



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

NAVMC 3500.63
C 469
10 Dec 08

NAVMC 3500.63

From: Commandant of the Marine Corps
To: Distribution List

Subj: ANTITERRORISM (AT)/CRITICAL INFRASTRUCTURE PROGRAM (CIP) TRAINING
AND READINESS MANUAL (SHORT TITLE: AT/CIP T&R MANUAL)

Ref: (a) MCO P3500.72A
(b) MCO 1553.3A
(c) MCO 3400.3F
(d) MCO 3500.27B W/Erratum
(e) MCRP 3-0A
(f) MCRP 3-0B
(g) MCO 1553.2A

1. Purpose. Per reference (a), this T&R Manual establishes Core Capability Mission Essential Tasks (MET) for readiness reporting and required events for standardization training of Marines and or personnel assigned to perform the billet of Antiterrorism Officer or Critical Infrastructure Program Officer within the Marine Corps. Additionally, it provides tasking for formal schools preparing personnel for service within Marine Corps commands. This NAVMC supersedes NAVMC Dir 3500.86 of 20 Jul 05.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) by all units for the assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

c. Formal school and training detachment commanders will use references (a) and (g) to ensure programs of instruction meet skill training

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requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This Directive is applicable to the Marine Corps Total Force.

5. Certification. Reviewed and approved this date.


M. G. SPIESE
By direction

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AT/CIP T&R MANUAL

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CHAPTER 1

OVERVIEW

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AT/CIP T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. Subject Matter Experts (SME) from the operating forces developed core capability Mission Essential Task Lists (METL) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training and Education (SATE) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS/billet assigned and at the appropriate grade. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must

ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The AT/CIP T&R Manual is a community-based manual comprised of five chapters. Chapter two lists the Core Capability METs, chapter three details collective events (AT/CIP T&R manual contains no collective events), and chapters four and five contain individual events for AT/CIP billets.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (ATO, CIP, etc.). The second up-to four digits represent the functional or duty area (ADMN - Administrative, Intelligence - INTL, Training - TRNG, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

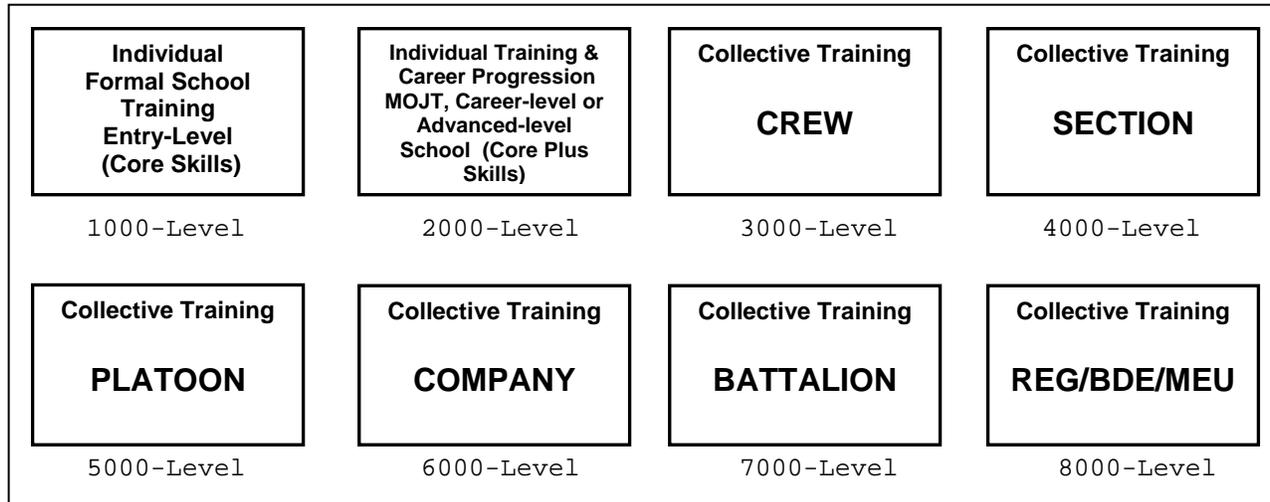


Figure 1: T&R Event Levels

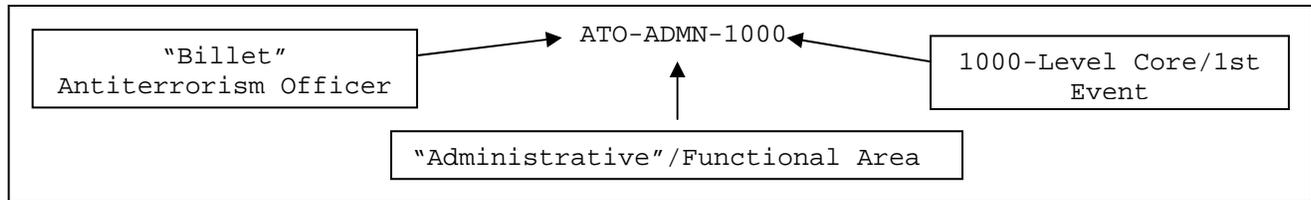


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: 325 (total MET CRP) / 5 (total number of METS) = 65%

1009. T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R Manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first four characters indicate the occupational function. The second four characters indicate functional area (TAC, CBTS, VOPS, etc.). The third four characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in an CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METs.

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. AT/CIP T&R MANUAL MISSION ESSENTIAL TASKS MATRIX. The AT/CIP Mission Essential Task List (METL) table includes the designated MET number.

2001. ADMINISTRATIVE NOTES. This chapter remains as a placeholder for future use.

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CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. This chapter includes all collective events. A collective event is an event that an established unit would perform in combat. These events are linked to a Service-Level Mission Essential Task (MET). This linkage tailor's collective and individual training for the selected MET. Each collective event is composed of component events that provide the major actions required. This may be likely actions, list of functions, or procedures. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. ADMINISTRATIVE NOTES. This chapter remains as a placeholder for future use.

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CHAPTER 4

ANTITERRORISM OFFICER INDIVIDUAL TRAINING

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CHAPTER 4

ANTITERRORISM OFFICER INDIVIDUAL TRAINING

4000. PURPOSE. This chapter includes all individual training events for the Antiterrorism Officer (ATO). These events are linked to service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first up-to four digits represent the occupational billet. The AT/CIP T&R Manual utilizes three digits to designate the billets, i.e. "ATO" (Antiterrorism Officer), "CIP" (Critical Infrastructure Program Officer). The second up to four digits represent the functional or duty area, i.e. INTL - intelligence. The last four digits represent the level/identifier number of the event, i.e. 1000 - individual Formal School (FS) training.

