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(SHORT TITLE: MCESG T&R MANUAL)

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(b) MCO 1553.3A
(c) MCO 3400.3F
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(f) MCRP 3-0B
(g) MCO 1553.2B

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 Navy personnel assigned to the Marine Corps Embassy Security Group. Additionally, it provides tasking for formal schools preparing personnel for service in the Marine Corps commands. This NAVMC supersedes NAVMC DIR 3500.90.

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 Division 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.


R. C. FOX
By direction

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CHAPTER 1

OVERVIEW

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MCESG 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 (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) 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 (SAT) 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 at the appropriate grade or billet to which assigned. 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 (MOSSs), 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 events (CTE), and individual training events (ITE) for each MOS, billet, etc.

2. The Marine Corps Embassy Security Group T&R Manual is a unit-based manual comprised of four chapters. Chapter 1 amplifies information contained in reference a. Chapter 2 lists the Core Capability METs and their related Group, Region, and Detachment-level events. Chapter 3 contains collective events. Chapters 4 contains individual events.

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 (MSG, 8156). The second up-to four digits represent the functional or duty area (WPNS, TACT, POST, 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.

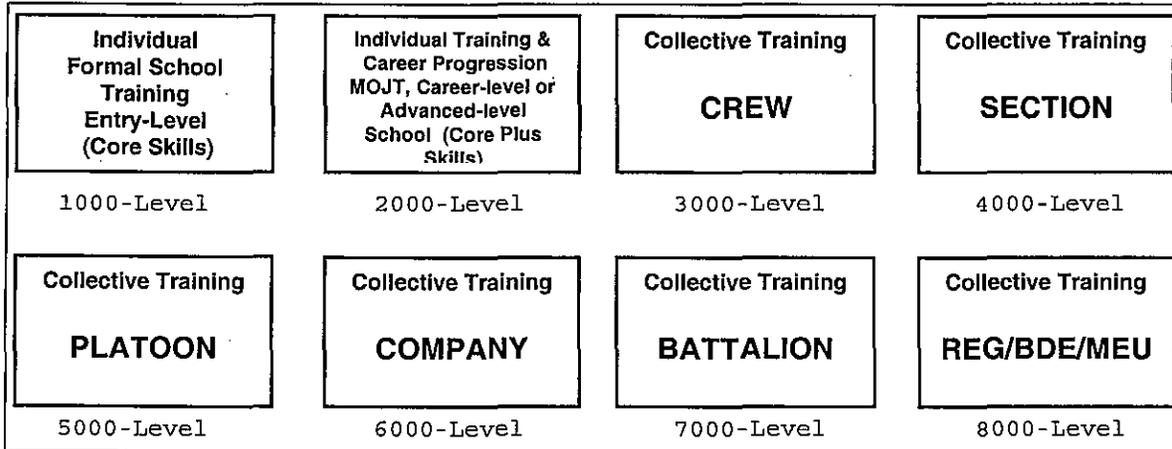


Figure 1: T&R Event Levels

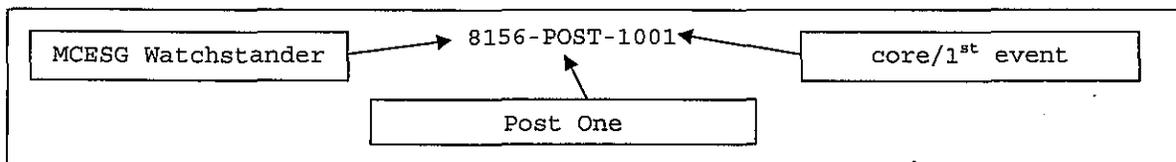


Figure 2: T&R Event Coding

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 4 characters indicate the occupational function. The second 4 characters indicate functional area (WPNS, TACT, PS, BM, etc.). The third 4 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) "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.

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

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, and nuclear defense (CBRND), in order to survive and continue their mission in a CBRN 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 a CBRN incident. Basic operating standards are those that the

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

2. CBRN Officers and Specialists are instrumental in integrating realistic scenarios/situations that challenge units' ability to operate in a CBRN environment. 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.

3. Simulation codes (A, B, C, and D) have been added to each event in this T&R Manual and can be found immediately following the training event title. The codes are as follows:

A. Simulation may be used in lieu of live training when constraints prevent the physical actions of accomplishing the task.

B. Simulation may be used as a precursor to live training in order to help maximize and enhance the live training.

C. This task can be supported by self paced, computer based training (i.e. MarineNet).

D. No simulation is available.

For example, the training event:

INF-OFF-4710: Conduct a cordon and search (B)
Recommend use of a simulation to supplement training prior to Field/live fire training. This can be accomplished through the use of several different forms of simulation to include the Deployable Virtual Training Environment (DVTE), Close Combat Marines (CCM), Virtual Battlefield System (VBS), etc.

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' METLs.

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CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

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MCESG T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

2000. MCESG MISSION ESSENTIAL TASKS MATRIX. The MCESG Mission Essential Task List (METL) Table includes the designated MET number. The following event codes are the linked collective events that support the MET.

MET#/MISSION ESSENTIAL TASK

MET 1. Conduct command and control of MCESG	
GRU-CMDC-5001	Provide Sustainment Structure and Forces
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from Compromise
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Intelligence Security Services (FISS)
GRU-LOG-5004	Conduct Supply Operations Reporting
GRU-MED-5005	Provide Health Services
GRU-MED-5006	Conduct Medical Administration
GRU-FIN-5007	Manage Unit Financial Resources
GRU-CMDC-5008	Develop Training Plans and Programs
GRU-CMDC-5009	Establish Liaison
REG-CMDC-4001	Conduct Administrative Control (ADCON) of MSGs
REG-FIN-4002	Manage a regional budget
REG-LOG-4003	Conduct Logistic Operations
REG-MED-4004	Coordinate Emergency Medical Treatment
REG-TRG-4005	Supervise Regional Training
REG-CMDC-4006	Execute Command Inspection Program
MET 2: Provide Marine Embassy Security Guards trained for duty with the Department of State	
MSGD-REAC-3001	Execute a response
MSGD-REAC-3002	Execute a Bomb plan
MSGD-REAC-3003	Execute an Intruder Containment Plan
MSGD-REAC-3004	Execute an Internal Defense plan
MSGD-REAC-3005	Execute a Marine Security Guard Residence (MSGR) Escape and Evacuation (E & E) plan
MSGD-REAC-3006	Execute a Natural Disaster Plan
MET 3: Execute internal security and defense of designated U.S. embassies, legations and consular facilities	
MSGD-REAC-3001	Execute a response
MSGD-REAC-3002	Execute a Bomb plan
MSGD-REAC-3003	Execute an Intruder Containment Plan
MSGD-REAC-3004	Execute an Internal Defense plan
MSGD-REAC-3005	Execute a Marine Security Guard Residence (MSGR) Escape and Evacuation (E & E) plan
MSGD-REAC-3006	Execute a Natural Disaster Plan

MET 4: Provide the protection of classified material and equipment at designated U.S. embassies, legations, and consular facilities	
GRU-CMDC-5001	Provide Sustainment Structure and Forces
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from Compromise
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Intelligence Security Services (FISS)
GRU-CMDC-5008	Develop Training Plans and Programs
GRU-CMDC-5009	Establish Liaison
REG-LOG-4003	Conduct Logistic Operations
REG-TRG-4005	Supervise Regional Training
MET 5: Provide security of classified material in support of POTUS, VPOTUS, and SECSTATE when OCONUS	
GRU-CMDC-5001	Provide Sustainment Structure and Forces
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from Compromise
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Intelligence Security Services (FISS)
GRU-FIN-5007	Manage Unit Financial Resources
GRU-CMDC-5009	Establish Liaison
REG-LOG-4003	Conduct Logistic Operations
REG-TRG-4005	Supervise Regional Training
MET 6: Provide administrative and logistical support to Marine Corps Embassy Security Group Region Headquarters and Marine Security Guard Detachments worldwide.	
GRU-CMDC-5001	Provide Sustainment Structure and Forces
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from Compromise
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Intelligence Security Services (FISS)
GRU-LOG-5004	Conduct Supply Operations Reporting
GRU-MED-5005	Provide Health Services
GRU-MED-5006	Conduct Medical Administration
GRU-FIN-5007	Manage Unit Financial Resources
GRU-CMDC-5008	Develop Training Plans and Programs
GRU-CMDC-5009	Establish Liaison
REG-CMDC-4001	Conduct Administrative Control (ADCON) of MSGs
REG-FIN-4002	Manage a regional budget
REG-LOG-4003	Conduct Logistic Operations
REG-MED-4004	Coordinate Emergency Medical Treatment
REG-TRG-4005	Supervise Regional Training
REG-CMDC-4006	Execute Command Inspection Program
MET 7: Coordinate with the Department of State on all matters pertaining to the Marine Security Guard program and the joint Memorandum of Agreement	
GRU-MED-5005	Provide Health Services
GRU-MED-5006	Conduct Medical Administration
GRU-FIN-5007	Manage Unit Financial Resources
GRU-CMDC-5008	Develop Training Plans and Programs
GRU-CMDC-5009	Establish Liaison

REG-CMDC-4001	Conduct Administrative Control (ADCON) of MSGs
REG-FIN-4002	Manage a regional budget
REG-LOG-4003	Conduct Logistic Operations
REG-MED-4004	Coordinate Emergency Medical Treatment
REG-TRG-4005	Supervise Regional Training
REG-CMDC-4006	Execute Command Inspection Program

MCESG T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

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MCESG T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. **PURPOSE.** This chapter includes all collective events for the Marine Corps Embassy Security Group (MCESG). A collective event is an event that a trained MSG would accomplish in the execution of Mission Essential Tasks. 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 an event title, event description, condition, and standard. Accomplishment and proficiency level required of component events are determined by the event standard.

3001. **ADMINISTRATIVE NOTES.** T&R events are coded for ease of reference. Each event has a 4-4-4 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community codes.

MSGD - Marine Security Guard Detachment
REG - Regional Headquarters
GRU - Group Headquarters

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

ATFP - Anti-Terrorism / Force Protection
CMDC - Command and Control
COLT - Collateral Duties
FIN - Finance
INSP - Inspection
INTL - Intelligence
LOG - Logistics
MED - Medical
NLWS - Non-lethal Weapons
POST - Post One
REAC - Emergency Response
SOSK - Social Skills
TRNG - Training
WPNS - Weapons

c. The last four digits represent the level (4000, 5000) and sequence number (4001-4999) of the event. The MCESG collective events are separated into three levels.

5000 - Group level events
4000 - Regional level events
3000 - Detachment level events

3002. INDEX OF COLLECTIVE EVENTS BY LEVEL

5000-LEVEL		
Event Code	Event	Page
GRU-CMDC-5001	Provide Sustainment Structure and Forces	3-5
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from Compromise	3-5
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Information Security Services (FISS)	3-6
GRU-LOG-5004	Conduct Supply Operations Reporting	3-7
GRU-MED-5005	Provide Mental Health Screening	3-8
GRU-MED-5006	Conduct Medical Administration	3-8
GRU-FIN-5007	Manage Unit Financial Resources	3-9
GRU-CMDC-5008	Develop Training Plans and Programs	3-9
GRU-CMDC-5009	Establish Liaison	3-10
4000-LEVEL		
Event Code	Event	Page
REG-CMDC-4001	Conduct Administrative Control (ADCON) of MSGs	3-12
REG-FIN-4002	Manage a Regional Budget	3-12
REG-LOG-4003	Conduct Logistic Operations	3-13
REG-MED-4004	Coordinate Emergency Medical Treatment	3-14
REG-TRG-4005	Supervise Regional Training	3-15
REG-CMDC-4006	Execute Command Inspection Program	3-15
3000-LEVEL		
Event Code	Event	Page
MSGD-REAC-3001	Execute a response	3-17
MSGD-REAC-3002	Execute a Bomb plan	3-18
MSGD-REAC-3003	Execute an Intruder Containment Plan	3-18
MSGD-REAC-3004	Execute an Internal Defense plan	3-19
MSGD-REAC-3005	Execute a Marine Security Guard Residence (MSGR) Escape and Evacuation (E & E) plan	3-20
MSGD-REAC-3006	Execute a Natural Disaster plan	3-21

3003. INDEX OF EVENTS BY FUNCTIONAL AREA

Command and Control		
Event Code	Event	Page
GRU-CMDC-5001	Provide Sustainment Structure and Forces	3-5
GRU-CMDC-5002	Safeguard Sensitive and Classified Information from	3-5
GRU-CMDC-5009	Establish Liaison	3-10
REG-CMDC-4001	Conduct Administrative Control (ADCON) of MSGs	3-12
REG-CMDC-4006	Execute Command Inspection Program	3-15
Medical		
Event Code	Event	Page
GRU-MED-5005	Provide Mental Health Screening	3-8
GRU-MED-5006	Conduct Medical Administration	3-8
REG-MED-4004	Coordinate Emergency Medical Treatment	3-14
Training		
Event Code	Event	Page
GRU-CMDC-5008	Develop Training Plans and Programs	3-9
REG-TRG-4005	Supervise Regional Training	3-15
Financial		
Event Code	Event	Page
GRU-FIN-5007	Manage Unit Financial Resources	3-9
REG-FIN-4002	Manage a regional budget	3-12
Counter-Intelligence		
Event Code	Event	Page
GRU-SOSK-5003	Maintain Situational Awareness to Foreign Information Security Services (FISS)	3-6
REACTIONARY / RESPONSE		
Event Code	Event	Page
MSGD-REAC-3001	Execute a Response	3-17
MSGD-REAC-3002	Execute a Bomb plan	3-18
MSGD-REAC-3003	Execute an Intruder Containment Plan	3-18
MSGD-REAC-3004	Execute an Internal Defense plan	3-19
MSGD-REAC-3005	Execute a Marine Security Guard Residence (MSGR) Escape and Evacuation (E & E) plan	3-20
MSGD-REAC-3006	Execute a Natural Disaster plan	3-21
Logistical		
Event Code	Event	Page
GRU-LOG-5004	Conduct Supply Operations Reporting	3-7
REG-LOG-4003	Conduct Logistic Operations	3-13

3004. 5000-LEVEL EVENTS

GRU-CMDC-5001: Provide Sustainment Structure and Forces

SUPPORTED MET(S): 1, 4, 5, 6

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a headquarters structure, S1 (Adjutants Office, Personnel Office), United States Diplomatic Missions, Marine Security Guard Detachments, table of organization and equipment, and with the aid of reference.

STANDARD: Establish table of organization and equipment (T/O&E) IOT support accounting for and tracking sustainment levels, achieving a staff manpower level of 90% or higher, ensure mission accomplishment in accordance with the references.

EVENT COMPONENTS:

1. Confirm T/O&E adjust according to UNS.
2. Track progression and identify shortfalls.
3. Report trend analysis to support the force.
4. Report to PP&O projection associated with manning.
5. Track equipment as identified in MSSE.

