



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 3502.4A  
POE-SOD  
JUN 17 2009

MARINE CORPS ORDER 3502.4A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: JOINT SERVICE TRAINING PROGRAM (JSTP)

Ref: (a) DOD Directive 1300.7, "Training and Education to Support the Code of Conduct," December 8, 2000  
(b) DOD Directive 3002.01E, "Personnel Recovery in the Department of Defense," April 16, 2009  
(c) DOD Instruction 1300.21, "Code of Conduct (CoC) Training and Education," January 8, 2001  
(d) CJCSI 3270.01A, "Personnel Recovery within the Department of Defense (SECRET)," July 1, 2003 (NOTAL)  
(e) Joint Pub 3-50, "Personnel Recovery, Chapter 4 (Preparation)," January 5, 2007  
(f) MCO 3460.2

Encl: (1) Authorized JSTP Indoctrination Billets  
(2) Training Request Message

1. Situation. The JSTP is a closely coordinated, specialized course of instruction in which the services participate at the direction of the Joint Chiefs of Staff (JCS). The training is conducted by the JSTP schools located at Naval Air Station, North Island, CA, Pope Air Force Base, NC and Fairchild Air Force Base, WA.

a. Cancellation. MCO 3502.4.

2. Mission. This Order establishes procedures for JSTP training of Marine Corps personnel, in accordance with references (a) through (f).

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The JSTP is specifically aimed at increasing combat readiness. Training is provided to personnel from those units that are designated as high risk of isolation (HRI) based on billet assignment, Military Occupational Specialty (MOS), or geographic operating location most likely to be engaged in, or directly supporting, combat operations. Cryptologist, intelligence personnel, staff officers, chaplains and medical corps personnel (with the exception of Special Amphibious Reconnaissance Corpsmen (SARC), and other combat support personnel are excluded by DOD policy from JSTP training, even if attached to a combat unit. Specific exceptions to this policy are noted in enclosure (1).

(2) Concept of Operations (Security)

(a) Information concerning JSTP must be held to a strict need-to-know basis. Every precaution must be taken to ensure complete security for this course.

(b) Personnel attending the JSTP receive classified training. Prospective students are given no description of the course of instruction other than the fact they are to receive classified training. JSTP students are prohibited from divulging any information concerning their participation in the JSTP to any individual not cleared for access to the course (regardless of rank or position). Graduates shall not be pressured, nor are they in any way expected, to divulge the nature of JSTP or the training they received.

(c) Units will report all known or suspected security violations or incidents to program managers and/or local school.

b. Subordinate Element Missions

(1) DC, PP&O, POE-SOD Personnel Recovery will:

(a) Provide adequate service representation in maintaining liaison with the appropriate national level offices.

(b) Provide to higher authorities information on Marine Corps JSTP issues and participants, as required.

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(c) Identify MARFORCOM, MARFORPAC, MARFORRES and the Marine Expeditionary Forces (MEFs) JSTP representatives as designated in enclosure (1) and ensure appropriate briefings are accomplished.

(2) OIC JSTP Naval Air Station North Island (NAS NI)  
will:

(a) Ensure course schedules are posted within MCTIMS and enter course convening and completion.

(b) Serve as student registration confirmation point, verifying all students meet all course prerequisites to include security clearance.

(3) Training and Education Command (TECOM) will:

(a) Designate a service quota manager who will:

1. Ensure course schedules are posted in MCTIMS and enter course convening and completion.

2. Ensure all required student data is entered into the Oracle Training Application (OTA) Air Force Quota management system.

(b) Provide annual administrative instruction via message to include the following:

1. Fiscal year class schedule and quotas.

2. Administrative information.

3. Student selection criteria.

(c) Monitor fiscal year throughput and unused quotas.

(d) Provide funding for students Temporary Additional Duty (TAD) cost.