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4003. 1000-LEVEL INDIVIDUAL EVENTS

ATO-INTL-1001: Coordinate with Intelligence/Law Enforcement Sources

EVALUATION CODED: No **SUSTAINMENT INTERVAL:** 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, SIPRNET access, during all Force Protection conditions.

STANDARD: Prior to convening a threat working group, provide intelligence inputs to develop and refine terrorism threat assessments and disseminate threat warning, reports, and summaries.

PERFORMANCE STEPS:

1. Identify intelligence and law enforcement sources.
2. Coordinate with federal, state, local, other Department Of Defense (DOD) entities, and host-nation agencies as required.
3. Liaison with higher headquarters adjacent and subordinate commands.
4. Receive outside agencies threat assessments to facilitate preparation of local threat assessment.

REFERENCES:

1. DoD Instruction 2000.16 "DOD Antiterrorism (AT) Standards""
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. Marine Corps Intelligence Training and Readiness Manual
 7. MCWP 2-1, ""Intelligence Operations""
 8. Executive Order 12333 - United States Intelligence Activities
-

ATO-INTL-1002: Gather All-Source Intelligence/Information

EVALUATION CODED: No **SUSTAINMENT INTERVAL:** 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, SIPRNET access, CCIR/PIRs, during all Force Protection conditions, in coordination with the intelligence officer, from organic and non-organic intelligence activities.

STANDARD: Prior to convening a threat-working group, consolidate all source threat information to build a clear picture of the threat.

PERFORMANCE STEPS:

1. Identify pertinent threat information.
2. Compile pertinent threat information.
3. Organize pertinent threat information.
4. Ensure information is sourced.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. Marine Corps Intelligence Training and Readiness Manual
 7. MCWP 2-1, "Intelligence Operations"
 8. Executive Order 12333 - United States Intelligence Activities
-

ATO-INTL-1003: Analyze All-Source Intelligence/Information

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, SIPRNET access, CCIR/PIRs, all source intelligence input, during all Force Protection conditions, in coordination with and non-organic intelligence sources.

STANDARD: Prior to convening a threat-working group, analyze all sources of threat information and consolidate that information to provide a current picture of the threat.

PERFORMANCE STEPS:

1. Make determination about threat data.
2. Determine if current FPCON level is sufficient.
2. Write threat report.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks

4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. Marine Corps Intelligence Training and Readiness Manual
 7. MCWP 2-1, "Intelligence Operations"
 8. Executive Order 12333 - United States Intelligence Activities
-

ATO-INTL-1004: Disseminate Threat Information

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, organic and inorganic intelligence sources, in coordination with the intelligence officer, during all Force Protection conditions.

STANDARD: Upon receipt of threat information, ensure widest distribution.

PERFORMANCE STEPS:

1. Determine Commander's preference.
2. Execute Commander's guidance on distribution.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. Marine Corps Intelligence Training and Readiness Manual
 7. MCWP 2-1, "Intelligence Operations"
 8. Executive Order 12333 - United States Intelligence Activities
-

ATO-INTL-1005: Disseminate Threat Warnings

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, organic and inorganic intelligence sources, in coordination with the intelligence officer, during all Force Protection Conditions.

STANDARD: Upon receipt of threat warnings, ensure all personnel/units receive notification of the threat warning in a timely manner through a formal dissemination process.

PERFORMANCE STEPS:

1. Notify Commander.
2. Execute local SOP.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Geographic Component Commander Guidance - BLUE DART Warning
 4. Local Standard Operating Procedures
 5. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 6. Joint Staff Antiterrorism Program Assessment Benchmarks
 7. JP 3-07.2, "Antiterrorism"
 8. Marine Corps Intelligence Training and Readiness Manual
 9. MCWP 2-1, "Intelligence Operations"
 10. Executive Order 12333 - United States Intelligence Activities
-

ATO-RM-1006: Participate in Mission Analysis Process

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, during all Force Protection conditions.

STANDARD: Maintain a working knowledge of the assigned missions.

PERFORMANCE STEPS:

1. Determine appropriate inputs.
2. Conduct mission analysis.
3. Produce required outputs.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks

5. JP 3-07.2, "Antiterrorism"
6. MCWP 5-1, "Marine Corps Planning Process"

ATO-RM-1007: Identify Assets

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, mission analysis, during all FP Conditions.

STANDARD: Identify all assets to be validated in the time allotted by the Commanding Officer.

PERFORMANCE STEPS:

1. Determine assets required to accomplish missions.
2. Determine supporting critical infrastructure through coordination with CIP POC.
3. Determine other key assets deemed essential IAW Commander's guidance.
4. Link assets to supported mission(s).
5. Compile key asset list.
6. Brief asset list to Commander.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"
6. USMC Guidelines for the Identification of Critical Assets and Infrastructures version 5.0
7. MCO 3501.36A, Marine Corps Critical Infrastructure Program (MCCIP)

ATO-RM-1008: Conduct Criticality Assessment

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, mission analysis, identified METs/JMETs for a unit.

STANDARD: In performance step sequence in the time allotted by the Commanding Officer and in compliance with Higher Headquarters guidance.

PERFORMANCE STEPS:

1. Review mission analysis.
2. Review asset list.
3. Ensure assets are included in assessment.
4. Determine effect on mission should asset be lost
5. Determine time of impact on mission if identified asset is lost.
6. Consult with asset owners and tenants to determine mission degradation if applicable.
7. Determine requirements for recoverability of asset.
8. Determine mission sustainability.
9. Determine reparability.
10. Determine rate of regeneration.
11. Determine if asset supports additional infrastructure.
12. Determine if redundancies exist.
13. Determine time required to duplicate asset.
14. Coordinate with CIP OPR to Prioritize critical assets.
15. Coordinate with CIP OPR for protection of critical infrastructure and assets.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"
6. MCO 3501.36A, Marine Corps Critical Infrastructure Program (MCCIP)
7. USMC Guidelines for the Identification of Critical Assets and Infrastructures version 5.0

MISCELLANEOUS:

1. The CIP utilizes Marine Corps Critical Asset Management System (MCCAMS), a classified database, to catalogue critical infrastructure.
2. Close coordination between the ATO and CIP OPR is essential to protecting critical infrastructure (i.e. barrier plans, RAMs, exercise planning, and resource application).

ATO-RM-1009: Conduct Threat Assessment

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, threat working group, existing previous threat assessments, during all Force Protection conditions.

STANDARD: In performance step sequence in the time allotted by the Commanding Officer.

