



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 5530.16C  
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**APR 07 2021**

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE  
QUANTICO ORDER 5530.16C

From: Commander, Marine Corps Installations National Capital Region-  
Marine Corps Base Quantico

To: Distribution List

Subj: SECURITY AUGMENTATION FORCE (SAF)

Ref: (a) MCO 5530.16A Security Augmentation Force Program

Encl: (1) SAF Recall Procedures  
(2) SAF Equipment List

1. Situation. During periods of elevated Force Protection Conditions (FPCON) or Health Protection Conditions (HPCON), emergency/threat situations, or special events, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) may require additional forces to perform security functions. In accordance with reference (a), this order promulgates policy and guidance for the establishment, management, training, and employment of a Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) Security Augmentation Force (SAF).

2. Cancellation. MCBO 5530.16B dated 15 February 2017

3. Mission. MCINCR-MCBQ trains, manages, and employs a SAF to augment the Provost Marshal Office (PMO) during the execution of FPCON Bravo through Delta and to fill critical security needs during emergencies, contingencies, or special events.

4. Execution.

a. Commander's Intent. Select, train and employ Marines from the MCINCR-MCBQ Band as the installation SAF, and to ensure that those Marines maintain a state of training and readiness that enables them to be quickly employed during times of need/crisis.

b. Concept of Operations. MCINCR-MCBQ shall implement a SAF program by conducting an initial screening of all MCINCR-MCBQ Band Marines when they check-in to ensure they meet required standards and background criteria. Selected Marines will then be provided with a block of initial SAF training, conducted annually by Security Battalion. Upon satisfactorily completing training, SAF Marines will be assigned to quarterly SAF duties in order to maintain proficiency.

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When dictated by changes in the threat status or the security situation, the Security Battalion Commanding Officer will request that the installation Commander recall and activate the SAF for employment by the Provost Marshal.

c. Tasks

(1) Assistant Chief of Staff G-3 (AC/S G-3)

(a) Provide Band Marines to serve as the MCINCR-MCBQ SAF

1. The minimum requirement is 36 (Sergeants and below) available to stand duty posts.

2. Band Staff Non-Commissioned Officers are not required to stand posts, though are encouraged to participate in all SAF training and operations.

(b) Ensure band commitments are reduced or limited during SAF training periods.

(c) Conduct quarterly SAF recall drills to test execution of the recall procedures identified in enclosure (1) to ensure Band Marines can be recalled, issued weapons and ammo, and have available transportation within (3) hours of notification.

(d) Coordinate with Security Battalion for scheduling of quarterly SAF duties. When possible, the SAF shall perform quarterly training duty as a unit, with all SAF members participating on the same day.

(2) Commanding Officer, Security Battalion

(a) Designate the Deputy Police Chief as the SAF Commander.

(b) Provide SAF program management and oversight.

(c) Screen and approve SAF nominees.

(d) Provide SAF training (initial block training and sustainment training) quarterly or as needed.

(e) In coordination with the AC/S G-3, establish a quarterly SAF watch/training schedule.

(f) Establish and maintain SAF records.

(g) Provide supervisory authority, commensurate with rank and expertise, within the SAF organization.

(h) Submit transportation requests for block training and quarterly duty to the Transportation Branch, Assistant Chief of Staff (AC/S) G-4, 15 working days prior.

(i) Plan for and provide ammunition for all SAF training evolutions from the Security Battalion ammunition allotment (add SAF requirements to annual Security Battalion ammunition request).

(j) Temp-issue portable radios to the SAF based on operational requirements during activation/training.

(k) Provide a qualified Range Officer in Charge (OIC) and Safety Officer for all SAF training events requiring a live fire range.

(l) Conduct a pre-training coordination meeting that includes representatives from AC/S G-3, G-4, and Band representatives no later than 15 days prior to the start of annual or sustainment SAF block training in order to ensure all necessary coordination is complete.

(m) Maintain (90) rounds of 5.56 millimeter ammunition (minimum of 3240 rounds) available for immediate issue to the SAF.

(n) Issue ammunition to the SAF during recalls (actual employment) and during quarterly proficiency duty.