CHAINED EVENTS:

REG-MED-4004

REG-CMDC-4001

REFERENCES:

1. BnO 5510.2_ Marine Security Guard Continuous Evaluation and Screening Program
2. BnO P5000.1_ Standard Operating Procedures for Admin
3. BnO P5040.1_ Command Inspection Program
4. BnO P5800.2_ Standard Operating Procedures for Law and Legal Matters
5. DODINST 5500.7_ Department of Defense (DOD) Ethics and Standards of Conduct
6. FM 22-100 Military Leadership
7. FMFM 1-0 Leading Marines
8. FMFM 3-1 Command and Staff Action

GRU-CMDC-5002: Safeguard Sensitive and Classified Information from Compromise

SUPPORTED MET(S): 1, 4, 5, 6

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an S2, counterintelligence specialist officer, a security manager, MCESG staff with secret and top secret security clearances, administratively controlled material, security containers (safes and vaults), Secret Internet Protocol Router Network (SiprNet), and with the aid of references.

STANDARD: Train command personnel on security procedures to include, but not limited to, threats to administratively controlled material, contact reporting and foreign intelligence security service threats, preparing and publishing the accountability standards for handling, disseminating and storing of administratively controlled material, ensuring staff achieves 100% accountability of administratively controlled material in accordance with the references.

EVENT COMPONENTS:

1. Prepare and publish training orders and guidelines.
2. Develop, design, and implement training sessions and materials.
3. Evaluate the effectiveness of training.
4. Ensure personnel carry appropriate clearances.

CHAINED EVENTS:

8156-CMDC-1036	8156-CMDC-1035	REG-CMDC-4006
8156-REAC-1028	8156-REAC-1029	

REFERENCES:

1. 12 FAH-5 Physical Security Handbook
2. 12 FAH-6 Security Standards and Policy Handbook
3. 12 FAM Foreign Affairs Manual
4. 5 FAH-1 Envelopes and Mailing Handbook
5. BnO 5510.1_ Security procedures for Marine Security Guard Battalion Headquarters
6. BnO P3501.1_ Standard Operating Procedures for Operations
7. BnO P5040.1_ Command Inspection Program
8. SECNAVINST 5210.1 Department of the Navy Records Management Manual
9. SECNAVINST 5216.5 Naval Correspondence Manual
10. SECNAVINST 5510.36_ Dept of the Navy Information and Personnel Security Program Regulations
11. SETL Security Environment Threat List
12. DOS Classified Files

GRU-SOSK-5003: Maintain Situational Awareness of Foreign Information Security Services (FISS)

SUPPORTED MET(S): 1, 4, 5, 6

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an S2, counterintelligence specialist officer, administratively controlled material, security containers (safes and vaults), Secret Internet Protocol Router Network (SIPRNet), Non-secure Internet Protocol Router Network (NIPRNet), an environment where Foreign Intelligence Security Services are present, and with the aid of references.

STANDARD: Ensure that all MCESG personnel (military, government, and contractors) implement and maintain individual protective measures, counter-intelligence measure, anti-terrorism measure, and contact reporting, detect, deter and neutralize foreign intelligence threats in accordance with the references.

EVENT COMPONENTS:

1. Ensure appropriate physical security measures are in place.
2. Identify all security threats.
3. Ensure all security threats real and hypothetical are managed/eliminated.

CHAINED EVENTS:

8156-REAC-1029 8156-AT-1031 8156-DET-2021
REG-TRG-4005

REFERENCES:

1. 12 FAM Foreign Affairs Manual
2. BnO 5370.3_ Fraternization and Contact Reporting
3. BnO 5510.1_ Security procedures for Marine Security Guard Battalion Headquarters
4. BnO 5510.3_ Accountability and Control of Classified Material
5. FM 100-37 Terrorist Counteraction
6. DOS Classified Files

GRU-LOG-5004: Conduct Supply Operations Reporting

SUPPORTED MET(S): 1, 6

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given an S4, Department of State logistical support, subordinate units (regional commands, detachments), office supplies, ledgers and logbooks, computer access and programs, and with the aid of references.

STANDARD: Draft, prepare and publish orders and guidelines, conduct oversight for logistical coordination, provide direct guidance to subordinate units to include all logistical related supplies and equipment in order to ensure accuracy of all accounts, prevent the loss of equipment, supplies, man-hours, and funds in accordance with the references.

EVENT COMPONENTS:

1. Provide equipment, supplies, and logistical support.
2. Manage and track all MCESG accountable property.
3. Manage the MCESG supply account.
4. Draft guidelines to support subordinate units.

CHAINED EVENTS: REG-LOG-4003

REFERENCES:

1. BnO P4400.5_ Standard Operating Procedures for Supply
2. MCO P4400.150_ CONSUMER-LEVEL SUPPLY POLICY MANUAL
3. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
4. UM 4400-124 Sassy Using Unit Procedures

GRU-MED-5005: Provide Mental Health Screening

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given behavioral science officer, medical administrative personnel, MCESG staff, regional headquarters staff, and MSGs, medical accounting guidelines, and with the aid of reference.

STANDARD: Draft and prepare direct guidance for subordinate units to include, but not limited to, tracking all permanent personnel's' medical and psychological status (screening and diagnosis) and records in order to protect the force in accordance with the references.

EVENT COMPONENTS:

1. Conduct mental health testing.
2. Screen and evaluate Marines suitability for MSG duty; to include providing insight and evaluation during evaluation boards.
3. Oversee and monitor (BAT) continuous evaluation tool.
4. Provide corpsman support for MSG physical and hazardous chemical training.
5. Provide consult to commanding officers regarding Marines suitability to serve on MSG duty.

REFERENCES:

1. SECNAVINST M5510.36 Department of the Navy Information Security Program
 2. GruO 5510.4_SOP for Medical
 3. Memorandum of Agreement dtd Mar 10
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GRU-MED-5006: Conduct Medical Administration

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given a behavioral science officer, medical administrative personnel, S1 (personnel and adjutant offices), MCESG staff, regional headquarters staff, and MSGs, medical and dental records, and with the aid of references.

STANDARD: In order to facilitate medical and dental oversight for all personnel to include identifying and satisfying all personnel's medical and dental needs, and overseas screening with 100% accountability in accordance with the references.

EVENT COMPONENTS:

1. Facilitate multiphase medical overseas screening with clinic support.
2. Consult with regional staff regarding MSG medical status and care.
3. Consult regional commands regarding MSG at post mental health issues.
4. Coordinate detachment health care with Department of State.
5. Liaison with regional commands for TRICARE services.
6. Liaison with State Department medical providers regarding mental health issues for detachment care.

REFERENCES:

1. SECNAVINST M5510.3 Department of the Navy Information Security Program

3. Review MCESG Training and Readiness Manual bi-annually.
4. Coordinate and participate in the equipment and tactics advisory group for implementation of new and improved TTPs.
5. Provide guidance to the MCESG commanding officer regarding policies and procedures associated with MCESG.

CHAINED EVENTS:

8156-CMDC-2008

REG-TRG-4005

REFERENCES:

1. BnBul 1510 Annual Training Plan
2. BnO P1510.1_ Standard Operation Procedures for Training
3. FMFM 3-1 Command and Staff Action
4. FMFM 6-4 Marine Rifle Company/Platoon
5. MCO 1510.89 W/CH 1 ITS, SYSTEM FOR MARINE BATTLE SKILLS TRAINING VOLUME 1 ENTRY LEVEL
6. MCO 3574.2k Marine Corps Combat Marksmanship Program
7. MCO 6100.13 Marine Corps Physical Fitness Program
8. MCRP 3-01A Rifle Marksmanship
9. MCRP 3-01B Pistol Marksmanship
10. MCRP 3-02G First Aid (Dec 02)
11. MCRP 3-0A Unit Training Management Guide
12. MCRP 3-0B How to Conduct Training
13. OPNAVINST 3591.1_ Small Arms Training
14. Operational Risk Management Training Scenarios
<http://www.safetycenter.navy.mil/orm/generalorm/scenarios/default.htm>
15. USAJFKSWCS ATD Instructor Guide
16. Defensive Tactics Instructor Manual

GRU-CMDC-5009: Establish Liaison

SUPPORTED MET(S): 1, 4, 5, 6, 7

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

CONDITION: Given MCESG headquarters command, S3, MCESG personnel, liaison with higher and outside government agencies, and a clear and concise understanding of the commander's intent.

STANDARD: Establish and provide liaison with outside agencies, accurately account for and plan operations and activities to improve the morale and welfare of MCESG. Provide counsel to the commanding officer on staff morale and welfare in accordance with the references.

EVENT COMPONENTS:

1. Clearly identify Commander's Intent.
2. Provide initial understanding of topic.
3. ~~Prepare policies and procedures for review to higher headquarters.~~

REFERENCES:

1. 12 FAH Foreign Affairs Handbook
2. 12 FAM Foreign Affairs Manual
3. OPNAVINST 1710.7_ Social Usage & Protocol Handbook

NAVMC 3500.98
9 Nov 2010

4. OPNAVINST 5510.1 Department of the Navy Information and Personnel Security Program Regulation
 5. DOS Classified Files
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3005. 4000-LEVEL EVENTS

REG-CMDC-4001: Conduct Administrative Control (ADCON) of MSGs

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 18 months

DESCRIPTION: Perform the administrative functions and control of assigned detachments.

CONDITION: Given a regional command, assigned MSG detachments, and admin section, establishing lines of communication, and group orders.

STANDARD: To track and monitor the administrative status and readiness of all assigned Marines with 100% accuracy in accordance with the reference.

EVENT COMPONENTS:

1. Conduct personnel accountability and strength reporting.
2. Create and establish regional directives.
3. Manage regional Career retention program.
4. Manage regional family readiness program.
5. Manage assignment and transfer of personnel.
6. Manage regional travel via DTS.
7. Manage regional legal operations.
8. Manage regional Substance abuse control and urinalysis.
9. Manage Behavioral Assessment Tool Program.
10. Manage region safety program.
11. Coordinate Liaison with DoS agency heads.
12. Manage regional Continuity of Operations plans.
13. Coordinate VIP visits.

CHAINED EVENTS: 8156-CMDC-2001

REFERENCES:

1. BnO 5510.2_ Marine Security Guard Continuous Evaluation and Screening Program
2. BnO P5000.1_ Standard Operating Procedures for Admin
3. BnO P5040.1_ Command Inspection Program
4. BnO P5800.2_ Standard Operating Procedures for Law and Legal Matters
5. DODINST 5500.7_ Department of Defense (DOD) Ethics and Standards of Conduct
6. FM 22-100 Military Leadership
7. FMFM 1-0 Leading Marines
8. FMFM 3-1 Command and Staff Action
9. JAGNIST 5800.7_ JAGMAN MANUAL
10. MCI 033N Fundamentals of Marine Corps Leadership

REG-FIN-4002: Manage a Regional Budget

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 18 months

DESCRIPTION: Manage required budgets associated with MSG to include OPTAR, 5732, ICASS, and end of year funds.

CONDITION: Given a regional Command, Assigned detachments, a fiscal officer, Consolidated Overseas Accountability Support Toolbox (COAST), Operational Target (OPTAR), 5732, MCCS, DTS with the aid of reference.

STANDARD: To ensure proper account to include, screening, tracking, reconciling, and reporting of region and detachment fiscal requirements with 100% accuracy in accordance with the references.

EVENT COMPONENTS:

1. Manage Temporary Additional Duty (TAD) funds.
2. Manage expenditure of 5732 funds (Ob, LIQ, ON-LIQ FUND).
3. Manage oversight of the International Cooperative Administrative Support Services (ICASS) funding.
4. Manage and submit for approval of regional budget.

CHAINED EVENTS:

8156-CMDC-2003 8156-INSP-2002 8156-CMDC-2004

REFERENCES:

1. BnBul 1510 Annual Training Plan
2. BnO P3000.1_ Standard Operation Procedures for Collats
3. BnO P4001.2_ SOP for Gifts
4. BnO P5040.1_ Command Inspection Program
5. BnO P5060.1_ Marine Corps Birthday Ceremony
6. BnO P7000.1_ SOP for Fiscal Management
7. BnO P7200.1_ SOP for Mess/MWR Funds
8. DODINST 5500.7_ Department of Defense (DOD) Ethics and Standards of Conduct
9. MCO 1700.22 Alcohol Beverage Control in the Marine Corps
10. NAVCOMPT Navy Comptroller Manual
11. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1

REG-LOG-4003: Conduct Logistic Operations

SUPPORTED MET(S): 1, 4, 5, 6, 7

EVALUATION-CODED: YES SUSTAINMENT INTERVAL: 18 months

DESCRIPTION: Conduct regional logistic operations in support of assigned Marine Security Guard detachments.

CONDITION: Given a regional command responsible for Marine detachments, a responsible officer, a Consolidated Memorandum of Receipt (CMR), and with the aid of references.

STANDARD: To track, receive, and account for 100% of equipment, supplies and controlled items in accordance with the reference.

EVENT COMPONENTS:

1. Maintain and manage region CMR and SLIR.
2. Conduct regional logistic planning.
3. Manage vehicle allocation and maintenance program.
4. Manage region ISMT systems.

CHAINED EVENTS:

IO-INSP-2001 IO -INSP-2003 8156-CMDC-2002
8156-DET-2017

REFERENCES:

1. BnO P4400.5_ Standard Operating Procedures for Supply
2. MCO P4400.150_ CONSUMER-LEVEL SUPPLY POLICY MANUAL
3. MCO P4450.12 Storage and Handling of Hazardous Material
4. MCRP 3-0A Unit Training Management Guide
5. Operational Risk Management Training Scenarios
<http://www.safetycenter.navy.mil/orm/generalorm/scenarios/default.htm>

REG-MED-4004: Coordinate Emergency Medical Treatment

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: YES **SUSTAINMENT INTERVAL:** 18 months

DESCRIPTION: Conduct the coordination of Emergency Medical Treatment.

CONDITION: Given a regional command responsible for Marines' detachments, a requirement of emergency medical treatment, and with the aid of references.

STANDARD: Track the movement, status, and coordination of a Marine or command sponsored dependants that are enrolled in Defense Enrollment and Eligibility Reporting System (DEERS) in accordance with the reference.

EVENT COMPONENTS:

1. Notify and authorize movement of Marines / authorized dependents.
2. Coordinate with Department of State medical personnel.
3. Track authorized travel and funding status of Marines and authorized dependants.
4. Coordinate and execute MEDEVAC support.
5. Conduct reporting procedures involving injury of MSGs.
5. Coordinate appointments and follow-on care.

REFERENCES:

1. 12 FAH Foreign Affairs Handbook
2. FMFM 3-1 Command and Staff Action
3. SECNAVINST 5210.1 Department of the Navy Records Management Manual
4. DOS First Responders Handbook

REG-TRG-4005: Supervise Regional Training

SUPPORTED MET(S): 1, 4, 5, 6, 7

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 18 months

DESCRIPTION: Execute a regional training plan.

CONDITION: Given a regional command responsible for Marine detachments, an annual training plan, the MCESG campaign plan, Commander's Intent, and without the aid of references.

STANDARD: Ensuring that all scheduled and known training events are executed in accordance with regional Training and Effectiveness, Evaluation Plan (TEEP), and reporting campaign plan results as required by MCESG, in accordance with the reference.