PERFORMANCE STEPS:

1. Convene threat-working group to review your previous threat assessments and those from outside agencies.
2. Identify the threats (design basis threat, manmade, and natural).
3. Pair threat with assets)
4. Assess each threat based on likelihood and potential consequences.
5. Prepare threat assessment.
6. Brief threat assessment to Commander.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"

ATO-RM-1010: Conduct Vulnerability Assessment

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, threat assessment and a criticality assessment.

STANDARD: In performance step sequence in the time allotted by the Commanding Officer.

PERFORMANCE STEPS:

1. Review previous vulnerability assessments.
2. Identify resources (materiel and personnel) required to conduct the assessment.
3. Provide guidance to team on the execution of a vulnerability assessment.
4. Utilize one of the recommended vulnerability assessment tools.
5. Conduct on-site survey of all critical assets.
6. Conduct on-site survey of all critical infrastructures.
7. Execute vulnerability assessment IAW DoD O-2000.12-H and/or the Joint Operating Forces Handbook.
8. Coordinate food and water vulnerabilities.
9. Prioritize vulnerabilities IAW with the risk assessment process.
10. Brief vulnerabilities to Commander.

11. Enter vulnerabilities into CVAMP.
12. Track and update vulnerabilities.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. DTRA JSIVA Team Guidelines
5. Joint Staff Antiterrorism Program Assessment Benchmarks
6. JP 3-07.2, "Antiterrorism"

MISCELLANEOUS:

1. Conduct a vulnerability-based analysis of mission-essential assets, resources, and personnel critical to mission success that are susceptible to terrorist attack. Based on the results provide a comprehensive list of vulnerabilities to be documented in CVAMP.
2. Vulnerability Assessment team should consist of a team lead and include the following five functional areas: Terrorist Operations, Security Operations, Structural Engineering, Infrastructure Engineer and Emergency Management. The team should draw expertise from the ATWG and other subject matter experts as required. The team should draw on available military and civilian sources to establish a team with direct knowledge and expertise on the systems, which will be assessed to include public works, facilities, medical, communications, and commercial providers.
3. Coordinate food vulnerability assessments with veterinarian services.
4. Coordinate water vulnerability assessments with public works and medical.
5. Mass gatherings and special events vulnerability assessments will follow the same process.
6. Coordinate with NCIS to perform port vulnerability assessments.

ATO-RM-1011: Conduct Risk Assessment

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, criticality, threat, and vulnerability assessments, during all FP Conditions.

STANDARD: Provide the Commander with a risk assessment to include a risk rating of each critical asset in order to make risk management decisions.

PERFORMANCE STEPS:

1. Use criticality, threat, and vulnerability assessments to execute risk assessment.
2. Prioritize risk ratings.
3. Determine possible risk mitigation measures.
4. Brief risks and possible risk mitigation measures to Commander.
5. Coordinate implementation of risk mitigation measures.
6. Determine residual risks.
7. Track and update risks.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. DoDD 3020.40 Department of Defense Critical Infrastructure Program DCIP Program Assessment Benchmarks
 7. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
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ATO-TRNG-1012: Develop Antiterrorism Exercise Plan

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGSgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, during all FP Conditions.

STANDARD: Produce an exercise plan annually.

PERFORMANCE STEPS:

1. Review previous exercises and lessons learned.
2. Develop exercise objectives.
3. Incorporate CBRN, CIP, and AT into annual exercise scenarios.
3. Identify resources (materiel and personnel) required to conduct the exercise.
4. Incorporate tenants and civilian authorities into the exercise plan.
5. Submit annual exercise plan to higher headquarters.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
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ATO-TRNG-1013: Exercise Antiterrorism Plan

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, during all FP Conditions.

STANDARD: Exercise all aspects of the AT plan.

PERFORMANCE STEPS:

1. Coordinate resources to conduct the exercise.
2. Exercise all FPCON measures.
3. Include EOC activation in exercise plan.
3. Brief After Action Report to Commanding Officer.
4. Submit lessons learned to Marine Corps Center for Lessons Learned (MCCLL).
5. Maintain lessons learned on file for two years.
6. Make AT plan refinement recommendations.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
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ATO-TRNG-1014: Conduct Antiterrorism Awareness Education and Training

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, all Force Protection conditions, during pre-deployment and annual training.

STANDARD: Conduct 100% Level I training and 100% AOR-specific training.

PERFORMANCE STEPS:

1. Review and understand JCS Level I brief.
2. Provide web-based or classroom setting Level I training as required.
3. Maintain training roster.

4. Conduct AOR-specific training in preparation of pre-deployment or as required.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"
6. MCRP 3-02E, The Individual's Guide for Understanding and Surviving Terrorism
7. CJCS 5260, Service Members Self Protection Guide

ATO-PLAN-1015: Develop Antiterrorism Plan/Order

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, during all Force Protection conditions.

STANDARD: Provide a comprehensive AT Plan in support of CONUS or OCONUS base/deployable unit operations.

PERFORMANCE STEPS:

1. Identify the level of command or activity for the AT plan.
2. Identify five AT program elements.
3. Prepare specific threat risk mitigation measures.
4. Prepare Physical security measures.
5. Prepare AT measures Off-installation facilities, housing, and activities.
6. Prepare AT measures for logistics and other contracting.
7. Prepare AT measures for critical asset security.
8. Prepare AT measures for the protection of Critical Infrastructure of DoD and if necessary NON-DOD Critical Infrastructure and/or Assets.
9. Prepare AT measures for in-transit movements.
10. Prepare Incident response measures.
11. Prepare Consequence management measures, including CBRNE mitigation planning.
12. Prepare FPCON implementation measures, including site-specific AT measures.
13. Prepare CBRN Defense Joint Enabling Concepts of Sense, Shape, Shield, and Sustain.
14. Prepare Random Antiterrorism Measures.
15. Prepare Barrier Plans.
16. Prepare AT measures for HRP.
17. Coordinate integration of tenant units into AT plan.
18. Coordinate with host nation/local authorities.

19. Staff plan.
20. Submit plan to Commander for signature.
21. Review, exercise, and revise plan annually.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. DoD Instruction 2000.18, "DoD Installation Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Emergency Response Guidelines UFC 4-010-01, "DoD Minimum Antiterrorism Standards for Buildings UFC 4-010-02, "DoD Minimum Antiterrorism Standoff Distances for Buildings"
 7. DoDD 3020.40 Department of Defense Critical Infrastructure Program DCIP Program Assessment Benchmarks
 8. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
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ATO-PLAN-1016: Conduct Antiterrorism Working Group (ATWG)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references.

STANDARD: Conduct quarterly Antiterrorism Working Groups.