(4) Commander, Marine Corps Forces Command (MARFORCOM);  
Commander, Marine Corps Forces Pacific (MARFORPAC); and  
Commander, Marine Corps Forces Reserve (MARFORRES) designee  
will:

(a) Designate Quota Managers for JSTP training for their major subordinate commands.

(b) Designate Registrars for students in the Marine Corps Training Instruction Management System (MCTIMS) Student Registrar Module and ensures entry into the Oracle Training Application (OTA) Air Force quota management system. Allocation fills are mandatory. Quota allocations are service and site dependent.

(c) Ensure that the JSTP requirements are met in accordance with this Order, and establish procedures to implement the provisions of this Order.

(d) Provide guidance and direction to major subordinate commands to ensure participation in this JCS directed program. If circumstances arise which preclude the use of an assigned quota, the service quota manager will make the quota available for reassignment.

(e) Designate a point of contact within the command in order to coordinate JSTP issues with Headquarters Marine Corps (HQMC).

d. Quota Management and Mobile Training Request Guidance

(1) Quota assignments are established each fiscal year and are allocated to MARFORCOM, MARFORPAC, and MARFORRES via the annual Training Input Planning (TIP) conference. Units will nominate their students to the service quota manager who registers the student in the Marine Corps Training Instruction Management System (MCTIMS) Student Registrar Module and ensures entry into the Oracle Training Application (OTA) Air Force quota management system. Allocation fills are mandatory. Quota allocations are service and site dependent. If service quotas are unused within thirty days prior to the course convene date, the quotas will be made available to all services for reassignment and will be utilized on a first come first serve basis in order to fill each course.

(2) Units or components desiring a Mobile Training Team (MTT) or additional resident training must coordinate their request through the appropriate designated coordinator for their respective MARFOR. Requesting organization for MTT must provide a secure facility for secret level presentations and roster of all nominees. MTT/Resident request must be submitted no later

than 90 days prior to requested course start date.

(3) Student Selection and Eligibility

(a) Student selection is a matter to which all commands must give particular attention to ensure the best use of school facilities and travel funds. The student nomination should be sent directly to the service quota manager no later than 30 days prior to the course convening date.

(b) Personnel reporting to the schools who do not meet the criteria will be returned to the sponsoring unit without enrollment. No exceptions or waivers will be granted unless approved by the Program Manager and/or the JSTP school Officer In Charge (OIC). Rejection of a nominee does not relieve the unit of a quota obligation.

(c) The following minimum number of JSTP trained personnel is required per unit:

1. VMFA, VMA, VMAQ, VMGR, VMM, HMLA, HMM, and HMH squadrons; 6 per squadron.

2. Force Reconnaissance Companies and Detachments; 1 per team.

3. Reconnaissance Battalions; 1 per team.

4. Scout/Sniper Platoons; 1 per four man element.

5. Infantry Battalion; 1 per company.

6. Air Naval Gunfire Liaison Company (ANGLICO); 1 per team.

7. Designated Tactical Recovery of Aircraft and Personnel (TRAP) Force; 1 per platoon.

(d) All nominees must be:

1. Cleared for FINAL SECRET.

2. A U.S. Citizen.

3. Assigned to, or sponsored by one of the units listed in paragraph 3.d.(3).(c).

4. Level B SERE trained.

5. Of excellent character and of such good habits and associations that there is no doubt of the individual's discretion or good judgment in handling classified information.

6. Mature and emotionally stable, with demonstrated leadership ability.

(e) Officer Personnel. Only regular and active duty reserve officers of the rank of Second Lieutenant (O-1) through Lieutenant Colonel (O-5) are eligible. Regular officers and reserve officers preparing to deploy shall have preference.

(f) Enlisted personnel must:

1. Be on active duty or be a reservist that is currently on an active duty assignment or pending activation for a deployment.