EVENT COMPONENTS:

1. Establish and execute regional training plan.
2. Manage regional testing program.
3. Manage Off Duty Education/Tuition Assistance Program.

CHAINED EVENTS:

8156-CMDC-2008	8156-CMDC-2009	8156-DET-2015
8156-CMDC-2011	8156-CMDC-2012	8156-CMDC-2010

REFERENCES:

1. BnO P1510.1_ Standard Operation Procedures for Training
2. FMFM 3-1 Command and Staff Action
3. MCO 1510.34 Individual Training Standards System
4. MCO 1510.89 W/CH 1 ITS, SYSTEM FOR MARINE BATTLE SKILLS TRAINING VOLUME 1 ENTRY LEVEL
5. MCO 1553.3A Unit Training Management (UTM) (Jan 04)
6. MCO 6100.13 Marine Corps Physical Fitness Program
7. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
8. MCO P1553.4_ Professional Military Education (PME)
9. MCRP 3-01A Rifle Marksmanship
10. MCRP 3-01B Pistol Marksmanship
11. MCRP 3-0A Unit Training Management Guide
12. MCRP 3-0B How to Conduct Training
13. MCWP 3-1 Ground Combat Operations
14. OPNAVINST 3591.1_ Small Arms Training
15. Operational Risk Management Training Scenarios
<http://www.safetycenter.navy.mil/orm/generalorm/scenarios/default.htm>
16. USAJFKSWCS ATD Instructor Guide

REG-CMDC-4006: Execute Command Inspection Program

SUPPORTED MET(S): 1, 6, 7

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 18 months

DESCRIPTION: Conduct command visit and semi-annual inspection.

CONDITION: Given a regional command, assigned detachments, an inspecting officer, a regional TEEP, all required orders, and with the aid of references.

STANDARD: To evaluate the detachments mission readiness to include all functional areas. Documenting discrepancies, record and report findings, and make recommendations for improvement in accordance with the reference.

EVENT COMPONENTS:

1. Conduct Joint Requirement survey of New Embassy Compounds (NEC).
2. Conduct Command visits of regional detachments.
3. Prepare and manage required reports to higher headquarters.
4. Inspect each detachment IAW applicable Marine Corps and MCESG orders.
5. Evaluate overall mission capability of each detachment.
6. Identify priority issues and ensure inclusion on priority matrix.
7. Provide and submit detailed report to the MCESG commanding officer, via the Regional Commanding Officer.

CHAINED EVENTS:

8156-CMDC-2003	8156-INSP-2026	8156-CMDC-2007
8156-CMDC-2008	8156-CMDC-2009	8156-CMDC-2010
8156-CMDC-2011	8156-CMDC-2012	8156-CMDC-2013
MSGD-REAC-3001	MSGD-REAC-3006	8156-CMDC-2014
IO-INSP-2001	IO-INSP-2002	8156-CMDC-2004
REG-CMDC-2005	MSGD-REAC-3002	MSGD-REAC-3003
MSGD-REAC-3004	MSGD-REAC-3005	8156-CMDC-2001
8156-CMDC-2002		

REFERENCES:

1. BnO P5040.1 Command Inspection Program
 2. FM 22-100 Military Leadership
 3. FMFM 3-1 Command and Staff Action
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3006. 3000-LEVEL EVENTS

MSGD-REAC-3001: Execute a response

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: MSGs conduct procedures for the safeguarding of classified material, to include, searching, and marking, evacuating, and escorting support and emergency personnel.

CONDITION: As a Marine Security Guard detachment, without the aid of references.

STANDARD: By safeguarding classified material with 100% accountability, including personnel in accordance with the references.

EVENT COMPONENTS:

1. Execute Post One immediate actions.
2. Establish and maintain communications with responding Marines.
3. Execute response room procedures.
4. Receive tasking order.
5. Execute mission.
6. Manage developing situation / continuing actions.
7. Maintain sequence of events.
8. Restage gear and reset equipment.
9. Execute a debrief.
10. Execute the reporting requirements.

CHAINED EVENTS:

8156-NLW-1018	8156-NLW-1016	8156-CMDC-2009
8156-DET-2019	8156-NLW-1017	8156-POST-1002
8156-POST-1003	8156-POST-1004	8156-REAC-1019
8156-REAC-1020	8156-REAC-1021	8156-REAC-1023
8156-REAC-1026	8156-WPNS-1005	8156-WPNS-1010
8156-WPNS-1011	8156-WPNS-1013	8156-WPNS-1014
8156-WPNS-1015	8156-REAC-1022	8156-REAC-1024
8156-REAC-1025	8156-REAC-1036	8156-WPNS-1007
8156-WPNS-1008	8156-POST-1001	

RELATED EVENTS: 8156-POST-1001

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A011 Cartridge, 12 Gauge #00 Buckshot M16	10
A059 Cartridge, 5.56mm Ball M855 10/Clip	60

MSGD-REAC-3002: Execute a bomb plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs conduct procedures for the safeguard of classified material, to include, notification, monitoring, and escorting support and emergency personnel.

CONDITION: As a Marine Security Guard detachment, given all required equipment and support needed.

STANDARD: With 100% proficiency, demonstrating command and control, bomb search procedures, and in accordance with the reference.

EVENT COMPONENTS:

1. Execute Post One immediate actions.
2. Receive the tasking order.
3. Determine type of bomb threat.
4. Manage developing situation / continuing actions.
5. Establish and maintain communications with responding Marines.
6. Execute response room procedures.
7. Conduct search.
8. Execute the reporting requirements.
9. Assist in evacuation.
10. Escort support and emergency personnel.
11. Restage gear and reset equipment.
12. Execute a debrief.
13. Execute and complete reporting requirements.

CHAINED EVENTS:

8156-CMDC-2009	8156-WPNS-1015	8156-NLW-1016
8156-NLW-1017	8156-NLW-1018	8156-POST-1001
8156-POST-1002	8156-POST-1003	8156-POST-1004
8156-REAC-1019	8156-REAC-1020	8156-REAC-1023
8156-REAC-1031	8156-REAC-1036	8156-WPNS-1005
8156-WPNS-1007	8156-WPNS-1008	8156-WPNS-1010
8156-WPNS-1011	8156-WPNS-1013	8156-WPNS-1014
8156-DET-2019		

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

MSGD-REAC-3003: Execute an intruder containment plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 10 months

DESCRIPTION: MSGs conduct procedures for the safeguard of classified material; locate, isolate, and contain intruder; escort support personnel.

CONDITION: As a Marine Security Guard detachment, given all required equipment.

STANDARD: With 100% proficiency, demonstrating command and control, control and containment procedures, in accordance with the reference.

EVENT COMPONENTS:

1. Respond the Marines.
2. Receive the tasking order.
3. Manage developing situation / continuing actions.
4. Execute response room procedures.
5. Establish and maintain communications with responding Marines.
6. Clear compromised area(s).
7. Locate intruder(s).
8. Isolate intruder(s).
9. Contain intruder(s).
10. Execute the reporting requirements.
11. Escort support personnel.
12. Restage gear and reset equipment.
13. Execute Post One immediate actions.
14. Execute a debrief.
15. Execute and complete reporting requirements.

CHAINED EVENTS:

8156-CMDC-2009	8156-WPNS-1007	8156-NLW-1017
8156-NLW-1018	8156-POST-1001	8156-POST-1002
8156-POST-1003	8156-POST-1004	8156-REAC-1031
8156-REAC-1036	8156-WPNS-1005	8156-WPNS-1008
8156-WPNS-1011	8156-WPNS-1014	8156-DET-2019
8156-REAC-1019	8156-REAC-1020	8156-REAC-1024
8156-REAC-1026	8156-WPNS-1010	8156-WPNS-1013
8156-WPNS-1015	8156-NLW-1016	

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

MSGD-REAC-3004: Execute an internal defense plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Given an internal defense scenario, conduct procedures for the safeguard of classified material, to include manning positions, observations, reporting, employment of delay tactics, and if required egress personnel to the safe haven.

CONDITION: As a Marine Security Guard detachment, given all required equipment.

STANDARD: With 100% proficiency, demonstrating command and control, internal defense procedures, and security in accordance with the references.

EVENT COMPONENTS:

1. Manage developing situation / continuing actions.
2. Establish and maintain communications with responding Marines.
3. Receive the tasking order.
4. Execute response room procedures.
5. Occupy designated positions.
6. Conduct and report observations.
7. Prepare for egress.
8. Egress personnel to designated location(s).
9. Restage gear and reset equipment.
10. Execute a debrief.
11. Execute and complete reporting requirements.
12. Execute Post One immediate actions.
13. Respond the Marines.

CHAINED EVENTS:

8156-NLW-1018	8156-WPNS-1015	8156-DET-2019
8156-NLW-1016	8156-NLW-1017	8156-POST-1001
8156-POST-1002	8156-POST-1003	8156-POST-1004
8156-REAC-1019	8156-REAC-1020	8156-REAC-1022
8156-REAC-1026	8156-REAC-1031	8156-REAC-1036
8156-WPNS-1005	8156-WPNS-1007	8156-WPNS-1008
8156-WPNS-1010	8156-WPNS-1011	8156-WPNS-1013
8156-WPNS-1014	8156-CMDC-2009	

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

MSGD-REAC-3005: Execute a Marine Security Guard Residence (MSGR) escape and evacuation (E & E) plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs conduct procedures for the safeguard of Marines, to include routes of egress, observation over watch, reporting positions and checkpoints, the use of delay tactics, and if required assistance points.

CONDITION: As a Marine Security Guard detachment, given all required equipment.

STANDARD: With 100% proficiency, demonstrating command and control, escape and evade procedures, and individual security in accordance with the references.

EVENT COMPONENTS:

1. Execute Post One immediate actions.
2. Execute predetermined operations plans from designated location.
3. On order, secure and evacuate the MSGR using designated exit points.
4. Move to a designated safe area away from the threat.
5. Report to Post One.

6. Prepare for follow-on instructions.
7. Restage gear and reset equipment.
8. Execute a debrief.
9. Execute final reporting requirements.

CHAINED EVENTS:

8156-NLW-1018	8156-WPNS-1014	8156-REAC-1019
8156-REAC-1026	8156-WPNS-1008	8156-WPNS-1010
8156-WPNS-1013	8156-WPNS-1015	8156-CMDC-2009
8156-DET-2019	8156-NLW-1016	8156-POST-1001
8156-POST-1004	8156-REAC-1025	8156-WPNS-1005
8156-WPNS-1007	8156-WPNS-1011	8156-POST-1002

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

MSGD-REAC-3006: Execute a natural disaster plan

SUPPORTED MET(S): 2, 3

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: MSGs conduct procedures for the safeguard of classified material and personnel.

CONDITION: As a Marine Security Guard detachment, without the aid of reference.

STANDARD: With 100% accountability of classified and personnel, in accordance with the references.

EVENT COMPONENTS:

1. Manage developing situation/continuing actions.
2. Execute response room procedures.
3. Receive the orders.
4. Execute mission.
5. Execute the reporting requirements.
6. Restage gear and reset equipment.
7. Execute a debrief.
8. Execute and complete reporting requirements.
9. Execute Post One immediate actions.
10. Establish and maintain communications with responding Marines.

CHAINED EVENTS:

8156-CMDC-2009	8156-NLW-1018	8156-POST-1003
8156-POST-1004	8156-REAC-1019	8156-WPNS-1007
8156-WPNS-1008	8156-WPNS-1010	8156-NLW-1016
8156-NLW-1017	8156-REAC-1020	8156-REAC-1026
8156-WPNS-1005	8156-REAC-1036	8156-REAC-1031
8156-WPNS-1011	8156-WPNS-1013	8156-WPNS-1014
8156-WPNS-1015	8156-POST-1001	8156-POST-1002
8156-DET-2019		

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
 2. GrpO P3501.1_ Standard Operating Procedures for Operations
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MCESG T&R MANUAL

CHAPTER 4

MOS 8156 INDIVIDUAL EVENTS

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MCESG T&R MANUAL

CHAPTER 4

MOS 8156 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the MOS 8156, Marine Security Guard individual events that pertain to the community. This chapter also contains individual events for Inspecting Officers assigned to MCESG Regions. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's 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 character/digit identifier.

a. The first four characters represent the community. This chapter contains the following community codes.

8156 - Marine Security Guard
IO - Inspecting Officer

b. The second four characters represent the functional or duty area. This chapter contains the functional areas listed below.

POST - Post One
WPNS - Weapons
NLW - Non-lethal Weapons
REAC - Reactionary / Response
CMDC - Command
AT - Anti-terrorism / Force Protection
DET - Detachment Training
LEG - Legal
DCT - Designated Country Training
INSP - Inspection

c. The last four digits represent the level (1000, 2000) and sequence number (1001-1999) of the event. The MOS 8156 individual events are separated into two levels.

1000 - Core skills
2000 - Core plus skills

4002. INDEX OF INDIVIDUAL EVENTS

1000 Level		
Event Code	Event	Page
8156-POST-1001	Operate Post One	4-5
8156-POST-1002	Operate post communication equipment	4-5
8156-POST-1003	Protect Classified Material	4-6
8156-POST-1004	Manipulate locking mechanisms	4-7
8156-WPNS-1005	Perform weapons handling procedures with the service pistol	4-8
8156-WPNS-1006	Perform preventive maintenance on the service pistol	4-9
8156-WPNS-1007	Qualify with the service pistol	4-9
8156-WPNS-1008	Perform weapon safety and handling procedures with the service shotgun	4-11
8156-WPNS-1009	Conduct preventive maintenance on the service shotgun	4-12
8156-WPNS-1010	Qualify on a stationary target with the service shotgun	4-12
8156-WPNS-1011	Perform weapon safety and handling procedures with the Service Carbine	4-13
8156-WPNS-1012	Perform preventive maintenance on the service / rifle Carbine	4-15
8156-WPNS-1013	Qualify with the carbine on short range targets	4-15
8156-WPNS-1014	Apply the use of force	4-17
8156-WPNS-1015	Apply defensive tactics	4-18
8156-NLW-1016	Employ Oleoresin Capsicum (OC)	4-18
8156-NLW-1017	Apply restraint devices	4-19
8156-NLW-1018	Employ CS	4-20
8156-NLW-1019	Employ the expandable baton	4-21
8156-REAC-1020	Conduct observation	4-22
8156-REAC-1021	Don MSG response gear	4-22
8156-REAC-1022	Demonstrate a response to a fire	4-23
8156-REAC-1023	Conduct internal defense response	4-24
8156-REAC-1024	Conduct bomb response	4-25
8156-REAC-1025	Conduct intruder containment	4-25
8156-REAC-1026	Conduct escape and evade	4-26
8156-REAC-1027	Demonstrate tactical movement	4-27
8156-REAC-1028	Perform individual protective measures against a foreign intelligence threat	4-28
8156-REAC-1029	Submit a contact report	4-28
8156-CMDC-1030	Identify the Department of State	4-29
8156-AT-1031	Identify the dynamics of terrorist operations	4-30
8156-REAC-1032	Identify Explosives and Improvised Devices	4-30
8156-AT-1033	Describe hostage survival techniques	4-31
8156-CMDC-1034	Describe the Department of State Emergency Action Committee	4-32
8156-CMDC-1035	Identify Diplomatic Security Service at Post	4-32
8156-CMDC-1036	Describe cyber security	4-33
8156-REAC-1037	Conduct a search	4-34
8156-DET-1038	Describe collateral duties	4-34
8156-MED-1039	Perform emergency first aid	4-35