PERFORMANCE STEPS:

1. Establish ATWG charter that identifies appropriate membership.
2. Draft and distribute agenda.
3. Oversee implementation of AT program.
4. Develop and refine AT plans.
5. Address emergent or emergency AT program issues.
6. Brief Commanding Officer on outcome of ATWG and disseminate minutes.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"

MISCELLANEOUS:

1. ATWG must include the ATO; the commander (or a designated representative); representatives of the principal staff, including persons

with CBRNE expertise; tenant unit representatives; and other representatives as required to support AT planning and program implementation.

ATO-PLAN-1017: Establish Threat Working Group (TWG)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 3 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, coordination with intelligence sources, gathering all-source intelligence/information.

STANDARD: Conduct quarterly Threat Working Groups.

PERFORMANCE STEPS:

1. Establish TWG charter that identifies appropriate membership.
2. Draft and distribute agenda.
3. Identify emergent or emergency AT program issues.
4. Make FPCON recommendations to Commander.
5. Refine force protection posture as necessary.
6. Disseminate minutes.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"

MISCELLANEOUS:

1. Changes in threat may dictate revalidation of vulnerability assessments to ensure that the newly identified threat has been taken into account.
-

ATO-PLAN-1018: Coordinate Antiterrorism Executive Committee (ATEC)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 6 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the required references.

STANDARD: Coordinate Antiterrorism Executive Committee semiannually.

PERFORMANCE STEPS:

1. Establish ATEC charter that identifies appropriate membership.
2. Draft and distribute agenda.
3. Refine AT program guidance, policy, and standards.
4. Act upon recommendations of the ATWG and TWG.
5. Determine resource allocation priorities to mitigate or eliminate terrorism-related vulnerabilities.
6. Address emergent or emergency AT program issues.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
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ATO-PLAN-1019: Participate in Antiterrorism Related Groups

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references.

STANDARD: Participate in AT-related groups.

PERFORMANCE STEPS:

1. Identify additional working groups that may be beneficial to the AT program.
2. Attend AT-related workinggroup meetings.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"

MISCELLANEOUS:

1. AT-related groups may include CIP working group, CBRNE working group, Physical Security working group, JTTFs, and Special Intelligence Groups.
-

ATO-PLAN-1020: Review AT Construction and Building Considerations

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, DoD inhabited buildings: billeting, PGS and including DoD expeditionary and temporary structures IAW with new construction, MILCON construction, Host-Nations and other foreign Government construction.

STANDARD: Fully comply with standards in the Unified Facilities Criteria.

PERFORMANCE STEPS:

1. Prepare a prioritized list of AT measures for use by site selection teams.
2. Ensure AT measures are considered during site evaluation and selection.
3. Coordinate responsibilities between the AT staff and Engineers.
4. Include engineering planning into AT program.
5. Coordinate between the installation and tenant units.
6. Ensure adherence to AT Construction criteria.
7. Ensure adherence to DBT mitigation.
8. Ensure adherence to barrier plans/standoff.

REFERENCES:

1. UFC 4-010-01, "DoD Minimum Antiterrorism Standards for Buildings
2. UFC 4-010-02, "DoD Minimum Antiterrorism Standoff Distances for Buildings"
3. UFC 4-021-01, "DoD Design and O&M: Mass Notification Systems
4. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
5. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
6. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
7. Joint Staff Antiterrorism Program Assessment Benchmarks
8. JP 3-07.2, "Antiterrorism"

ATO-OPS-1021: Coordinate Operations in Support of the Antiterrorism Program

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and an event.

STANDARD: Provide the requested level of AT support to Operations.

PERFORMANCE STEPS:

1. Support the emergency operations center.
2. Support the Defense Continuity Program.
3. Support the National Response Framework.
4. Support the National Incident Management System.
5. Support Defense Support to Civil Authorities operations.
6. Execute command and control through USMC service component commands and Headquarters Marine Corps.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
 6. DoD Instruction 2000.18, "DoD Installation Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Emergency Response Guidelines"
 7. MARADMIN 423/06, "Training to Support Implementation of National Incident Management System and National Response Plan at USMC Domestic Installations"
 8. MARADMIN 234/07, "Change 1 Training to Support Implementation of National Incident Management System and National Response Plan at USMC Domestic Installations"
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ATO-RA-1022: Apply Resources in support of Antiterrorism Program

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and DoD approved methodology for documenting and prioritizing AT resource requirements.

STANDARD: Application of 100% of resources available to mitigate vulnerabilities.

PERFORMANCE STEPS:

1. Utilize the risk analysis to determine vulnerabilities, which require mitigation.
2. Involve the ATWG in the prioritization of resource requirements.
3. Ensure comptroller, contracting, and SJA are involved in resource application process.
4. Determine mitigation costs and prepare estimates.
5. Determine proper funding source.
6. Utilize the CbT-RIF process for emergent or emergency requirements of AT vulnerabilities that have been identified in the last 24 months.

7. Submit projects for funding decisions.
8. Ensure unfunded requirements are entered into CVAMP.
9. Track mitigation funding in conjunction with the comptroller and contracting officer.
10. Update CVAMP once mitigation projects have been complete.

REFERENCES :

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. CJCSI 5261.01E, "Combating Terrorism Readiness Initiatives Fund,"
4. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
5. Joint Staff Antiterrorism Program Assessment Benchmarks
6. JP 3-07.2, "Antiterrorism"
7. DoD Instruction 2000.18, "DoD Installation Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive Emergency Response Guidelines"

MISCELLANEOUS :

1. Prioritization methodology should focus on the most critical and important needs first, resources necessary to meet minimal security requirements and to adhere to DoD Service directives, standards, instructions, or regulations, and resources required to mitigate a major or a high-risk situation.

ATO-PR-1023: Conduct comprehensive Antiterrorism program review

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and a qualified assessment team.

STANDARD: Conduct an annual comprehensive program review.

PERFORMANCE STEPS:

1. Identify team members.
2. Utilize DTRA team guidelines as a standard.
3. Train program review team to the standards.
4. Incorporate program review schedule into annual unit schedule.
5. Conduct program review.
6. Identify program deficiencies.
7. Make recommendations for improvements.
8. Prepare program review report.
9. Submit report to Commander.
10. Implement approved corrective action.
11. Submit finalized report to higher headquarters as required.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
4. Joint Staff Antiterrorism Program Assessment Benchmarks
5. JP 3-07.2, "Antiterrorism"

MISCELLANEOUS:

1. Team should consist of a team lead and include the following five functional areas: Terrorist Operations, Security Operations, Structural Engineering, Infrastructure Engineering, and Emergency Management. The team should draw on expertise from the ATWG and other subject matter experts as required.
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ATO-PR-1024: Prepare for Higher Headquarters Antiterrorism Assessments and Program reviews

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Antiterrorism Officer

GRADESS: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, program review and assessment standards.