2. Be the rank of Corporal through Master Gunnery Sergeant.

3. Have a minimum GCT score of 110.

4. Have no previous conviction or action pending by special, general, or summary court-martial and no security related offenses or have been convicted or have action pending by a civilian criminal court.

(4) Completion of JSTP will be entered into individual service records and Marine Corps Total Force Structure (MCTFS) (code L9R). No information regarding the nature of the school or instruction received is to be recorded on orders, in service records, or in personnel files.

(5) Direct liaison between MARFORCOM, MARFORPAC, MARFORRES, the MEFs, and the appropriate JSTP school OIC is authorized. Commands will ensure nominees read this Order, and the appropriate JSTP school administrative notices, before departing for school.

4. Administration

a. Recommendations concerning the contents of this Order may be forwarded to CMC (POE-SOD) via the appropriate chain-of command.

b. Point of contact information for the JSTP school is listed below:

JSTP School Pacific (NAS North Island)  
COMM 619-545-9930 DSN 735

PRA-East (Pope AFB)  
COMM 910-394-6215 DSN 424

PRA-West (Fairchild AFB)  
COMM 509-247-9788 ext 79735 DSN 657

5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



J. F. DUNFORD JR.  
Deputy Commandant for  
Plans, Policies, and Operations

DISTRIBUTION: PCN 10203366700

Authorized JSTP Indoctrination Billets

Headquarters, U.S. Marine Corps

DC, PP&O (PO)  
DC, PP&O/POE-SOD Personnel Recovery  
Director, Intelligence Division  
ACS/Deputy Director, Intelligence Division

Headquarters, Marine Forces Command

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, Pacific

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, Reserves

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, Europe

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, South

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, Africa

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Headquarters, Marine Forces, Central

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Command Element, I Marine Expeditionary Force

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Command Element, II Marine Expeditionary Force

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Command Element, III Marine Expeditionary Force

Commanding General  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Training Officer, G-7, or equivalent

Training and Education Command (TECOM)

Commanding General  
Assistant Chief of Staff, G-3  
Director of Operations  
Chief, Training Operations Branch

Training Request Message

RAAUZYUW RUWSEAA0096 3452149-UUUU--RUEBARD.  
ZNR UUUUU  
R 112149Z DEC 07 ZYB  
FM COMNAVAIRFOR DET ALFA  
TO JOINT STAFF J3 DEP-DIR SPECIAL OPS  
INFO HQ USJFCOM NORFOLK VA//J7//  
HQ JPRA AMHS FT BELVOIR VA  
CNO WASHINGTON DC//N5//  
COMUSFLTFORCOM NORFOLK VA//N74/N746//  
COMNAVAIRFOR DET ALFA  
BT  
UNCLAS  
MSGID/GENADMIN,USMTF,2007/--//  
SUBJ/JOINT SERVICE TRAINING PROGRAM (JSTP) SERE 245 CLASS  
REQUEST//  
GENTEXT/REMARKS/1. REQUESTING UNIT INFORMATION (SERVICE - USN  
OR USMC, UNIT, LOCATION, ETC.)/  
2. SERE 245 (JSTP)/  
3. BRIEF JUSTIFICATION FOR TRAINING/  
4. DEPLOYMENT SPECIFICS (IF APPLICABLE):  
DEPLOYMENT LOCATION  
DATE UNIT NOTIFIED FOR DEPLOYMENT  
DEPLOYMENT DATES  
NUMBER OF PERSONNEL DEPLOYING FOR EACH DEPLOYMENT DATE/  
5. TOTAL NUMBER OF PERSONNEL TO BE TRAINED/  
6. FREQUENCY OF TRAINING (PROJECTED NUMBER OF CLASSES OR MTT'S  
PER YEAR)/  
7. IMPACT IF TRAINING IS NOT PROVIDED./  
8. PRIMARY AND ALTERNATE DATES OF TRAINING REQUEST./  
9. IDENTIFY WHETHER JPRA OR UNIT FUNDED./--//  
BT #0096

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