2000 Level		
Event Code	Event	Page
8156-CMDC-2001	Perform Detachment Administrative Duties	4-36
8156-CMDC-2002	Perform detachment logistics duties	4-36
8156-CMDC-2003	Manage a 5732 budget	4-37
8156-CMDC-2004	Manage a Mess Fund	4-38
8156-CMDC-2005	Manage detachment Morale, Welfare and Recreation Funds	4-39
8156-LEG-2006	Conduct a preliminary inquiry	4-40
8156-CMDC-2007	Conduct a urinalysis	4-40
8156-CMDC-2008	Develop a detachment training plan	4-41
8156-CMDC-2009	Conduct Response Training	4-41
8156-CMDC-2010	Conduct Guard School	4-42
8156-CMDC-2011	Conduct Performance Validation Weapons Training	4-43
8156-CMDC-2012	Conduct Mission Oriented Training / Familiarization Orientation Training (MOT / FOT) certification	4-43
8156-CMDC-2013	Conduct Behavioral Assessment Tool (BAT) Evaluation	4-44
8156-CMDC-2014	Supervise Conduct of Collateral Duties	4-45
8156-DET-2015	Perform the duties as the Detachment Training Manager	4-45
8156-DET-2016	Perform the duties as the Detachment Mess Fund Manager	4-46
8156-DET-2017	Perform the duties as the Detachment Supply Manager	4-47
8156-DET-2018	Perform the duties as the Detachment Response Manager	4-47
8156-DET-2019	Perform the duties as the Detachment Morale, Welfare and Recreation (MWR) Manager	4-48
8156-DET-2020	Perform the duties of the Assistant Detachment Commander	4-49
8156-DCT-2021	Attend Designated Country Training	4-50
IO-INSP-2001	Conduct a Semi-Annual Inspection	4-50
IO-INSP-2002	Manage Regional Budgets	4-51
IO-INSP-2003	Perform Regional logistical duties	4-52
IO-INSP-2004	Manage a 5732 budget	4-52

4003. 1000-LEVEL EVENTS

8156-POST-1001: Operate Post One

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Post One is the Primary Equipment used by Marine Security Guards to establish control of entry and exit systems and observe surrounding areas for the protection of U.S. Missions abroad.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: While standing Post, given an access list, special orders, black gear, Post Security Equipment, and without the aid of references.

STANDARD: By completing all performance steps without error or omission in accordance with the references.

PERFORMANCE STEPS:

1. Verify entry eligibility.
2. Identify Post One equipment.
3. Operate and monitor Post One equipment.
4. Maintain logbooks.
5. Issue an incident report.

REFERENCES:

1. AES 944 Fire Exit Door Control System Manual
2. GrpO P3501.1 Standard Operating Procedures for Operations
3. Appropriate Equipment Operating Instructions
4. DS/SEB Equipment Manuals
5. Equipment Surveillance Schedule/Automated Shelf Life File Card Program
6. Intellex Digital Recorder Manual
7. Post Emergency Action Plan (EAP)

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: MCESG Classroom and Post mock-up trainers

EQUIPMENT: Post One equipment mock-ups

8156-POST-1002: Operate post communication equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: In joint effort with the Department of State, post communications equipment is essential in ensuring the safety of classified material and personnel alike.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given post communication equipment and without the aid of references.

STANDARD: By maintaining communication in normal and emergency situations to protect classified material and personnel.

PERFORMANCE STEPS:

1. Turn radio equipment on/off.
2. Change radio channels.
3. Transmit and communicate message traffic.
4. Charge/replace radio batteries.
5. Conduct radio checks.
6. Perform trouble shooting procedures.
7. Operate all SL-3 components of post radio equipment.
8. Operate the post public address system.
9. Operate Post Phone Systems.
10. Receive and transmit emergency message traffic.

REFERENCES:

1. 12 FAH-8 Residential Security Program
2. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

EQUIPMENT: Various Department of State communications equipment to include, mass notification system, HF radios, and cellular phones.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Basic concepts associated with communications will be taught at the school house to allow for an overview of communication which may vary from post to post.

8156-POST-1003: Protect Classified Material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Given the uniqueness of the command, Marine Security Guards and Detachment Commanders are taught handling, storage, and safeguarding classified material.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given classified material and without the aid of references.

STANDARD: By ensuring accountability, zero compromise, and within the guidelines of the references.

PERFORMANCE STEPS:

1. Identify classified material.
2. Conduct Security Roves (SF 702).
3. Operate Locking Devices.
4. Conduct Security Inspections (SY).
5. Conduct procedures when a security violation is discovered.
6. Escort non-cleared personnel.
7. Destroy classified material.
8. Inventory MSG classified materials.
9. Receive and account for classified material.

REFERENCES:

1. 12 FAH-1 Emergency Planning Handbook
 2. 5 FAH-1 Envelopes and Mailing Handbook
 3. BnO P5040.1_ Command Inspection Program
 4. GrpO P3501.1_ Standard Operating Procedures for Operations
 5. MCO 4030.33 Packaging of Material
 6. SECNAVINST 5216.5 Naval Correspondence Manual
 7. DOS Classified Files
-

8156-POST-1004: Manipulate locking mechanisms

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Due to unique duty of Marine Security Guards and Detachment Commanders, all Marines will be taught all locks within Department of State inventory.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a combination card, various locking mechanisms, and without the aid of references.

STANDARD: By gaining access to secured areas and security containers, in accordance with the references.

PERFORMANCE STEPS:

1. Unlock a padlock / key locks.
2. Secure a padlock / key locks.
3. Unlock combination locks.
4. Secure combination locks.
5. Access hard-line doors.
6. Secure hard-line doors.
7. Operate door locking mechanism.

REFERENCES:

1. AES 944 Fire Exit Door Control System Manual
2. GrpO P3501.1 Standard Operating Procedures for Operations
3. Assorted Lock Manuals

8156-WPNS-1005: Perform weapons handling procedures with the service pistol

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Basic Marksmanship will be taught using United States Marine Corps standards in accordance with the reference. Marines will qualify on the Department of State qualification course achieving an 80% passing score to resume training in the school house. Sustainment training and qualification will be every six months.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service pistol and all necessary equipment, and without the aid of references.

STANDARD: Without error or omission, in performance step sequence, and in accordance with the references.

PERFORMANCE STEPS:

1. Recite the firearm safety rules.
2. Demonstrate and execute the weapons conditions.
3. Demonstrate weapon carries.
4. Load the service pistol.
5. Unload the service pistol.
6. Perform immediate action.
7. Perform remedial action.

REFERENCES:

1. MCRP 3-01B Pistol Marksmanship
2. TM 0-1005A-10/A Operation Manual for the 9MM

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A359 Cartridge, 9mm Dummy M917	3 ea

EQUIPMENT: Standard issued Beretta 9mm (M9) Service Pistol will be utilized while on official duties as Marine Security Guards and Detachment Commanders.

MATERIAL: Clearing barrel, black gear, response gear, M9 service pistol

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Primary instructors will attain proper certifications prior to instructing this course.

8156-WPNS-1006: Perform preventive maintenance on the service pistol

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG member must be able to maintain their own weapon. Different climates require different care and cleaning measures. MSGs must be able to disassemble, clean, inspect, lubricate, and reassemble the weapon, as well as perform a functions check with the weapon.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a condition 4 service pistol, cleaning gear, lubricants, and without the aid of references.

STANDARD: Without error or omission, in performance step sequence, and in accordance with the references.

PERFORMANCE STEPS:

1. Disassemble the pistol.
2. Inspect the pistol.
3. Clean the pistol.
4. Lubricate the pistol.
5. Reassemble the pistol.
6. Perform a functions check.

REFERENCES:

1. MCO 3574.2k Marine Corps Combat Marksmanship Program
2. MCRP 3-01B Pistol Marksmanship
3. TM 1005A-10/1 Pistol, Semiautomatic, 9mm, M9

SUPPORT REQUIREMENTS:

MATERIAL: Clearing barrel, black gear, M9 service pistol, cleaning gear

8156-WPNS-1007: Qualify with the service pistol

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSG members must qualify with the service pistol utilizing the Department of State qualification course. The MSG is required to sustain proficiency engaging stationary targets with the service pistol.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As an MSG / Detachment Commander, given a service pistol, ammunition, all necessary equipment, in any environment and without the aid of references.

STANDARD: To achieve a minimum score of 160 out of 200 points (80%), within the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Recite the weapons safety rules.
2. Execute the weapons conditions.
3. Perform weapons carries.
4. Load the M9 Service Pistol.
5. Fire the qualification course.
6. Perform immediate action.
7. Perform remedial action.
8. Unload the M9 Service Pistol.

PREREQUISITE EVENTS:

8156-WPNS-1006 8156-WPNS-1005

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. MCO 3574.2k Marine Corps Combat Marksmanship Program
3. MCRP 3-01B Pistol Marksmanship
4. TM 1005A-10/1 Pistol, Semiautomatic, 9mm, M9
5. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A363 Cartridge, 9mm Ball M882	280

RANGE/TRAINING AREA:

Facility Code 17502 Non-Standard Small Arms Range
Facility Code 17570 Pistol Known Distance (KD) Range

MATERIAL: Black gear, Hearing and eye protection, M9 service pistol, Indoor Simulated Marksmanship Training (ISMT) Device, range equipment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This task is considered critical. This task also applies to sustainment training. This task may be trained on the ISMT device before expending live ammunition.

SPECIAL PERSONNEL CERTS: Requires all primary and support staff to have proper certification.

8156-WPNS-1008: Perform weapon safety and handling procedures with the service shotgun

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG / Detachment Commander must demonstrate safe weapons handling procedures at all times. The purpose behind safe weapons handling is to reduce the amount of danger associated with handling weapons, as well as instill confidence in the shooter and provide a foundation from which all weapons handling will be conducted.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service shotgun, with or without ammunition, all necessary equipment, in any environment, and without the aid of references.

STANDARD: Without error or omission, within the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Recite the weapons safety rules.
2. Execute the weapons conditions.
3. Demonstrate weapon carries.
4. Load the M870 service shotgun.
5. Unload the M870 service shotgun.
6. Perform immediate action.
7. Perform remedial action.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 3574.2k Marine Corps Combat Marksmanship Program
4. TM 10698A-10/1 M1014, Joint Service Shotgun
5. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
AA55 Cartridge, 12 Gauge Dummy MK242 Mod	2

MATERIAL: Clearing barrel, black gear/react gear, M870 service shotgun.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: All instructors will be properly certified for weapons handling procedures.

8156-WPNS-1009: Conduct preventive maintenance on the service shotgun

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG / Detachment Commander must be able to maintain their own weapon. Different climates require different care and cleaning measures. MSGs must be able to disassemble, clean, inspect, lubricate, and reassemble the weapon, as well as perform a functions check with the weapon.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service shotgun, cleaning gear, lubricants, and without the aid of reference.

STANDARD: Without error or omission, in performance step sequence and in accordance with the reference.

PERFORMANCE STEPS:

1. Place the shotgun in condition 4.
2. Disassemble the shotgun.
3. Inspect the shotgun.
4. Clean the shotgun.
5. Lubricate the shotgun.
6. Reassemble the shotgun.
7. Perform a functions check.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 3574.2k Marine Corps Combat Marksmanship Program
4. TM 10698A-10/1 M1014, Joint Service Shotgun
5. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

MATERIAL: Clearing barrel, M870 service shotgun, weapon cleaning gear.

8156-WPNS-1010: Qualify on a stationary target with the service shotgun

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs / Detachment Commanders must engage a stationary target in order to maintain qualification with the service shotgun utilizing the Department of State Qualification course of fire.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a service shotgun, ammunition, all necessary equipment, in any environment, and without the aid of references.

STANDARD: Achieving a minimum of 50% impacts on target, in accordance with the Department of State qualification course.

PERFORMANCE STEPS:

1. Demonstrate the weapons safety rules.
2. Demonstrate the weapons conditions.
3. Perform weapons carries.
4. Load the M870 service shotgun.
5. Fire the qualification course.
6. Perform immediate action.
7. Perform remedial action.
8. Unload the M870 service shotgun.

PREREQUISITE EVENTS:

8156-WPNS-1008 8156-WPNS-1009

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 3574.2k Marine Corps Combat Marksmanship Program
4. TM 10698A-10/1 M1014, Joint Service Shotgun
5. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A011 Cartridge, 12 Gauge #00 Buckshot M16	20
A023 Cartridge, 12 Gauge 1 Ounce Slug Com	10

RANGE/TRAINING AREA:

Facility Code 17502 Non-Standard Small Arms Range
Facility Code 17570 Pistol Known Distance (KD) Range

MATERIAL: Black gear, hearing and eye protection, M870 service shotgun, Indoor Simulated Marksmanship Training (ISMT) Device, range equipment.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This task is considered critical. This task may be trained on the ISMT device before expending live ammunition.

SPECIAL PERSONNEL CERTS: All instructors will be properly certified for weapons handling procedures.

8156-WPNS-1011: Perform weapon safety and handling procedures with the service carbine

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG / Detachment Commander must demonstrate safe weapons handling procedures at all times. The purpose behind safe weapons handling is to reduce the amount of danger associated with handling weapons, as well as instill confidence in the shooter and provide a foundation from which all weapons handling will be conducted.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG / Detachment Commander, given a service carbine, all necessary equipment, in any environment, and without the aid of reference.

STANDARD: At all times, without error or omission, within the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Demonstrate firearm safety rules.
2. Demonstrate the weapons conditions.
3. Demonstrate weapon carries.
4. Load the M4 service carbine.
5. Unload the M4 service carbine.
6. Perform immediate action.
7. Perform remedial action.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
4. TM 05538D/10012B-12/1 Operator's Manual, M16A2, A4 Rifle/M4A1 Carbine
5. TM 05538D/10012B-12/1 Operator's manual with component list M4
6. Colt M-4 Operation Manual
7. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A060 Cartridge, 5.56mm Dummy M199	3

MATERIAL: Black gear/react gear, clearing barrel, Colt M-4 Carbine.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This task will be trained to standard prior to expending live ammunition.

8156-WPNS-1012: Perform preventive maintenance on the service carbine

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG / Detachment Commander must be able to maintain their own weapon. Different climates require different care and cleaning measures. MSGs / Detachment Commander must be able to disassemble, clean, inspect, lubricate, and reassemble the weapon, as well as perform a functions check with the weapon.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a condition 4 service carbine, magazines, cleaning gear, lubricants, and without the aid of references.

STANDARD: Without error or omission, in performance step sequence and in accordance with the references.

PERFORMANCE STEPS:

1. Perform weapons safety and handling procedures.
2. Place the carbine in condition 4.
3. Disassemble the carbine.
4. Inspect the carbine.
5. Clean the carbine.
6. Lubricate the carbine.
7. Reassemble the carbine.
8. Perform a functions check.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 3574.2k Marine Corps Combat Marksmanship Program
4. MCRP 3-01A Rifle Marksmanship
5. Colt M-4 Operation Manual
6. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear, clearing barrel, Colt M-4 Carbine.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This task will be trained to standard prior to expending live ammunition.