STANDARD: Ensure compliance with JSIVA and Higher Headquarters program review benchmarks prior to assessment.

Performance Step:

1. Review previous program reviews and assessment results.
2. Review JSIVA benchmarks.
3. Review JS/DTRA HHQ benchmarks.
4. Make determination on compliance with benchmarks.
5. Make corrective action recommendations.
6. Correct program deficiencies.
7. Comply with deliverables requirement.
8. Coordinate with higher headquarters IOT facilitate the assessment team's visit.

REFERENCES:

1. DoD Instruction 2000.16, "DOD Antiterrorism (AT) Standards"
 2. DoD O-2000.12-H, "DoD Antiterrorism Handbook"
 3. Joint Staff/Defense Threat Reduction Agency (DTRA) Vulnerability Assessment Benchmarks
 4. Joint Staff Antiterrorism Program Assessment Benchmarks
 5. JP 3-07.2, "Antiterrorism"
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AT/CIP T&R MANUAL

CHAPTER 5

CRITICAL INFRASTRUCTURE PROGRAM (CIP) OFFICER INDIVIDUAL EVENTS

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AT/CIP T&R MANUAL

CHAPTER 5

CRITICAL INFRASTRUCTURE PROGRAM (CIP) OFFICER INDIVIDUAL EVENTS

5000. PURPOSE. This chapter includes all individual training events for the Critical Infrastructure Program (CIP) Officer. These events are linked to service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. ADMINISTRATIVE NOTES. T&R events are coded for ease of reference. Each event has a 4-4-4 digit identifier. The first four digits (if applicable) represent the occupational billet. The AT/CIP T&R manual utilizes three digits to designate the billets, i.e. "ATO" (Antiterrorism Officer), "CIP" (Critical Infrastructure Program Officer). The second four digits represent the functional or duty area, i.e. INTL - intelligence. The last four digits represent the level/identifier number of the event, i.e. 1000 - individual Formal School (FS) training.

5002. INDEX OF EVENTS BY FUNCTIONAL AREA

EVENT#	FUNCTIONAL AREA/EVENT TITLE	PAGE
	MISSION AND ASSET ANALYSIS	
CIP-MAA-1001	DOCUMENT MISSION ESSENTIAL TASKS (METS)	5-4
CIP-MAA-1002	DOCUMENT CORE FUNCTIONS	5-4
CIP-MAA-1003	IDENTIFY TASK CRITICAL ASSETS (TCA)	5-5
CIP-MAA-1004	IDENTIFY SUPPORTING INFRASTRUCTURE CRITICAL ASSETS (SICA)	5-5
CIP-MAA-1005	DEVELOP A COMPLETE DATA SET FOR EACH CRITICAL ASSET	5-6
CIP-MAA-1006	CONDUCT CRITICAL ASSET VALIDATION	5-7
CIP-MAA-1007	PRIORITIZE CRITICAL ASSETS	5-7
	MONITORING & REPORTING	
CIP-MR-1008	DEVELOP CIP INTELLIGENCE INFORMATION REQUIREMENTS	5-8
CIP-MR-1009	REPORT CHANGES IN THE OPERATIONAL STATUS OF EACH CRITICAL ASSET	5-8
	RISK MANAGEMENT	
CIP-RM-1010	CONDUCT CIP RISK ASSESSMENTS	5-9
CIP-RM-1011	DEVELOP RISK MANAGEMENT PLANS FOR CRITICAL ASSETS	5-9
	POLICY, PLANNING, TRAINING & EXERCISES	
CIP-PPTE-1012	WRITE A CIP WORKING GROUP (CIPWG) CHARTER	5-10
CIP-PPTE-1013	CONDUCT A CIPWG	5-10
CIP-PPTE-1014	DEVELOP CIP INJECTS FOR EXERCISES	5-11
CIP-PPTE-1015	DEVELOP CIP INPUTS FOR MISSION ASSURANCE PLANS	5-12
CIP-PPTE-1016	DEVELOP CIP IMPLEMENTATION ORDER/PLAN	5-12
CIP-PPTE-1017	CONDUCT CIP PROGRAM REVIEWS	5-13
CIP-PPTE-1018	CONDUCT CIP AWARENESS TRAINING	5-13
CIP-PPTE-1019	INPUT CIP PROGRAM INFORMATION IN MC-CAMS	5-14
CIP-PPTE-1020	DEVELOP MEMORANDUMS OF UNDERSTANDING (MOU)/MEMORANDUMS OF AGREEMENTS (MOA)	5-15
	RESOURCE IDENTIFICATION AND APPLICATION	
CIP-RIA-1021	PROGRAM RESOURCES FOR CIP EXECUTION	5-15

5003. 1000-LEVEL INDIVIDUAL EVENTS

CIP-MAA-1001: Document Mission Essential Tasks (METs)

EVALUATION CODED: No **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, DRRS output, CIPWG, and personnel interviews.

STANDARD: Document 100% of METS.

PERFORMANCE STEPS:

1. Identify the DRRS representative.
2. Obtain your organization's approved Mission Essential Task List (METL).
3. Identify the four required elements of a MET.
4. Identify MET linkage (supporting and supported).
5. Document METs aligned to the DoD Sector functions.
6. Enter MET data in MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. DoDD 7730.65 Defense Readiness Reporting System (DRRS)
 4. CJCSM 3500.04D Universal Joint Task List (UJTL)
 5. Marine Corps Task List (MCTL) (OPNAVINST 3500.38B/MCO 3500.26A/USCG COMDTINST M3500.1B)
 6. USMC Guidelines for the Identification of Critical Assets & Infrastructures
-

CIP-MAA-1002: Document Core Functions

EVALUATION CODED: No **SUSTAINMENT INTERVAL:** 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADE: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, CIPWG, and personnel interviews.

STANDARD: Document 100% of the functions and core capabilities.

PERFORMANCE STEPS:

1. Identify the infrastructure functional area lead.
2. Document the core functions for each infrastructure functional area.
3. Document core infrastructure functions aligned to the DoD Sector functions.
4. Enter data in MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. DoDD 7730.65 Defense Readiness Reporting System (DRRS)
 4. CJCSM 3500.04D Universal Joint Task List (UJTL)
 5. Marine Corps Task List (MCTL) (OPNAVINST 3500.38B/MCO 3500.26A/USCG COMDTINST M3500.1B)
 6. USMC Guidelines for the Identification of Critical Assets & Infrastructures
-

CIP-MAA-1003: Identify Task Critical Assets (TCAs)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, unit-identified METs, and unit-identified core functions.