(3) Assistant Chief of Staff G-4

(a) Coordinate with the Individual Issue Facility (IIF) for SAF member issue of the required combat gear as identified in enclosure (3).

(b) Provide transportation support to the SAF during block training, quarterly duty days, and during a SAF activation.

(c) Provide each SAF member with Table of Organization Weapon and associated sling, magazines, etc. as identified in enclosure (3), for initial training, quarterly training, and during any SAF recalls.

(d) Maintain a minimum of (36) M-16 or M-4 rifles and all associated equipment (assigned to each SAF member by name), available for immediate issue to the SAF.

d. Coordinating Instructions

(1) SAF personnel may not be:

(a) Currently receiving treatment for mental health related illnesses.

(b) Under the influence of a controlled substance or alcohol or be dependent thereon.

(c) Under investigation for a violation of the Uniformed Code of Military Justice.

(d) Subject to processing for involuntary administrative separation or awaiting final discharge.

(e) Prohibited from possessing a firearm or ammunition per The Lautenberg Amendment.

(2) Initial MCINCR-MCBQ SAF training will be conducted as a block of instruction IAW reference (a).

(3) SAF personnel will be armed when performing security duties. The MCINCR-MCBQ Provost Marshal will ensure that prior to being issued a weapon; SAF personnel have been properly trained on the use of force, and are qualified with that weapon.

(4) Quarterly SAF posting and training assignments shall be made with the intent of familiarizing SAF members with the posts and duties they are expected to stand and perform when actually recalled.

(5) The SAF will typically be comprised of two shifts (minimum of 18 Marines per shift), though the SAF OIC, in coordination with the Band OIC, may modify the scheme of SAF employment to meet operational requirements.

#### 5. Administration and Logistics

a. SAF training records will be maintained IAW reference (a).

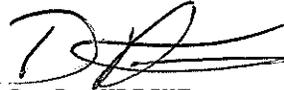
b. SAF personnel that do not meet initial screening requirements, fail to complete all required training, or have a disqualifying event after the completion of training, will be removed from SAF duties.

c. SAF gear, other than weapons, will be permanently issued to the SAF Marines for as long as they are assigned to the SAF. Weapons will be stored at the Yale Hall armory and/or PMO armory.

#### 6. Command and Signal

a. Only the Commander, MCINCR-MCBQ, has the authority to authorize a recall of the SAF.

b. Upon recall for training or an actual contingency, SAF personnel are under the tactical control of the SAF Commander.

A handwritten signature in black ink, appearing to be 'D. R. Wright', with a long horizontal stroke extending to the right.

D. R. WRIGHT  
ACTING

DISTRIBUTION: A

Security Augmentation Force (SAF)  
Recall Procedures

When use of the SAF is requested by the MCINCR-MCBQ Provost Marshal, the following approval and recall procedures will be executed:

1. Commanding Officer, SecBn requests use of the SAF from the MCINCR-MCBQ AC/S G-3 (includes requested report time, report location, number of SAF personnel required, expectation of SAF shifts, and any coordinating instructions with the request). After getting approval to activate the SAF from the MCINCR-MCBQ Commander, the AC/S G-3 notifies the Band OIC to execute a recall of the SAF. SecBn and G-4 are then informed of the SAF recall.
2. The Band Officer is responsible for internal notification of SAF personnel.
3. G-4 is responsible to ensure appropriate armory personnel are available and prepared to rapidly issue required SAF weapons and equipment.
4. MCINCR-MCBQ G-4 ensures that appropriate motor pool personnel are available to provide any required SAF movement requirements (standard movement requirement is one 24-pax bus).
5. Initial SAF muster will take place at the SecBn briefing room (Bldg 2043) after weapons issue. Ammo will be issued by SecBn.

SAF Equipment List

Issued by G-4 (IIF)

1. Light Weight Helmet w/Pads
2. Helmet Cover (reversible)
3. Modular Tact Vest with SAPI plates
4. Hydration System (Camelback)
5. Belt, Equipment, Individual
6. Pouch, M16/M4 Dbl/Sgl Mag
7. Individual First Aid Kit

Issued by Security Battalion

1. T/O Weapon (M16 or M9)
2. Three-Point Sling (for M-16)
3. Magazines