8156-WPNS-1013: Qualify with the service carbine on short range targets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs must be skilled in the concepts of short range rifle engagements utilized in an urban environment.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG / Detachment Commander, given a service carbine, all necessary equipment, in any environment, and without the aid of reference.

STANDARD: Achieving a minimum score of 240 out of 300 points (80%) impacts on target, within the time allotted, and in accordance with the references.

PERFORMANCE STEPS:

1. Demonstrate weapons safety rules.
2. Demonstrate the weapons conditions.
3. Demonstrate weapons carries.
4. Load the M4 service carbine.
5. Fire the qualification course.
6. Perform immediate action.
7. Perform remedial action.
8. Unload the M4 service carbine.

PREREQUISITE EVENTS:

8156-WPNS-1012 8156-WPNS-1011

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 3574.2 Marine Corps Combat Marksmanship Program
4. MCRP 3-01A Rifle Marksmanship
5. TM 05538D/10012B-12/1 Operator's Manual, M16A2, A4 Rifle/M4A1 Carbine
6. TM 05538D/10012B-12/1 Operator's manual with component list M4
7. DOS Basic Field Firearms Officer Course Manual

SUPPORT REQUIREMENTS:

ORDNANCE:

<u>DODIC</u>	<u>Quantity</u>
A059 Cartridge, 5.56mm Ball M855 10/Clip	290

RANGE/TRAINING AREA:

Facility Code 17502 Non-Standard Small Arms Range
Facility Code 17550 Rifle Known Distance (KD) Range

MATERIAL: Black gear, hearing and eye protection, Colt M-4 Carbine, Colt Mirage Equipment.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This task is considered critical. This task also applies to sustainment training. This task may be trained on the ISMT device before expending live ammunition.

SPECIAL PERSONNEL CERTS: Requires all primary and support staff to have proper certification.

8156-WPNS-1014: Apply the use of force

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs / Detachment Commanders assigned to U.S. facilities must understand control techniques used to ensure compliance of personnel ranging from verbal instructions and warnings to deadly force.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of an MSG detachment presented with a situation requiring the use of force, given T/O weapon, ammunition, all necessary equipment, in any environment, and without the aid of references.

STANDARD: Appropriate to the level of resistance demonstrated by a noncompliant subject, and in accordance with the references.

PERFORMANCE STEPS:

1. Explain use of force.
2. Identify the levels of resistance.
3. Demonstrate reactionary gap.
4. Explain the One Plus One Theory.
4. Apply the appropriate levels of control.
5. Explain when deadly force is authorized.

REFERENCES:

1. MCO 1500.54B Marine Corps Martial Arts Training Program (MCMATP)
2. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
3. MCO 5530.15 U.S. Marine Corps Interior Guard Manual
4. SECNAVINST 5500.29 Use of Force by Personnel Engaged in Law Enforcement and Security duties
5. DSTC Defensive Tactics Instructor Manual
6. Manadnock Expandable Baton Instructors Manual

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: All instructors will be properly certified in Defensive Tactics prior to instructing procedures.

8156-WPNS-1015: Apply defensive tactics

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: As a member of an MSG detachment presented with a situation requiring the use of force, given T/O weapon, ammunition, all necessary equipment, in any environment, and without the aid of references.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a subject displaying no visible weapons, under various levels of resistance, an expandable baton, and without the aid of references.

STANDARD: Without error, in accordance with the established rules of engagement, and references.

PERFORMANCE STEPS:

1. Identify lethal and non-lethal target areas.
2. Conduct edged weapon awareness techniques.
3. Conduct upper body strikes.
4. Conduct lower body strikes.
5. Conduct takedowns and joint manipulations.
6. Conduct counters to holds and strikes.
7. Conduct weapons retention and takeaways.

RELATED EVENTS: 8156-WPNS-1014

REFERENCES:

1. MCO 1500.54B Marine Corps Martial Arts Training Program (MCMATP)
2. SECNAVINST 5500.29 Use of Force by Personnel Engaged in Law Enforcement and Security duties
3. Defensive Tactics Instructor Manual

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Primary instructors will attain proper certifications prior to instructing this course.

8156-NLW-1016: Employ Oleoresin Capsicum (OC)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MSGs and Detachment Commanders assigned to U.S. Missions must understand control techniques used to ensure compliance of personnel ranging from verbal instructions and warnings to deadly force.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a members of a MSG Detachment, presented with a situation requiring the use of force, properly configured gear, and a resistant non-compliant aggressive subject, and without the aid of references.

STANDARD: Without error, in accordance with the established rules of engagement, and references.

PERFORMANCE STEPS:

1. Demonstrate the appropriate presentation.
2. Demonstrate minimum safe distance for engagement.
3. Engage primary target area.
4. Identify medical/decontamination.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
4. MCO 5530.15 U.S. Marine Corps Interior Guard Manual
5. SECNAVINST 5500.29 Use of Force by Personnel Engaged in Law Enforcement and Security duties
6. Oleoresin Capsicum Instructor's Manual

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Requires all primary and support staff to have proper certification.

8156-NLW-1017: Apply restraint devices

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a restraining device, confronted with a subject displaying various levels of resistance, and without the aid of references.

STANDARD: To maintain control of the subject in accordance with the references.

PERFORMANCE STEPS:

1. Apply handcuffs.
2. Apply flex-cuffs.

3. Escort a restrained subject.
4. Remove restraints.

RELATED EVENTS: 8156-WPNS-1014

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations
3. MCO 1500.54B Marine Corps Martial Arts Training Program (MCMATP)
4. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
5. MCO 5530.15 U.S. Marine Corps Interior Guard Manual
6. MCO 5580.2_ Law Enforcement Manual
7. SECNAVINST 5500.29 Use of Force by Personnel Engaged in Law Enforcement and Security duties
8. Defensive Tactics Instructor Manual

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Primary instructors will attain proper certifications prior to instructing this course.

8156-NLW-1018: Employ CS

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 36 months

DESCRIPTION: MSGs and Detachment Commanders are trained with the MPG-120 Grenade Launcher that attaches to the service shotgun for launching the CS canisters.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MPG-120 CS grenade, a safe deployment area, and without the aid of references.

STANDARD: In order to de-escalate the situation in accordance with the reference..

PERFORMANCE STEPS:

1. Identify the uses of MPG-120.
2. Demonstrate the employment techniques of MPG-120.
3. Identify medical and decontamination procedures.

RELATED EVENTS: 8156-WPNS-1014

REFERENCES:

1. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
2. Appropriate Equipment Operating Instructions
3. Smith & Wesson Academy Chemical Munitions Instructor Manual

SUPPORT REQUIREMENTS:

MATERIAL: C-200, Launching Blank Cartridge, L-110 Launcher, M870 Shotgun, Black Gear/Response Gear, Use MPG-100, TALC Grenade.

8156-NLW-1019: Employ the expandable baton

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Marine Security Guard at a diplomatic mission, given an expandable baton, confronted with a subject who does not have possession of a weapon, portraying various levels of physical behavior and responsiveness, appearing with identical physical attributes as the MSG, and without the aid of references.

STANDARD: To maintain control of the subject in accordance with the references.

PERFORMANCE STEPS:

1. Identify nomenclature.
2. Demonstrate methods of carry.
3. Demonstrate arm locks.
4. Demonstrate blocks.
5. Demonstrate jabs.
6. Demonstrate chops.
7. Demonstrate spins.

RELATED EVENTS: 8156-WPNS-1015

REFERENCES:

1. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
 2. Appropriate Equipment Operating Instructions
 3. Smith & Wesson Academy Chemical Munitions Instructor Manual.
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8156-REAC-1020: Conduct observation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: The MSG / Detachment Commander conducts observation while on post for the safety of the U.S. Facility. This requires the responding MSGs to prepare their equipment for the mission, occupy a post to best support the mission, locate a hostile target, report information back to higher, and maintain constant observation on the area.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: While on or off duty, given all necessary equipment, an area to observe, in any environment, and without the aid of references.

STANDARD: Recording and reporting information, without error or omission, and in accordance with the references.

PERFORMANCE STEPS:

1. Explain steps of observation.
2. Demonstrate reporting.
3. Explain procedures of range estimation.
4. Explain conceptual Avenues of Approach.
5. Demonstrate "dead space".

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. FMFM 6-4 Marine Rifle Company/Platoon
3. GrpO P3501.1_ Standard Operating Procedures for Operations
4. MCO 5530.15 U.S. Marine Corps Interior Guard Manual
5. MCO 5580.2_ Law Enforcement Manual
6. MCWP 3-11.2 Marine Rifle Squad
7. NAVMC 2691A Interior Guard
8. Battle Drill Guide (Book 1, Basic Infantry Training/Book 2 Infantry Specific Training)

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1021: Don MSG response gear

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an emergency situation, a response room, and minimum response equipment.

STANDARD: In order to preserve the force and in accordance with the references.

PERFORMANCE STEPS:

1. Don response gear.
2. Establish accountability.

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. MCO 1510.89 W/CH 1 ITS, SYSTEM FOR MARINE BATTLE SKILLS TRAINING VOLUME 1 ENTRY LEVEL
3. NAVMC 2691A Interior Guard
4. Appropriate Equipment Operating Instructions

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1022: Demonstrate a response to a fire

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This is an individual skill associated with a Marine standing Post 1.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given response gear, a fire emergency situation, post operations plans, without the aid of references.

STANDARD: By ensuring that classified material and areas are not compromised in accordance with the references.

PERFORMANCE STEPS:

1. Identify and verify source of alarm.
2. Execute operations plan.
3. Respond Marines.
4. Draft and issue a clear and concise five-paragraph order.
5. Dispatch Marines to area.
6. Receive situation report.
7. Prepare Post 1 for evacuation.
8. Establish alternate Post 1.

PREREQUISITE EVENTS:

8156-REAC-1021

REFERENCES:

1. BnO P1510.1_ Standard Operation Procedures for Training
2. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear.

8156-REAC-1023: Conduct internal defense response

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This is an individual skill associated with Marine standing Post One.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given response gear, an internal defense situation, operation plans and any additional guidance provided by the operational chain of command.

STANDARD: By ensuring the security of classified information, and U.S. personnel and property in accordance with the references.

PERFORMANCE STEPS:

1. Execute appropriate immediate action.
2. Respond Marines.
3. Draft and issue a clear and concise five-paragraph order.
4. Dispatch Marines to OPs/BPs.
5. Receive situation report.
6. Prepare for egress to safehaven.

RELATED EVENTS: 8156-REAC-1021

REFERENCES:

1. GrpO P3501.1_ Standard Operating Procedures for Operations
2. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
3. MCO 5580.2_ Law Enforcement Manual

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1024: Conduct bomb response

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This is an individual skill associated with Marine standing Post One.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a bomb threat, post operation plans, and any special orders from the Operational Chain of Command, and with the aid of references.

STANDARD: By maintaining security of the embassy, its principle buildings and classified material, in accordance with the reference.

PERFORMANCE STEPS:

1. Execute appropriate immediate action.
2. Respond Marines.
3. Draft and issue a clear and concise five-paragraph order.
4. Dispatch Marines.
5. Receive situation report.
6. Prepare for embassy evacuation.

PREREQUISITE EVENTS: 8156-REAC-1021

REFERENCES:

1. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1025: Conduct intruder containment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This is an individual skill associated with Marine standing Post One.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an intruder situation, post operational plans, special orders from the Operational Chain of Command, and without the aid of references.

STANDARD: To locate, isolate, and contain the intruder in accordance with the references.

PERFORMANCE STEPS:

1. Execute appropriate immediate action.
2. Review Op Plan; in concurrence with RSO.
3. Respond Marines.

4. Draft and issue a clear and concise five-paragraph order.
5. Dispatch Marines.
6. Receive situation report.

RELATED EVENTS: 8156-REAC-1021

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1026: Conduct escape and evade

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: This is an individual Skill associated with Marine standing Post One.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a threat to MSGR situation, post operational plans, special orders from the Operational Chain of Command, and without the aid of references.

STANDARD: By escaping the MSGR, evading the threat, and ensuring the safety of the MSGs, in accordance with the reference.

PERFORMANCE STEPS:

1. Execute appropriate immediate action.
2. Contact the Marines.
3. Issue a clear and concise five-paragraph order.
4. Dispatch Marines.
5. Receive situation report.

RELATED EVENTS: 8156-REAC-1021

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. GrpO P3501.1_ Standard Operating Procedures for Operations

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1027: Demonstrate tactical movement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Every MSG / Detachment Commander must demonstrate proficiency associated with movement through an area while safely handling weapons. All Marines will be taught basic concepts associated with movement inside a building, to include, carries, muzzle awareness, and safety considerations.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a response situation, response gear, detachment operation plans and special orders from the Operational Chain of Command, and without the aid of references.

STANDARD: By tactically and safely arriving at an assigned or planned location, in accordance with the reference.

PERFORMANCE STEPS:

1. Maintain proper weapons handling procedures.
2. Utilize proper cover and concealment.
3. Utilize room clearing techniques.
4. Utilize smooth and controlled movement.

RELATED EVENTS: 8156-REAC-1021

REFERENCES:

1. BnO P3501.1_ Standard Operating Procedures for Operations
2. FMFM 6-4 Marine Rifle Company/Platoon
3. GrpO P3501.1_ Standard Operating Procedures for Operations
4. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
5. MCO 5580.2_ Law Enforcement Manual
6. DSTC Room Entry Procedures

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-REAC-1028: Perform individual protective measures against a foreign intelligence threat

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an environment where the foreign intelligence service is present, and without the aid of reference.

STANDARD: By avoiding compromise by foreign intelligence threat, in accordance with the reference.

PERFORMANCE STEPS:

1. Define the threat.
2. Identify prime intelligence targets within the foreign service.
3. Identify the steps in the recruitment cycle.
4. Identify what makes a person vulnerable to recruitment.
5. Identify the examples of personal MSG conduct.
6. Identify the examples of professional MSG conduct.
7. List individual protective measures.
8. Utilize reporting procedures if targeted by foreign intelligence sources.

REFERENCES:

1. BnO P3501.1 Standard Operating Procedures for Operations
2. DOS 2630-48-82 Handbook on Terrorism Security and Survival
3. FM 100-37 Terrorist Counteraction
4. MCO 3302.1 Marine Corps Antiterrorism Program
5. SETL Security Environment Threat List
6. DOS Classified Files

SUPPORT REQUIREMENTS:

MATERIAL: Black gear/react gear.

8156-REAC-1029: Submit a contact report

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given foreign contact, an E-form DS-1887, and designated contact reporting procedures.

STANDARD: For all required contacts within 24 hours of meeting the required criteria, and containing all available information, in accordance with the reference.

PERFORMANCE STEPS:

1. Determine reporting criteria.
2. Complete the appropriate form.
3. Submit the appropriate form using prescribed procedures.
4. State the definition of fraternization.
5. State the definition of Critical counterintelligence Threat Post (CCTP).
6. Define the policy of MCESG contact reporting.