STANDARD: Document 100% of TCAs.

PERFORMANCE STEPS:

1. Analyze the scope of each mission task.
2. Identify the task assets.
3. Identify task critical assets.
4. Document all required data points for the TCAs.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. USMC Guidelines for the Identification of Critical Assets & Infrastructures
 4. DCIP Infrastructure Resiliency Guide
-

CIP-MAA-1004: Identify Supporting Infrastructure Critical Assets (SICAs)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, unit-identified METs, unit-identified core functions, and unit-identified TCAs.

STANDARD: Document 100% SICAs.

PERFORMANCE STEPS:

1. Identify the support requirements for the operation of the TCA.
2. Identify all Supporting Infrastructure Assets (SIAs).
3. Determine impact of loss of the SIA on the operation of the TCA.
4. Identify further SICA dependencies.
5. Document all required data points for the SICAs in MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. USMC Guidelines for the Identification of Critical Assets & Infrastructures
 4. DCIP Infrastructure Resiliency Guide
-

CIP-MAA-1005: Develop a complete Data Set for each Critical Asset

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: Collect 100% of the required data for each asset.

PERFORMANCE STEPS:

1. Document all required data elements.
2. Document relationships between data elements.
3. Obtain commander approval.
4. Enter data into MC-CAMS.
5. Submit for validation via MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. DOD Manual 3020.nn-M-1 DOD Defense Critical Asset Identification Process
-

CIP-MAA-1006: Conduct a Critical Asset Validation

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: Review 100% of submitted critical assets.

PERFORMANCE STEPS:

1. Verify that all required data elements are documented.
2. Determine if mission can be executed by other organizations or assets.
3. Determine the impact of loss of critical asset.
4. Prepare justification for asset validation decision.
5. Validate at each command level.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. DOD Manual 3020.nn-M-1 DOD Defense Critical Asset Identification Process
-

CIP-MAA-1007: Prioritize Critical Assets

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, MC-CAMS access, unit-identified TCAs, and unit-identified SICAs.

STANDARD: Prioritize 100% of TCAs and SICAs.

PERFORMANCE STEPS:

1. Execute the Critical Asset Prioritization Methodology (CAPM).
2. Document commander approval of prioritized list.
3. Upload approved prioritized list to MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-MR-1008: Develop CIP Intelligence Information Requirements

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, MC-CAMS access, G2, and NCIS.

STANDARD: Established, signed, and published CCIRs.

PERFORMANCE STEPS:

1. Develop Commander's Critical Information Requirements (CCIR).
2. Obtain commander approval.
3. Provide to appropriate collection agencies.
4. Upload to MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. MCWP 2-1 Intelligence Operations
 4. MCWP 5-1 Marine Corps Planning Process
-

CIP-MR-1009: Report changes in the Operational Status of each Critical Asset.

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: With 24 hours of notification of critical asset status change.

PERFORMANCE STEPS:

1. Develop draft OPREP/SITREP message.
2. Obtain message content approval.
3. Submit via the appropriate chain of command.
4. Report status change in MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 3. MCO 3504.2 Operations Event/Incident (OPREP) Reporting
-

CIP-RM-1010: Conduct CIP Risk Assessments

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: Conduct risk assessment for 100% of critical assets.

PERFORMANCE STEPS:

1. Execute the Critical Asset Risk Assessment (CARA) process.
2. Document the final assessment report.
3. Upload final assessment report in MC-CAMS.

REFERENCES, :

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DCIP Program Assessment Benchmarks
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-RM-1011: Develop Risk Management Plans for Critical Assets

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: Develop risk management plans for 100% of critical assets.

PERFORMANCE STEPS:

1. Prioritize risk of loss for the critical asset
2. Determine acceptable level of risk
3. Document remediation/mitigation options.
4. Perform Cost-Benefit analysis of remediation/mitigation options.
5. Determine effectiveness of remediation/mitigation options on lowering risk of loss
6. Document justification for risk management decision
7. Document final risk management decision in MC-CAMS
8. Document plan for implementing risk management decision
9. Determine funding for execution of plan
10. Document unfunded requirements in support of executing plan

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DCIP Program Assessment Benchmarks
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1012: Write a CIP Working Group (CIPWG) Charter

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references.

STANDARD: In accordance with MCO 3501.36A.

PERFORMANCE STEPS:

1. Document the mission of the working group.
2. Assign roles & responsibilities in writing.
3. List working group members.
4. Define working group management procedures.
5. Obtain commanding officer's signature.

REFERENCES:

1. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 2. SECNAVINT 3501.1A Department of the Navy (DoN) Critical Infrastructure Program (CIP)
-

CIP-PPTE-1013: Conduct a CIPWG

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the reference, personnel, and the working group charter.

STANDARD: Per the terms of the working group charter.

PERFORMANCE STEPS:

1. Prepare working group schedule.
2. Prepare agenda.
3. Supervise the meeting.

4. Document working group minutes.
5. Validate working group minutes.
6. Publish working group minutes.
7. Prepare POA&M for action issues.
8. Present the recommendations/courses of action to the next decision-making body.
9. Supervise the working group action items.

REFERENCES:

1. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1014: Develop CIP injects for exercises

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references.

STANDARD: Inject CIP scenarios in accordance with MCO 3501.36A

PERFORMANCE STEPS:

1. Determine CIP exercise objectives at exercise planning conferences.
2. Select appropriate mission to be exercised.
3. Select appropriate critical asset to be exercised.
4. Determine threat or hazard that impacts the critical asset.
5. Document exercise parameters and timelines.
6. Document after action comments/lessons learned.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1015: Develop CIP inputs for mission assurance plans

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access

STANDARD: Incorporate CIP inputs into 100% of relevant mission assurance plans in accordance with MCO 3501.36A

PERFORMANCE STEPS:

1. Analyze the CIP concept of operations.
2. Review higher headquarters CIP policy.
3. Review existing plans.
4. Document requirements for the integration of CIP concepts.
5. Assign tasks in support of integration of CIP concepts into planning activities.
6. Coordinate with the CIP working group for plan review.
7. Document final plan.
8. Obtain commander approval.
9. Upload to MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 4. MCO 5215.1K Marine Corps Directives Management Program
-

CIP-PPTE-1016: Develop CIP Implementation Order/Plan

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access

STANDARD: A signed CIP order/plan

PERFORMANCE STEPS:

1. Review higher headquarters CIP policy.
2. Develop concept of operations.
3. Prepare CIP implementation order/plan.
4. Staff the order/plan.
5. Obtain commander approval.
6. Upload to MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 4. MCO 5215.1K Marine Corps Directives Management Program
-

CIP-PPTE-1017: Conduct CIP Program Reviews

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access

STANDARD: Program review completed annually.

