensure personnel assigned to the SAF participate in the installation annual training exercise.

(i) Return personnel to their commands when a member fails to meet initial assignment qualifications and request the command/organization provide a qualified replacement within seven days or as authorized by the installation commander.

(j) Monitor the number of available SAF support at any given time.

(k) Maintain SAF records within the Marine Corps Training Information Management System (MCTIMS) or Data House and Reports Tool (DHART).

(l) Coordinate with the installation PM/PC to ensure SAF activation and employment complement existing security protocols to reduce redundancy of effort and misalignment of resources.

c. Coordinating Instructions

(1) Composition. The SAF will be composed of permanently assigned military personnel from host installation departments first and Marine Corps and Non-Marine Corps tenant commands second. The SAF should be comprised of adequate low-to-mid level leadership appropriate to the SAF size and mission.

(2) Assignment. Commanding officers/officers-in-charge of tenant commands and installation department heads shall provide qualified personnel to serve on the installation SAF. Qualified personnel may not be: currently receiving treatment for mental health related illnesses; under the influence of a controlled substance or alcohol or be dependent thereon; under investigation for a violation of the Uniformed Code of Military Justice; subject to processing for involuntary administrative separation or awaiting final discharge; or, prohibited from possessing a firearm or ammunition per reference (c) and (g). SAF members will be on-call during the period of their assignment as determined by the installation commander.

(a) Acceptance or rejection of a candidate will be the responsibility of the appointed SAF Commander. Any candidate rejected will be returned to his/her unit with the reason(s) for disqualification and a request for a replacement.

(b) In order to maintain continuity, SAF personnel should be assigned for a minimum of one year. This will ensure the member receives initial training, watch assignments to gain familiarization and proficiency with each post, and the opportunity to participate in exercises to identify discrepancies and reward excellence. Consideration should be given to longer assignments whenever possible to retain experienced personnel, reduce requirements for training and firearms qualification/ammunition, and to limit the amount of equipment issuance and re-issuance. Tenant command commanding officers and officers-in-charge at locations having unique situations that may preclude a one year assignment should coordinate with the installation commander. Waiver requests shall include specific and supported justification for special consideration and recommended assignment term.

(3) Training. The minimum training requirements for all personnel assigned to SAF duties consist of the Marine Corps SAF training curriculum found in enclosure (1). This prepares SAF personnel to perform the duties commonly employed across the Marine Corps. This is the only course of instruction authorized by DC PP&O to meet the minimum training requirement. Only lesson plans approved and provided by PP&O, PS Division, Law Enforcement, Investigations, and Corrections Branch are authorized. Use of force training must be consistent with references (c), (d), (h), and (i). Additional training may be accomplished by the installation to increase SAF capabilities or equipping needs based upon post orders. Activating the entire SAF in installation exercises is recommended. Active duty training records for officers and enlisted personnel shall be maintained within the MCTIMS or DHART program.

(4) Recall. Only the installation commander may recall SAF personnel. An entire SAF may be recalled or specific members may be recalled at the discretion of the installation commander. During the period of recall for FPCON increases, exercises, and/or special events, operational control of SAF members is delegated by the installation commander to the PM/PC or SAF Commander and will not be released without prior authorization of the installation commander.

(5) Deployment. For training, qualification, and sustainment purposes, each member of the SAF shall, at a minimum, perform one standard watch/training day annually. Posting and training assignments should be made with the intent of familiarizing individuals on the posts and duties they are expected to stand and perform when actually recalled. Individual SAF members

assigned during exercises shall participate as part of the members' ongoing training and qualification program.

(6) Arming. SAF personnel performing security duties will be qualified in any weapon system, lethal or non-lethal, in accordance with references (a), (d), and (e). Additional types of lethal and non-lethal weapon(s) may be issued to the member if required. The SAF Commander will ensure that prior to being issued a weapon, lethal and non-lethal, personnel will have been properly trained on the use of force per references (c), (d), (h), and (i), and are qualified on that weapon in accordance with references (a), (d), (e), and (f).

5. Administration and Logistics

a. Recommendations. Recommendations concerning this Order may be submitted to PP&O, PS Division, via the appropriate chain of command.

b. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Active Component. This Order is not applicable to the Marine Reserve Component.

b. Signal. This Order is effective the date signed.



G. W. SMITH JR.
Deputy Commandant for
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Security Augmentation Force and Guard Course of Instruction
Sample Schedule

	Training Day 1	Training Day 2	Training Day 3
0800	*Orientation	Use of Force Exam	Protect/Secure Crime Scene
0900	Law Enforcement Ops	Personnel Identification/Entry Access Control	Alarm Response
1000			Vehicle Searches
1100	**LE & Interpersonal Communication	Detain/Transport Suspects	Vehicle Search PE
1200	Lunch	Lunch	Lunch
1300	Use of Force	Defensive Tactics	Active Threat Response
1400			
1500	Field Interviews		
1600	Explosive Threats - Bomb Threat Response		
1700	Dismiss	Dismiss	End Course