RELATED EVENTS: 8156-REAC-1028

REFERENCES:

1. BnO 5370.3_ Fraternization and Contact Reporting
2. DOS Classified Files

SUPPORT REQUIREMENTS:

MATERIAL: Black Gear/React Gear.

8156-CMDC-1030: Identify the Department of State

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Marine Security Guard and without the aid of references.

STANDARD: To include primary and secondary mission, Chain of command, and specific duties Marine Security Guards are responsible for in accordance with the reference.

PERFORMANCE STEPS:

1. Identify in writing who is in charge of the Department of State.
2. Identify the DoS personnel in a U.S. Embassy.
3. Identify the Administrative and Operational Chain of Command.

REFERENCES:

1. 12 FAH Foreign Affairs Handbook
 2. 12 FAM Foreign Affairs Manual
 3. DODINST 5500.7_ Department of Defense (DOD) Ethics and Standards of Conduct
 4. MOA Memorandum of Agreement between US Department State and the USMC
 5. Emergency Planning Handbook
-

8156-AT-1031: Identify the dynamics of terrorist operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Terrorism is one of the greatest threats to national security and DOD installations. MSG Detachments must have an understanding of the history of terrorism; terrorist goals, objectives, and motivation; and knowledge of terrorist tactics, techniques, and procedures in order to effectively deter, detect, defend, and mitigate terrorist activities worldwide.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As an MSG / Detachment Commander, in any force protection condition, and without the aid of references.

STANDARD: To deter, detect, defend, and mitigate terrorist activities in accordance with the references.

PERFORMANCE STEPS:

1. Identify the history of terrorism.
2. Identify terrorist motivators.
3. Identify the structure of terrorist organizations.
4. Identify terrorist operations.
5. Identify target selection criteria.
6. Identify precautions while traveling, at MSGR, and in a vehicle.
7. Identify the phases of terrorist surveillance.
8. Identify the forms of surveillance.
9. Identify actions to be taken if you detect surveillance.

REFERENCES:

1. DOD Instruction 2000.16 DoD Anti-Terrorism (AT) Standards
 2. JP 3-07.2 JTTP for Anti-terrorism
 3. TRADOC G2 Handbook #1 A Military Guide to Terrorism in the 21st Century
-

8156-REAC-1032: Identity Explosives and Improvised Devices

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a member of a MSG Detachment in a U. S. Facility abroad, given appropriate gear and with the aid of reference.

STANDARD: To deter, detect, defend, and mitigate explosive effects on personnel and property in accordance with the references.

PERFORMANCE STEPS:

1. Identify Explosive Devices.
2. Identify different types of IEDs and characteristics.
3. Identify the tactics, techniques and procedures used in attacks with IEDs.

RELATED EVENTS: 8156-AT-1031

REFERENCES:

1. AR 525-13 Antiterrorism/Force Protection (AT/FP) Security Personnel, Information, & Critical Resources
2. DOD Instruction 2000.16 DoD Anti-Terrorism (AT) Standards

3. JP 3-07.2 JTTP for Anti-terrorism
4. DOS Classified Files

8156-AT-1033: Describe hostage survival techniques

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Marine Security Guard, in an hostage environment, and without the aid of reference.

STANDARD: To deter, defend, and mitigate release of information while preserving the force in accordance with the references.

PERFORMANCE STEPS:

1. State the purpose of Code of Conduct.
2. State the characteristics of hostage situations.
3. State the actions for surviving a hijacking.
4. State the actions for surviving a kidnapping.
5. State the definition of Tap Code.
6. State the techniques of defeating interrogation.

REFERENCES:

1. BnO P5800.2_ Standard Operating Procedures for Law and Legal Matters
2. DOD Instruction 2000.16 DoD Anti-Terrorism (AT) Standards
3. FM 22-100 Military Leadership
4. JAGNIST 5800.7_ JAGMAN MANUAL
5. MCO 3302.1 Marine Corps Antiterrorism Program
6. TRADOC G2 Handbook #1 A Military Guide to Terrorism in the 21st Century
7. DOS Classified Files

8156-CMDC-1034: Describe the Department of State Emergency Action Committee

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG / Detachment Commander at a U. S. Facility abroad, given all required gear and need to know, with the aid of references.

STANDARD: Ensuring that information is shared, all members are present, and physically capable to assume directed assigned mission in accordance with the references.

PERFORMANCE STEPS:

1. Identify the purpose of the Emergency Action Committee.
2. Identify the location of Watch Center and Crisis Management Support Office.
3. Identify the purpose of Department of State support teams.

REFERENCES:

1. 12 FAH Foreign Affairs Handbook
 2. 12 FAH-1 Emergency Planning Handbook
 3. 12 FAH-5 Physical Security Handbook
 4. 12 FAH-6 Security Standards and Policy Handbook
 5. 12 FAM Foreign Affairs Manual
 6. DOS Classified Files
-

8156-CMDC-1035: Identify Diplomatic Security Service at Post

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG of the detachment assigned overseas, given all necessary equipment and personnel, in any environment, and without the aid of references.

STANDARD: Ensuring Marines are utilized in the proper fashion at post in accordance with the references.

PERFORMANCE STEPS:

1. Identify factors which determine the security program at post.
2. Identify different layers of tiered security.
3. Identify the responsibilities within the different layers of security at foreign posts.

REFERENCES:

1. 12 FAH Foreign Affairs Handbook
 2. 12 FAH-1 Emergency Planning Handbook
 3. 12 FAH-5 Physical Security Handbook
 4. 12 FAH-6 Security Standards and Policy Handbook
 5. 12 FAH-8 Residential Security Program
 6. 12 FAM Foreign Affairs Manual
 7. DOS Classified Files
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8156-CMDC-1036: Describe cyber security

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Cyber security is one of the greatest threats to national security and DOD installations. MSGs must have an understanding of the history of cyber security; terrorist goals, objectives, and motivation; and knowledge of terrorist tactics, techniques, and procedures in order to effectively deter, detect, defend, and mitigate cyber threats worldwide.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG / Detachment Commander, given computer equipment accessing the world wide net, and without the aid of references.

STANDARD: To deter, detect, defend, and mitigate compromise of government or personal information in accordance with the references.

PERFORMANCE STEPS:

1. Exercise computer security.
2. Identify PII and essential elements.
3. Identify the essential elements of computer security.
4. Identify the elements of cyber security.
5. Identify the types of computer equipment.
6. Identify the means to destroy computer equipment.

REFERENCES:

1. BnO 5510.1_ Security procedures for Marine Security Guard Battalion Headquarters
2. BnO 5510.3_ Accountability and Control of Classified Material
3. BnO P3501.1_ Standard Operating Procedures for Operations
4. BnO P5040.1_ Command Inspection Program
5. DOS 2630-48-82 Handbook on Terrorism Security and Survival
6. FM 100-37 Terrorist Counteraction
7. JP 3-07.2 JTTP for Anti-terrorism
8. DOS Classified Files

8156-REAC-1037: Conduct a search

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Marine Security Guard without the aid of reference.

STANDARD: By ensuring that personnel, packages and vehicles are secured and screened in accordance with the references.

PERFORMANCE STEPS:

1. Search a subject using a metal detector.
2. Search a package using a metal detector.
3. Identify considerations when searching personnel and key areas to search.
4. Identify indicator and devices used when searching a package.
5. Identify techniques used when searching for explosive devices.
6. Identify techniques when searching a vehicle.

REFERENCES:

1. 12 FAH-6 Security Standards and Policy Handbook
2. BnO P3501.1_ Standard Operating Procedures for Operations
3. FM 100-37 Terrorist Counteraction
4. GrpO P3501.1_ Standard Operating Procedures for Operations
5. JP 3-07.2 JTTP for Anti-terrorism
6. MCO 5500.6_ Arming of Law Enforcement and Security Personnel and the Use of Force
7. MCO 5580.2_ Law Enforcement Manual
8. DOS Classified Files

8156-DET-1038: Describe collateral duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: In support of internal detachment operations, Collateral Duties and the functioning of these duties ensures that good order and discipline is established to provide morale and welfare, and ensure timeline transaction on all discrepancies.

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG assigned to a U.S. mission abroad, given all necessary equipment and personnel, in any environment, and without the aid of references.

STANDARD: In accordance with BnO P3000.1_ and BnO P7200.1_.

PERFORMANCE STEPS:

1. List collateral duties.
2. Describe the characteristics of collateral duties.
3. Identify the responsibilities of collateral duties.
4. Identify references specific to collateral duties

REFERENCES:

1. BnO P3000.1_ Standard Operation Procedures for Collats
 2. BnO P7200.1_ SOP for Mess/MWR Funds
-

8156-MED-1039: Perform emergency first aid

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Marine Security Guard

GRADES: PFC, LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Marine Security Guard at a diplomatic mission, given an emergency situation with a casualty, without the aid of references.

STANDARD: By preventing death or further injury until relieved by follow-on care.

PERFORMANCE STEPS:

1. State the four life saving steps.
2. State the steps of patient assessment.
3. Perform the steps necessary to conduct triage.
4. Conduct emergency first aid.

REFERENCES:

1. MCRP 3-02G First Aid
 2. MCO 1510.89 W/CH 1 ITS, System For Marine Battle Skills Training Volume 1 Entry Level
 3. DOS First Responders Handbook
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4004. 2000-LEVEL EVENTS

8156-CMDC-2001: Perform detachment administrative duties

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Perform the administrative duties and responsibilities associated with the daily operations of a Marine Security Guard Detachment.

BILLETS: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, in any U. S. Mission, and without the aid of references.

STANDARD: Ensuring all administrative duties are completed in a timely, through, and accurate manner in accordance with the references.

PERFORMANCE STEPS:

1. Review operational plans and guard orders in conjunction with the RSO.
2. Account for classified material; supervise maintenance of classified log books.
3. Prepare and maintain detachment directives.
4. Prepare administrative correspondence.
5. Maintain correspondence and SSIC files.
6. Supervise the detachment safety program.
7. Maintain Temporary Personnel Folders (TPFs).
8. Conduct CRS interviews as required.
9. Manage voting program.
10. Conduct after-hours checks.

REFERENCES:

1. BnO P3000.1_ Standard Operation Procedures for Collats
 2. BnO P5000.1_ Standard Operating Procedures for Admin
 3. MCO 5210.11E Marine Corps Records Management Program (Apr 06)
 4. MCO 5215.1K Marine Corps Directives Management Program
 5. MCO P1070.12K Marine Corps Individual Records Administration Manual (IRAM)
 6. MCO P1300.8R Marine Corps Personnel Assignment Policy
 7. SECNAVINST 5216.5 Naval Correspondence Manual
 8. SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual
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8156-CMDC-2002: Perform detachment logistics duties

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Perform the administrative duties and responsibilities associated with the daily operations for a Marine Security Guard Detachment.

BILLETS: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an Asset Verification List (AVL), detachment property listing, State Dept Non Expendable Property Account (NEPA) list, listing of USMC/DOS furnishings/equipment, supply turnover binder, NSN Numbers, backorder messages, and with the aid of references.

STANDARD: To ensure and maintain proper accountability and disposal of all detachment/USMC/DOS issued property IAW the references.

PERFORMANCE STEPS:

1. Maintain the combined AVL property listing.
2. Maintain the NEPA property listing.
3. Maintain the DPL property listing.
4. Maintain turnover binder with all required sections.
5. Maintain tracking system for supply requests with proof of receipt from higher HQ.
6. Maintain Requisition Log book.
7. Maintain Lost, Stolen, Damaged property statements.
8. Maintain Personal Property Listing.
9. Maintain Records of Disposed items.
10. Maintain Records of Received items.
11. Maintain Shortage/Excess reports based off of T/E.
12. Maintain a SLIR to include; training equipment property listing.
13. Maintain CANA accountability.
14. Maintain disinterested party inventories for weapons.
15. Maintain weekly log of mileage and fuel usage by vehicle.
16. Maintain daily PMCS sheets which will include SL-3 and safety equipment lists and accident forms.
17. Maintain copies of vehicle trip tickets.
18. Maintain Navy Motion Picture Service (NMPS) account

REFERENCES:

1. BnO P4400.5 Standard Operating Procedures for Supply
2. MCO 4030.33 Packaging of Material

SUPPORT REQUIREMENTS:

MATERIAL: Sample CMR

8156-CMDC-2003: Manage a 5732 budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a 5732 budget, you're Regional fiscal representative, Group comptroller, the post Budget and Finance (B&F) office, and fiscal turnover binder.

STANDARD: In order to plan for required operating expenses, funding for all official requirements, and to track all expenditures in accordance with the references.

PERFORMANCE STEPS:

1. Draft a fiscal year 5732 budget.
2. Maintain a budget binder.
3. Authorize expenditures.
4. Conduct budget reconciliation.
5. Draft a mid-year budget review.
6. Demonstrate use of and tracking under Defense Travel System (DTS)
7. Conduct end-of-year budget review.
8. Develop a detachment equipment/furniture replacement plan.

REFERENCES:

1. BnO P4001.2_ SOP for Gifts
2. BnO P7000.1_ SOP for Fiscal Management
3. BnO P7200.1_ SOP for Mess/MWR Funds
4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1

SUPPORT REQUIREMENTS:

MATERIAL: End User Computer Equipment

8156-CMDC-2004: Manage a Mess Fund

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: In support of detachment operations, the Detachment Commander is overall responsible for the daily transactions and supportability of the detachment in regards to the mess fund. Mess fund support is critical to the overall functioning of the detachment at foreign posts.

BILLETS: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a mess fund, detachment, mess stock supplies, turnover binder, ledger, and with the aid of reference.

STANDARD: Accounting for 100% of funds and supplies while ensuring appropriate diet is provided to the detachment, in accordance with the references.

PERFORMANCE STEPS:

1. Manage mess funds.
2. Ensure a well balanced diet.

3. Conduct bi-weekly audits.
4. Maintain mess fund records.
5. Maintain and account for mess stock.
6. Manage employees and benefits.
7. Conduct turnover.
8. Supervise collateral duty NCO (MESS).

REFERENCES:

1. BnO P7000.1_ SOP for Fiscal Management
2. BnO P7200.1_ SOP for Mess/MWR Funds

SUPPORT REQUIREMENTS:

MATERIAL: End User Computer Equipment

REG-CMDC-2005: Manage detachment Morale, Welfare and Recreation Funds

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an MWR fund, detachment, turnover binder, ledgers, supplies, extraneous sale items, in an office environment.

STANDARD: Accounting for 100% of funds, supplies, and entries into the logbook in accordance with the reference.

PERFORMANCE STEPS:

1. Manage MWR Ledgers.
2. Conduct a mid-month and end of the month audits.
3. Prepare vouchers.
4. Manage MWR bank account.
5. Maintain credit purchase logbook.
6. Maintain and inventory open/closed stock items.
7. Maintain and inventory extraneous sales.
8. Collect bar bills.
9. Plan, coordinate, and conduct detachment functions.
10. Plan, coordinate, and conduct a Marine Corps Ball.

SUPPORT REQUIREMENTS:

MATERIAL: Vouchers, MWR fund binder, detachment listing of Marines, MWR stock supplies, turnover binder, ledger, local computer equipment and software.