PERFORMANCE STEPS:

1. Review the program standards and benchmarks.
2. Review previous inspection results.
3. Review CIP implementation plan/order.
4. Conduct interviews.
5. Document findings.
6. Make recommendations.
7. Upload to MC-CAMS.
8. Track/manage corrective action.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1018: Conduct CIP Awareness Training

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access

STANDARD: Ensure 100% of functional SMEs and other appropriate personnel are trained.

PERFORMANCE STEPS:

1. Identify target audience.
2. Document training objectives.
3. Prepare agenda.
4. Prepare training briefs.
5. Schedule training.

6. Track training attendance.
7. Execute training.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1019: Input CIP Program Information in MC-CAMS

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references and MC-CAMS access.

STANDARD: Ensure 100% of required information is entered in MC-CAMS. Information entered should be complete and error-free.

PERFORMANCE STEPS:

1. Request MC-CAMS access.
2. Enter CIP data into all required MC-CAMS modules.
3. Extract CIP data from MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
-

CIP-PPTE-1020: Develop Memorandums of Understanding (MOU)/Memorandums of Agreements (MOA)

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references.

STANDARD: Establish 100% of the required MOAs/MOUs; ensure that all coordination/collaboration requirements in support of the CIP program are captured in an official MOAs/MOUs.

PERFORMANCE STEPS:

1. Identify existing MOUs/MOAs.
2. Document the justification for additional MOUs/MOAs.
3. Determine the content areas relevant to CIP.
4. Prepare the MOU/MOA.
5. Staff the MOU/MOA.
6. Obtain approvals.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 4. DODI 4000.19 Intergovernmental and Interservice Support
 5. OPNAVINST 4000.84B Interservice and Intergovernmental Program
 6. SECNAVINST 5216.5D DON Correspondence Manual
-

CIP-RIA-1021: Program resources for CIP execution

EVALUATION CODED: No

SUSTAINMENT INTERVAL: 12 months

BILLETS: Critical Infrastructure Program (CIP) Officer

GRADES: SSgt, GySgt, MSgt, MGySgt, WO-1, CWO-2, CWO-3, CWO-4, CWO-5, 2ndLt, 1stLt, Captain, Major, LtCol

INITIAL TRAINING SETTING: Formal School

CONDITION: Given the references, MC-CAMS access, and CVAMP access.

STANDARD: In accordance with MCO P3121.1.

PERFORMANCE STEPS:

1. Document command resource requirements for executing CIP.
2. Identify the funding avenue (discuss PPBES and non-PPBES avenues)
3. Prepare the submission.
4. Submit for review.
5. Obtain commander approval.
6. Document funding status in MC-CAMS.
7. Document execution of funds to CIP requirements in MC-CAMS.

REFERENCES:

1. DoDD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
 2. DoDI 3020.45 Defense Critical Infrastructure Program (DCIP) Management
 3. MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
 4. MCO P3121.1 Marine Corps Planning and Programming Manual
 5. CJCSI 5261.01, Combating Terrorism Readiness Initiative Fund
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APPENDIX A

ACRONYMS AND ABBREVIATIONS

AOR	Area Of Responsibility
AT	Antiterrorism
ATEC	Antiterrorism Executive Committee
ATO	Antiterrorism Officer
ATWG	Antiterrorism Working Group
CARA	Critical Asset Risk Assessment
CBRN	Chemical, Biological, Radiological, and Nuclear
CBRNE	Chemical, Biological, Radiological, Nuclear, and high yield Explosives
CBT-RIF	Combating Terrorism Readiness Initiative Fund
CCIR	Commander's Critical Information Requirements
CIP	Critical Infrastructure Program
CIPWG	Critical Infrastructure Program Working Group
COA	Course Of Action
CONUS	Continental United States
CRP	Combat Readiness Percentage
CT	Counter Terrorist
CTS	Collective Training Standards
CVAMP	Core Vulnerability Assessment Management Program
DBT	Design Basis Threat
DL	Distance Learning
DRRS	Defense Readiness Reporting System
DTRA	Defense Threat Reduction Agency
EOC	Emergency Operations Center

FS Formal School
HRP High Risk Persons
ITS Individual Training Standard
JCS Joint Chiefs of Staff
JMETS Joint Mission Essential Tasks
JSIVA Joint Staff Integrated Vulnerability Assessment
MC-CAMS Marine Corps Critical Asset Management System
MET Mission Essential Task
METL Mission Essential Task List
MCCLL Marine Corps Center for Lessons Learned
MOJT Managed On The Job Training
NBC Nuclear, Biological and Chemical
OCONUS Outside the Continental United States
OPREP Operational Report
OPR Office of Primary Responsibility
ORM Operational Risk Management
PIR Public Infrastructure Renewal
RAM Random Antiterrorism Measures
RIF Readiness Initiative Fund
SATE Systems Approach to Training and Education
SIA Supporting Infrastructure Asset
SICA Supporting Infrastructure Critical Asset
SJA Staff Judge Advocate
SME Subject Matter Expert
TCA Task Critical Asset
TWG Threat Working Group
UJTL Universal Joint Task List

UTM Unit Training Management
VA Vulnerability Assessment

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APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Pub 1-02, DOD Dictionary of Military and Associated Terms.

A

Assessment - An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize, or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-level are directly supported by collective events at the 3000-level. Utilizing the building block approach to progressive training, these collective events are further supported by individual training events at the 1000 and 2000-levels. When a higher-level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event - A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team, or unit performance, and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective, or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack, may accomplish a collective event, or it may be executed by an individual to accomplish a unit mission; such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS) - Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Percentage (CRP) - The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Component Events - Component events are the major tasks involved in accomplishing a collective event. Listing these tasks guide Marines toward the accomplishment of the event, and help evaluators determine if the task has been done to standard. These events may be lower-level collective or individual events that must be accomplished.

Condition - The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where, and why the event or task will occur, and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Capabilities - Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans, doctrine, and established tactics, techniques, and procedures.

Core Plus Skills - Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-level training is designed to make Marines proficient in core skills in a specific billet, or at a specified rank at the Combat Ready level. 3000-8000-level training produces combat leaders, and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions, and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

Core Skills - Core skills are those essential basic skills that "make" a Marine, and qualify that Marine for an MOS. They are the 1000-level skills introduced in entry-level training at formal schools and refined in operational units.

D

Deception. Those measures designed to mislead the enemy by manipulation, distortion, or falsification of evidence to induce the enemy to react in a manner prejudicial to the enemy's interests. (JP 1-02)

Defense Readiness Reporting System (DRRS) - A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

E

E-Coded Event - An "E-Coded" event is a collective T&R event that is a noted indicator of capability, or a noted Collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value, and used to calculate a unit's CRP.