REFERENCES:

1. GrpO P7200.1 SOP For Bar / Mess Funds
-

8156-LEG-2006: Conduct a preliminary inquiry

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Detachment Commanders must be familiar with the procedures, preparation, and legalities associated with a preliminary inquiry.

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an appointment letter, a questionable event, and an office environment and with the aid of references.

STANDARD: To ensure that the rights of individuals are protected and any evidence is legally obtained and preserved in accordance with the reference.

PERFORMANCE STEPS:

1. Obtain appointment by the Commanding Officer.
2. State Article 31 rights to the accused.
3. Collect the evidence in accordance with JAGMAN, and Commanding Officer Authorization.
4. Conduct interviews and/or collect statements.
5. Write report.

REFERENCES:

1. MCO P5800.16 Marine Corps Manual For Legal Administration (LEGADMINMAN)
 2. JAGNIST 5800.7 JAGMAN MANUAL
-

8156-CMDC-2007: Conduct a urinalysis

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Detachment Commanders must be familiar with the procedures, preparation, and legalities associated with conducting and collecting urine, shipping, and discrepancy reports associated with this process.

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given all necessary equipment, in a controlled environment.

STANDARD: To ensure Marines are tested properly, and collection of specimen is delivered to the appropriate testing institution for follow on testing in accordance with the reference.

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an operation plan, detachment, response equipment in an embassy environment.

STANDARD: To achieve effects desired as prescribed in the operations order prepared prior to the training in accordance with the reference.

PERFORMANCE STEPS:

1. Review previous Drill after action reports to determine training focus.
2. Conduct analysis of collective/individual proficiencies to determine training focus.
3. Design Drill scenarios that define: the situation, drill purpose and training goals, method of drill initiation, and coordination with outside agencies (if required).
4. Conduct Response Drill IAW Annual Training Plan.
5. Conduct a Debrief, identifying: Detachment/individual strengths and weaknesses, and possible solutions to deficiencies.
6. Draft an After Action Report, including recommendations for future training.

REFERENCES:

1. BnO P3501.1 SOP for Operations
-

8156-CMDC-2010: Conduct Guard School

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION. Guard school is used to sustain 1000-3000 level events and provide security update.

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given a detachment of Marines, training plans, schedule of events, and all required equipment in an embassy environment.

STANDARD: To ensure Marines have situational awareness, are operationally proficient, trained and perform professionally within the Embassy community.

PERFORMANCE STEPS:

1. Prepare agenda.
2. Conduct accountability.
3. Execute agenda.
4. Produce after-action.
5. Establish standard Guard School topics.

REFERENCES:

1. BnO P3501.1 SOP for Operations
-

8156-CMDC-2011: Conduct Live Fire Weapons Sustainment Training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Conduct live fire weapons training on DoS course of fire.

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As a Detachment Commander, given the required weapons, ammunition, black/response gear, range equipment, supplies and an approved range.

STANDARD: To ensure weapons sustainment of all Marines in accordance with the reference.

PERFORMANCE STEPS:

1. Coordinate range availability and logistical support.
2. Conduct ORM.
3. Establish safety regulations.
4. Enforce safety regulations.
5. Safely transport weapons to/from range location.
6. Prepare the range for course of fire.
7. Conduct PMCS of all weapon systems (before, during, after).
8. Conduct marksmanship preparatory training (safety brief, etc).
9. Issue/Recover ammunition.
10. Issue line commands, as required.
11. Supervise conduct of weapons validation event.
12. Document training.

SUPPORT REQUIREMENTS:

RANGE/TRAINING AREA:

Facility Code 17502 Non-Standard Small Arms Range
Facility Code 17570 Pistol Known Distance (KD) Range

MATERIAL: M9 Service Pistol, M870 Service shotgun, M4 Carbine, Magazines, Black/Response Gear Range Equipment, Cleaning supplies, PPE.

REFERENCES:

1. BnO P3501.1 SOP For Operations
-

8156-CMDC-2012: Conduct Mission Oriented Training / Familiarization Orientation Training (MOT / FOT) certification

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Certifies Marine to stand Post 1.

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an MSG, all necessary equipment, and in a Post One security environment.

STANDARD: To ensure Post 1 certification of all subordinate MSGs in accordance with the reference.

PERFORMANCE STEPS:

1. Conduct MOT/FOT certification.
2. Remediate as required.
2. Validate the checklist.
3. File completed checklist for records of training.

SUPPORT REQUIREMENTS:

MATERIAL: Post One and supporting documentation.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Regional Security Officer (RSO) will certify the Detachment Commanders.

REFERENCES:

1. BnO P3501.1 SOP For Operations
-

8156-CMDC-2013: Complete Behavioral Assessment Tool (BAT) Evaluation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given an MSG and a BAT form.

STANDARD: In order to report behaviors that may become indicators for an individual compromise in accordance with the reference.

PERFORMANCE STEPS:

1. Complete a BAT.
2. Submit in accordance with the reference.

SUPPORT REQUIREMENTS:

MATERIAL: Behavioral Assessment Tool (BAT) form

REFERENCES:

1. BnO 5510.2 Marine Security Guard Continuous Evaluation And Screening Program
-

8156-CMDC-2014: Supervise Detachment Collateral Duties

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLET: Detachment Commander

GRADES: SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a Detachment Commander, given a Marine assigned as collateral duty manager.

STANDARD: To ensure the Marine is properly trained, and the collateral duty is maintained in accordance with the references.

PERFORMANCE STEPS:

1. Conduct Collateral duty training.
2. Ensure Collateral duty manager establishes a turnover binder that is maintained IAW the reference.
3. Ensure Collateral duties are Maintained IAW the reference.

MATERIAL: Collateral duty assignment form.

REFERENCES:

1. GruO P7200.1 SOP For Bar / Mess Fun
-

8156-DET-2015: Perform duties as the Detachment Training Manager

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As an MSG, assigned in writing, given the necessary training and equipment.

STANDARD: To plan, maintain, and document all individual and detachment training with 100% accuracy, in accordance with the references.

PERFORMANCE STEPS:

1. Define orders/directives pertaining to the collateral duty.
2. Perform responsibilities as outlined in the references.
3. Maintain Turnover Binder.
4. Maintain Individual Training records.
5. Maintain and update Training Plan.
6. Ensure all training is appropriately documented.
7. Document all Professional and Personal education / training
8. Under the supervision of the Detachment Commander, execute PFT, CFT, BCP, IAW refs.

9. Demonstrate Systematic Approach to Training and Evaluation and Unit Training Management.
10. Set Up ISMT system IAW Training Manuals (TM).
11. Ensure ISMT tanks are filled and maintained, identify deficiencies to Regional Headquarters.
12. Calibrate ISMT weapons IAW Training Manuals (TM).
13. Contact ISMT Representative at Group Headquarters as required.
14. Ensure accountability of all ISMT SL-3 equipment.

REFERENCES:

1. BnO P1510.1 SOP For Training
-

8156-DET-2016: Perform duties as the Detachment Mess Fund Manager

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Mess Fund Managers must be familiar with the procedures, preparation, and concepts associated with the Mess Fund to include supplies, support, local market, funds and detachment staff utilization and funding of personnel in order to properly evaluate meals, health and sanitation, and compensation for indigenous workers.

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As an MSG, assigned in writing, given the necessary training and equipment.

STANDARD: To plan, maintain, and document all detachment messing, and locally hired personnel, while achieving 100% accountability of all funds and ensuring an appropriate diet is provided to the detachment in accordance with the references.

PERFORMANCE STEPS:

1. Maintain turnover binder.
2. Manage mess fund bank account.
3. Maintain mess fund ledger.
4. Prepare vouchers.
5. Maintain credit purchase logbook (if applicable).
6. Maintain and account for mess stock.
7. Prepare mess bills.
8. Manage detachment employees.
9. Prepare and publish a menu based on a well balanced diet.
10. Conduct bi-monthly audits.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: MCI 3316, Basic Nutrition

REFERENCES:

1. GruO P7200.1 SOP For Bar / Mess Fun
-

8156-DET-2017: Perform duties as the Detachment Supply Manager

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Supply Fund Managers must be familiar with the procedures, preparation, and concepts associated with supply procedures to include supplies, support, correspondence, and local inventory.

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As an MSG, assigned in writing, given asset verification list, property documentation, and the necessary training and equipment.

STANDARD: To plan, maintain, and document all detachment supply accountability and serviceability, while achieving 100% accountability of all gear and components in accordance with the references.

PERFORMANCE STEPS:

1. Maintain required Turnover Binders.
2. Maintain required Log Books.
3. Maintain NSN and SSN.
4. Maintain (1348's) and submit appropriate documentation.
5. Conduct Inventories IAW the reference.
6. Send Reconciliation, maintenance reports, and appropriate correspondence to Higher Headquarters.
7. Maintain Required NMPS documentation and control log books.
8. Coordinate and track maintenance with GSO motor pool.
9. Manage Drivers IAW references.
10. Maintain vehicle documentation.
11. Maintain Safety Kit / Box.

REFERENCES:

1. GruO P4400.5 SOP for Detachment Supply
-

8156-DET-2018: Perform duties as Detachment Response Manager

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Response Fund Managers must be familiar with the procedures, preparation, and concepts associated with response procedures to include post operations plans, supplies, gear, weapons, correspondence, and local inventory.

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As an MSG, assigned in writing, given a turnover binder, response gear, inventories, Post Operation Plans, Response after action reports, and the necessary training and equipment and the aid of references.

STANDARD: To plan, maintain, document, and ensure detachment can effectively respond to operation plans achieving 100% security coverage of area of operations in accordance with the reference.

PERFORMANCE STEPS:

1. Maintain a turnover binder.
2. Conduct inventories of all Response gear and ammunition.
3. Ensure Response room is organized to facilitate proper equipment storage and ease of movement during response scenarios.
4. Assist in development and review of all Detachment Operation plans.
5. Manage the detachments preventive maintenance program to ensure proper equipment serviceability.

REFERENCES:

1. BnO P3501.1 SOP For Operations
-

8156-DET-2019: Perform duties as the Detachment Morale, Welfare and Recreation Manager (MWR)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: MWR Fund Managers must be familiar with the procedures, preparation, and concepts associated with the MWR funds to include supplies, support, local market, funds and detachment functions to include funding of personnel in preparation of the Marine Corps Ball.

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As an MSG, assigned in writing, given the necessary training and equipment.

STANDARD: To plan, maintain, document, and account for 100% of funds and to include extraneous sales, in accordance with the references.

PERFORMANCE STEPS:

1. Maintain turnover binder.
2. Manage MWR fund bank account.
3. Maintain MWR fund ledger.
4. Prepare vouchers.
5. Maintain credit purchase logbook (if applicable).
6. Maintain and account for mess stock.

7. Prepare MWR bills.
8. Conduct bi-monthly audits.
9. Prepare and plan Marine Corp Ball.

REFERENCES:

1. GruO P7200.1 SOP For Bar / Mess Fun
-

8156-DET-2020: Perform duties of the Assistant Detachment Commander

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Perform and assume duties and responsibilities of the detachment commander in his/her absence.

BILLET: Detachment Commander, Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT, GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: As the detachments senior MSG, assigned in writing, with all necessary training and equipment.

STANDARD: To plan, maintain, document, and ensure detachment can effectively reference, report, track, and ensure correspondence responding to the Administrative functions, MSGR and Safety achieving 100% accountability in accordance with the reference.

PERFORMANCE STEPS:

1. Prepare Administrative Correspondence.
2. Maintain Correspondence and SSIC Files.
3. Prepare and Maintain detachment Directives.
4. Review Operational Plans and Guard Orders in conjunction with RSO.
5. Account for Classified Material, supervise maintenance of logbook.
6. Supervise the detachment Safety program.
7. Maintain Temporary Personnel Folders (TPF's).
8. Conduct CRS interviews as required.
9. Manage Voting Program.
10. Conduct regular inspections of MSGR spaces to identify potential maintenance issues.
11. Document and report all maintenance issues.
12. Ensure timely completion of all work orders.
13. Conduct weekly inspections of all Detachment spaces to identify potential hazards.
14. Document and report all unsafe conditions.
15. Maintain and develop Operational Risk Management worksheets.

REFERENCES:

1. BnO P5000.1_ Standard Operating Procedures for Admin
-

8156-DCT-2021: Attend Designated Country Training

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 12 month

DESCRIPTION: Marines selected for Designated Country training will be selected through their respective commands and be identified to return to MCB Quantico for follow on training with the Department of State and other Government agencies to ensure the most qualified Marines are sent to Critical Counter-intelligence Areas of the world.

BILLET: Marine Security Guard

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a MSG, returning to MCESG for additional training, given necessary equipment.

STANDARD: To achieve effects at post necessary for a hard target in accordance with the references.

PERFORMANCE STEPS:

1. Identify the history of CCTP countries.
2. Identify threat.
3. Attend Polygraph session.
4. Attend classified briefs.

REFERENCES:

1. BnO 5510.2 Marine Security Guard Continuous Evaluation And Screening Program
-

IO-INSP-2001: Conduct a Semi-Annual Inspection

EVALUATION-CODED: NO SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Commissioned Officers selected for duty as Inspecting Officers within MCESG will be trained at MCESG on the standards and conduct as well as the references associated with the Inspection program. Inspecting Officers will receive training at MCB Quantico for follow on training with the Department of State and other Government agencies to ensure the most qualified Inspector are aware of procedures within MCESG.

BILLET: Inspecting Officers

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a commissioned officer, assigned in writing, given the necessary training and equipment and the aid of references.

STANDARD: To assess Marine standards, and assess and report the Detachment's readiness in accordance with the reference.

PERFORMANCE STEPS:

1. Schedule SAI.
2. Review previous SAI report and correction letter.
3. Review Pre-Inspection Report and SAI schedule (Submitted by Det Cmdr).
4. Conduct Post In-brief (post / Det)
5. Conduct Post Inspection.
6. Conduct Post Out-briefs (Det / RSO).
7. Complete SAI Report.
8. Submit SAI Report.
9. Supervise Corrective Action by detachment.

REFERENCES:

1. GruO 5040.1 Command Inspection Program
-

IO-INSP-2002: Manage Regional Budgets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLET: Inspecting Officers

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a commissioned officer, assigned in writing, given the necessary training and equipment and with the aid of references.

STANDARD: To accurately plan and supervise required operating expenses, properly fund all official requirements, and track all expenditures with 100% accountability, in accordance with the reference.

PERFORMANCE STEPS:

1. Draft a fiscal year 5732 budget.
2. Maintain a budget binder.
3. Authorize expenditures.
4. Conduct budget reconciliation.
5. Conduct a mid-year budget review.
6. Conduct end-of-year budget review.
7. Develop an equipment/furniture replacement plan.
8. Supervise detachment budget process.

REFERENCES:

1. GruO P7000.1 SOP For Fiscal
-

IO-INSP-2003: Perform Regional logistical duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLET: Inspecting Officers

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: As a commissioned officer, assigned in writing, given the necessary training, turnover binder, and equipment and with the aid of references.

STANDARD: To maintain accountability of all regional (detachment/USMC/DOS) issued property by performing supply reconciliations, SAI inventories (inspections), and tracking supplies IAW the references.