Evaluation - Evaluation is a continuous process that occurs at all echelons, during every phase of training, and can be both formal, and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training) - An event is a significant training occurrence that is identified, expanded, and used as a building block, and potential milestone for a unit's training. An event may include formal evaluations. (2) An event within the T&R Program can be an individual training evolution, a collective training evolution, or both. Through T&R events, the unit commander ensures that individual Marines, and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component - The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

I

Individual Readiness - The individual training readiness of each Marine is measured by the number of individual events required and completed for the rank or billet currently held.

Individual Training - Training that applies to individual Marines. Examples include rifle qualifications and HMMWV driver licensing.

Individual Training Standards (ITS) - Specifies training tasks and standards for each MOS or specialty within the Marine Corps. In most cases, once an MOS or community develops a T&R, the ITS order will be cancelled. However, most communities will probably fold a large portion of their ITS into their new T&R manual.

M

Marine Corps Combat Readiness and Evaluation System (MCCRES). An evaluation system designed to provide commanders with a comprehensive set of mission performance standards from which training programs can be developed; and through which the efficiency and effectiveness of training can be evaluated. The Ground T&R Program will eventually replace MCCRES.

Marine Corps Ground Training and Readiness (T&R) Program - The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and

above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s) - A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R manual; all events in the T&R manual support a MET.

Mission Essential Task List (METL) - Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R manual, is developed using Marine Corps doctrine, Operational Plans, T/Os, UJTTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (OR). (DoD or NATO) OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Performance step - Performance steps are included in the components of an Individual T&R Event. They are the major procedures (i.e., actions) a unit Marine must accomplish to perform an individual event to standard. They describe the procedure the task performer must take to perform the task under operational conditions and provide sufficient information for a task performer to perform the procedure. (May necessitate identification of supporting steps, procedures, or actions in outline form.) Performance steps follow a logical progression and should be followed sequentially, unless otherwise stated. Normally, performance steps are listed only for 1000-level individual events (those that are taught in the entry-level MOS school). Listing performance steps is optional if the steps are already specified in a published reference.

Prerequisite Event - Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DoD) - Readiness is the ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: (a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. (b) Joint readiness--The combatant

commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training - Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-coded simulator events based on assessment of relative training event performance.

Standard - A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training - Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT) - An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task - This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Training Plan - Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified period of time.

U

Unit CRP - Unit CRP is a percentage of the E-coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Training Management (UTM) - Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.

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APPENDIX C

REFERENCES

Department of Defense Directive (DODD)

DODD 3020.40 Department of Defense Critical Infrastructure Program (DCIP)
DOD 3020.nn-M-1 Defense Critical Asset Identification Process
DoDD 5200.8 Security of Military Installations and Resources
DoDD 5200.8-R Physical Security Program
DoDD 5200.12 Combating Terrorist Program
DoDD 2000.12-H Protection of DoD Personnel and Activities

Department of Defense Instruction (DODI)

DoDI 1300.21 Code of Conduct Training and Education
DoDI 2000.14 DoD Combating Terrorism Program Procedures
DoDI 2000.16 DoD AT Standards
DODI 3020.nn Defense Critical Infrastructure Program (DCIP) Management
DODI 4000.19 Intergovernmental and Interservice Support

Chairman of the Joint Chiefs of Staff Manual (CJCSM)

CJCSM 5260 A Self-Help Guide to Antiterrorism

Chairman of the Joint Chiefs of Staff Instruction (CJCSI)

CJCSI 3209.01 Defense Critical Infrastructure Program (DCIP)
CJCSI 5261.01 Combating Terrorism Readiness Initiative Fund

Joint Publications (JPs)

JP 2-01 Joint Intelligence Support to Military Operations
JP 3-07.2 JTTP for Antiterrorism

Secretary of the Navy Instructions

SECNAVINST 3300.2A DON Antiterrorism/Force Protection Program
SECNAVINST 3501.1A Critical Infrastructure Protection Program
SECNAVINST 5216.5D DON Correspondence Manual
OPNAVINST 4000.84B Interservice and Intergovernmental Program

Marine Corps Orders

MCO 3302.1D The Marine Corps Antiterrorism Program
MCO 3460.1A Training and Education Measures Necessary to Support the Code of Conduct
MCO 3501.36A Marine Corps Critical Infrastructure Program (MCCIP)
MCO 3504.2 Operations Event/Incident (OPREP) Reporting
MCO 5215.1K Marine Corps Directives Management Program
MCO 5500.14A Flightline Security (FLS) Program
MCO 5740.2F OPREP-3 SIR Serious Incident Response
MCO P5530.14 Marine Corps Physical Security Program Manual
MCO P5580.2A Marine Corps Law Enforcement Manual
MCO P3121.1 Marine Corps Planning and Programming Manual

Marine Corps Doctrinal Publications (MCDPs)

MCDP 1 Warfighting
MCDP 1-3 Tactics
MCDP 2 Intelligence
MCDP 6 Command and Control

Marine Corps Warfighting Publications (MCWPs)

MCWP 2-1 Intelligence Operations
MCWP 3-1 Ground Combat Operations (FMFM 6)
MCWP 3-33 Military Operations Other Than War (MOOTW) Series
MCWP 5-1 Marine Corps Planning Process

Marine Corps Reference Publications

MCRP 3-02D Combating Terrorism (FMFM 7-14)
MCRP 3-33A Counter-Guerilla Ops (FMFRP 7-8-3/FM 90-6)
MCRP 4-11B Military Environment Protection (FM 20-400)
MCRP 4-11.8C Handling EPWs
MCRP 5-12.1C Risk Management

Miscellaneous

Executive Order 12333 - United States Intelligence Activities

Defense Critical Infrastructure Program Security Classification Guide

U.S. Marine Corps Critical Infrastructure Protection Campaign Plan

USMC Guidelines for the Identification of Critical Assets and Infrastructures
version 5.0

USMC Guideline for the Identification of Critical Assets and Infrastructure
Computer Security Act of 1987

Public Law 100-235

Marine Corps Intelligence Training and Readiness Manual

MCI 02.10b, Terrorism Awareness for Marines

FM 3-4, NBC Protection

FM 34-1, Intelligence and Electronic Warfare

FM 34-40-9, Direction Finding Operations

FM 34-60, Counterintelligence

FMFM 7-14, Combating Terrorism

Office of the Assistant Secretary of Defense for Homeland Defense and
America's Security Affairs DCIP Infrastructure Resiliency Guide