PERFORMANCE STEPS:

1. Maintain Regional SLIR.
2. Maintain Regional NEPA property listing.
3. Maintain Regional DPL property listing; if applicable.
4. Maintain turnover binder.
5. Maintain a supply folder for all detachments.
6. Maintain Requisition Log book.
7. Maintain Lost, Stolen, Damaged property statements.
8. Maintain Personal Property Listing.
9. Maintain Records of Disposed items.
10. Maintain Records of Received items.
11. Manage the Regional CMR.
12. Maintain accountability of Regional vehicle assets.
13. Supervise Detachment Supply Processes.

REFERENCES:

1. GruO P4400.5 SOP for Detachment Supply
-

IO-INSP-2004: Manage a 5732 budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Inspecting Officers

GRADES: 1STLT, CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a 5732 budget, your Regional fiscal representative, Group comptroller, the post Budget and Finance (B&F) office, and fiscal turnover binder.

STANDARD: In order to plan for required operating expenses, funding for all official requirements, and to track all expenditures in accordance with the references.

PERFORMANCE STEPS:

1. Draft a fiscal year 5732 budget.
2. Maintain a budget binder.
3. Authorize expenditures.
4. Conduct budget reconciliation.
5. Draft a mid-year budget review.
6. Demonstrate use of and tracking under Defense Travel System (DTS).

7. Conduct end-of-year budget review.
8. Develop a detachment equipment/furniture replacement plan.

REFERENCES:

1. BnO P4001.2_ SOP for Gifts
 2. BnO P7000.1_ SOP for Fiscal Management
 3. BnO P7200.1_ SOP for Mess/MWR Funds
 4. NAVSO P-6034 The Joint Federal Travel Regulations (JFTR), Volume 1
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MCESG T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AT	Antiterrorism
ATFB	Anti-Terrorism Force Protection Training
AVL	Asset Verification List
BAT	Behavior Assessment Tool
BCP	Body Composition Program
BNO	Battalion Order
B&F	Budget & Finance
CANA	Convulsive Antidote to Nerve Agent
CBN	Carbine / Assault Rifle
CBRN	Chemical, Biological, Radiological, & Nuclear
CCTP	Critical Counterintelligence Threat Post
CCRB	Course Curriculum Review Board
CFT	Combat Fitness Test
CMDC	Command & Control
CMR	Consolidated Memorandum of Receipt
COAST	Consolidated Overseas Accountability Support Toolbox
CRS	Career Retention Specialist
DEERS	Defense Enrollment & Eligibility Reporting System
DETCMDR	Detachment Commander
DODIC	Department of Defense Identification Code
DOS	Department of State
DPL	Descriptor Privilege Level
DSS	Diplomatic Security Service
DT	Defensive Training
DTS	Defense Travel System
E&E	Escape & Evacuation
FAM	Foreign Affairs Manual
FAMFIRE	Familiarization Fire
FMR	Financial Management Regulations
FOT	Familiarization Orientation Training
GSO	General Services Office
HQ	Headquarters
IAW	In Accordance With
ICASS	International Cooperative Administrative Support Services
IED	Improvised Explosive Device
ISMT	Indoor Simulated Marksmanship Training
ITR	Individual Training Records
MCCS	Marine Corps Community Services
MCESG	Marine Corps Embassy Security Group
MCI	Marine Corps Institute
MCO	Marine Corps Order
MOJT	Manage On the Job Training
MCRP	Marine Corps Reference Publication
MOL	Marine Online
MOPP	Mission Oriented Protective Posture
MOT	Mission Oriented Training
MP	Military Personnel

MSG Marine Security Guard
MSGR Marine Security Guard Residence
MWR Morale, Welfare, and Recreation
NBC Nuclear, Biological, & Chemical
NCO Non-Commissioned Officer
NEPA Non-Expandable Property Account
NIPRNET Non-Secure Internet Protocol Network
NLW Non-Lethal Weapons
NMPS Navy Motion Picture Service
NSN National Stock Number
OC Oleoresin Capsicum
OPBUD Operational Budget
OPTAR Operational Target
PII Personal Identifiable Information
PFT Physical Fitness Test
PMCS Preventive Maintenance, Checks & Services
RSO Regional Security Officer
SAI Semi-Annual Inspection
SIPRNET Secret Internet Protocol Router Network
SLIR Shelf Life Inventory Report
SOP Standard Operating Procedure
SSIC Standard Subject Identification Code
SSN Supply Summary Notification
TAD Temporary Additional Duty
TM Technical Manual
T/E Table of Equipment
T/O Table of Organization
TPF Temporary Personnel Folders
T&R Training and Readiness Manual
TTP Tactics, Techniques and Procedures
USMC United States Marine Corps
WPNS Weapons

MCESG T&R MANUAL

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

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An assessment is 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. Chaining is 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 collective event is 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 accomplished 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 Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to proficiency and the ability to accomplish the unit's stated mission.

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 Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

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 Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

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.

D

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.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a Marine or unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

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.

Entry-level training. Pipeline training that equips students for service with the Marine Operating Forces.

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). (1) 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. Event components are the major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: (1) designate unit(s) to be evaluated, (2) may designate an exercise director, (3) prescribe exercise objectives and T&R events to be evaluated, (4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: (1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. (2) Designate the TEC and TECG to operate as the central control agency for the exercise. (3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. (4) Develop the general exercise scenario taking into account any objectives/ events prescribed by the EC. (5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

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 Events. Individual Events specify 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 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, UJTL, 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 (DOD, 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).

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.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TEGC and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions

contained in this order and MCO 1553.3B. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: (1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; (2) conducting detailed evaluator training prior to the exercise; (3) coordinating and controlling role players and aggressors; (4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; (5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. The training plan is a training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods 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 Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All combat units, and units task organized for combat require formal evaluations prior to operational deployments.

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.

MCESG T&R MANUAL

APPENDIX C

REFERENCES

Publications (PUB)

12 FAH	Foreign Affairs Handbook
12 FAH-1	Emergency Planning Handbook
12 FAH-5	Physical Security Handbook
12 FAH-6	Security Standards And Policy Handbook
12 FAH-8	Residential Security Program
12 FAM	Foreign Affairs Manual
12 FAM-330	Residential Security Policy
5 FAH-1	Envelopes And Mailing Handbook
AES 944	Fire Exit Door Control System Manual
AR 525-13	Antiterrorism / Force Protection (AT/FP) Security Personnel, Information & Critical Resources

Group Orders (GruO)

GruO 1050.3	Regulations For Leave And Liberty
GruO 1700.1	Alcoholic Beverage Control
GruO 1742.1	Absentee Voting
GruO 5300.12	Command Substance Abuse
GruO 5370.3	Fraternization And Contact Reporting Requirements
GruO P440.5	SOP For Detachment Supply
GruO 5000.1	SOP For Administration
GruO 5040.1	Command Inspection Program
GruO P5060.1	Marine Corps Birthday Ceremony
GruO P5800.2	SOP For Legal Matters
GruO P7000.1	SOP For Fiscal
GruO P7200.1	SOP For Bar / Mess Fun

Battalion Orders (BnO)

BnO 1400.2	Enlisted Promotion Procedures
BnO 5100.1	SOP For MSGBn Safety Program
BnO 5510.1	Security Procedures For MSGBn HQ
BnO 5510.2	Marine Security Guard Continuous Evaluation And Screening Program
BnO 5510.3	Accountability And Control Of Class Material
BnO 8000.2	Ordinance Procedures for MSG Dets
BnO P1510.1 CH 4	SOP For Training
BnO P3000.1	SOP For Collats
BnO P3120	Individual And Detachment Equipment And Tactics SOP
BnO P3501.1	SOP For Operations
BnO 4001.1	SOP For Gifts
BnO P3501.1	Marine Security Guard School Standing Operation Procedures

Marine Corps Order (MCO)

MCO 1000.9	Sexual Harassment
MCO 1001R.54	Marine Corps Reserve Incremental Initial Active Duty Training (IIADT) Program
MCO 1510.121	Marine Corps Common Skills (MCCS) Sustainment Training (ST)
MCO 1500.52	Marine Combat Water Survival Training
MCO 1510.34	Individual Training Standards System
MCO 1510.89	INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR MARINE CORPS COMMON SKILLS (MCCS), VOLUME I
MCO 1553.3	Unit Training Management (UTM)
MCO 1560.33	Marine Corps Tuition Assistance Program
MCO 1700.22	Alcohol Beverage Control In The Marine Corps
MCO 3302.1	Marine Corps Antiterrorism Program
MCO 3400.3	Nuclear, Biological & Chemical (NBC) Defense Training
MCO 3500.27	Operational Risk Management (ORM)
MCO 3574.2	Marine Corps Combat Marksmanship Program
MCO 4030.33	Packaging Of Material
MCO 4855.10	Product Quality Deficiency Report (PQDR)
MCO 5000.14	Marine Corps Administrative Procedures (MCAP)
MCO 5100.19 W/CH 1-3	Marine Corps Traffic Safety Program (DRIVESAFE)
MCO 5210.11	Marine Corps Records Management Program
MCO 5215.1	Marine Corps Directives Management Program
MCO 5500.6	Arming Of Law Enforcement And Security Personnel And The Use Of Force
MCO 5580.2	Law Enforcement Manual
MCO 6100.13 W/CH 1	Marine Corps Physical Fitness Program
MCO P5800.16	Marine Corps Manual For Legal Administration (LEGADMINMAN)
MCO P1070.12 W/CH 1	Marine Corps Individual Records Administration manual (IRAM)
MCO P1300.8 W/CH1-8	Marine Corps Personnel Assignment Policy
MCO P1553.4	Professional Military Education (PME)
MCO P1560.25	Marine Corps Lifelong Learning Program
MCO P1700.29	Marine Corps Semper Fit Program Manual
MCO P4400.150 W/CH 1-2	Consumer Level Supply Policy Manual
MCO P4450.12	Storage And Handling Of Hazardous Material
MCO P5211.2	The Privacy Act Of 1974
MCO P5300.12	Marine Corps Substance Abuse Program
MCO P5354.1	Marine Corps Equal Opportunity Manual
MCO P7300.21	Marine Corps Financial Execution Standard Operating Procedure Manual

Field Manual (FM)

FMFM 1-0	Leading Marines
FM 3-4	NBC Protection
FM 3-7	NBC Handbook
FMFM 3-11	Chemical Operations Principles And Fundamentals
FMFM 6-4	Marine Rifle Company/Platoon
FMFRP 7-14	The Individual's Guide For Understanding And Surviving Terrorism

FMFM 11-20/FM 3-19 NBC Reconnaissance
FM 22-100 Military Leadership
FM 100-37 Terrorist Counteraction

Department Of Defense Instruction (DODI)

DODINST 5500.7 Department Of Defense (DOD) Ethics And Standards Of
Conduct

Marine Corps Reference Publications (MCRP)

MCRP 3-1 Pistol Marksmanship
MCRP 3-0 Unit Training Management Guide
MCRP 3-0 How To Conduct Training
MCRP 3-02 First Aid
MCRP 3-37 NBC Field Handbook
MCRP 3-37 Field Behavior Of NBC Agents
(Including Smoke And Incendiaries)
MCRP 3-37.2 Chemical And Biological Contamination Avoidance
MCRP 4-11.1 Field Hygiene And Sanitation
MCRP 6-11 Marine Corps Values

Marine Corps Warfighting Publications (MCWPs)

MCWP 3-11.2 Marine Rifle Squad
MCWP 3-35.3 Military Operations On Urbanized Terrain
(MOUT)
MCWP 3-37.2 MAGTF Nuclear, Biological, And Chemical Defense
Operations
MCWP 3-37.2 MTTP For NBC Protection
MCWP 3-37.3 MTTP For CBRN Decontamination

Office Of The Chief Of Naval Operations Instruction (OPNAVINST)

OPNAVINST 1710.7 Social Usage & Protocol Handbook
OPNAVINST 3591.1 Small Arms Training And Qualification
OPNAVINST 5510.1 Department Of The Navy Information And Personnel
Security Program Regulation

Secretary Of The Navy Instruction (SECNAVINST)

SECNAVINST 5210.1 Department Of The Navy Records Management Manual
SECNAVINST 5216.5 Naval Correspondence Manual
SECNAVINST 5500.29 Use Of Deadly Force
SECNAVINST 5510.30 Dept Of Navy Personnel Security Program
SECNAVINST 5510.36 Dept Of The Navy Information Security Program
Instruction
SECNAVINST M-5210.2 Standard Subject Identification Code (SSIC) Manual

Technical Manuals (TM)

TM 0-1005A-10 Operation Manual For The 9MM
TM 10271A-10/1 Operation Manual For The An/PVS 14
TM 11-5855-262-10-2 AN/PVS 7
TM 3-4240-339-10 Operator's Manual For Chemical-Biological Mask, M40

Miscellaneous

DA PAM 385-63	Department Of Defense (DOD) Ethics And Standards Of Conduct
DOS 2630-48-82	Handbook On Terrorism Security And Survival
JAGNIST 5800.7	JAGMAN MANUAL
MCI 033	Fundamentals Of Marine Corps Leadership
MOA	Memorandum Of Agreement Between US Department State And The USMC
Manual For Court-Mart	Manual For Courts-Martial United States
NAVCOMPT	Navy Comptroller Manual
NAVMC 2691	Interior Guard (Aug 08)
NAVSEA 0910-LP-251-4200	Chemical-Biological Mask MCU-2A/P
NAVSO P-6034	The Joint Federal Travel Regulations (JFTR), Volume 1 (Dec 04)
SETL	Security Environment Threat List
TC 19-16	Counteracting Terrorism On US Army Bases
TI 10010-20/5	Serviceability Standards NBC

Other

Ground Equipment Record Procedures
SASSY Using Unit Procedures Manual
Instructor Guide
American Council on Education (ACE) Catalog
Applicable Foreign Language Textbook
Applicable Supply Bulletins
Appropriate Equipment Operating Instructions
Assorted Lock Manuals
Battle Drill Guide (Book 1, Basic Infantry Training/Book 2
Infantry Specific Training)
COLT SMG Operation Manual
Colt M-4 Operation Manual
DOS Basic Field Firearms Officer Course Manual
DOS Classified Files
DOS Fire Protection Guide
DOS First Responders Handbook
DOS Improvised Explosive Device (IED) Security Guidelines
DS/SEB Equipment Manuals
Defensive Activity for Non-Traditional Education Support (DANTES)
Defensive Tactics Instructor Manual
Edge Weapons Awareness Technique Instructors Course
Emergency Planning Handbook
Equipment Surveillance Scheduled/Automated Shelf Life File Card Program
Intellex Digital Recorder Manual
MCI job Aid (ORM)
Monadnock Expandable Baton Instructors Manual
Navy Entertainment Video Program Ashore Management Guide
Oleoresin Capsicum Instructor's Manual
Operating Instructions, Panasonic System Control, WV-CU350
Post Emergency Action Plan (EAP)
Smith & Wesson Academy Chemical Munitions Instructor Manual
Unit NBCD Standing Operating Procedures (SOPs)
Voting Assistance Guide (Current Year)