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UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
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QUANTICO, VIRGINIA 22134-5001

MCINCR-MCBQO 5530.16E

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JAN 29 2024

**MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ORDER 5530.16E**

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

To: Distribution List

Subj: SECURITY AUGMENTATION FORCE

Ref: (a) MCO 5530.16A Security Augmentation Force and Course of Instruction

Encl: (1) SAF Recall Procedures  
(2) SAF Equipment List  
(3) SAF Training Curriculum  
(4) SAF Screening Checklist

1. **Situation.** During periods of elevated Force Protection Conditions (FPCON), 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 the reference, this Order promulgates policy and guidance for the establishment, management, training, and employment of a MCINCR-MCBQ Security Augmentation Force (SAF).

2. **Cancellation.** MCINCR-MCBQO 5530.16D.

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

4. **Execution**

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

b. **Concept of Operations.** The MCINCR-MCBQ SAF Program will be established using Marines from tenant commands and activities (through fair share quota). All SAF nominees will be screened to ensure they meet required standards, remaining service, and background criteria. The SAF will be provided a block of initial training, conducted by Security Battalion (SecBn).

DISTRIBUTION STATEMENT D: Distribution authorized to MCINCR-MCBQ tenant activities; other U.S. requests shall be referred to G-1 Adjutant Office, MCINCR-MCBQ.

Upon completion of training, members will return to their parent command. All SAF Marines will conduct one annual security post assignment and quarterly recall drills. When dictated by changes in the threat status or the security situation, the SecBn Commanding Officer will request authorization from the Installation Commander to activate the SAF for employment by PMO.

c. Tasks

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

(a) Develop a fair share quota for tenant commands and activities to provide (39) Marines for assignment to the primary SAF.

(b) Primary SAF grade requirements are listed below:

1. Corporal and below: (36)
2. Sergeant: (2)
3. Staff Noncommissioned Officer: (1)

(c) SAF nominations should be received and the SAF roster completed NLT 1 August annually, concurrent with the completion of the summer PCS season. SAF Marines will be assigned to the SAF from September to the following October (13 months). The 13th month is used to train the incoming SAF and SAF turnover, while the outbound SAF continues to provide a SAF capability to the Installation.

(2) Assistant Chief of Staff G-3 (AC/S G-3). Create and maintain a SAF distribution list in the Quantico Mass Notification System (QMNS). QMNS will be the primary method of recalling the SAF.

(3) Assistant Chief of Staff G-4 (AC/S G-4)

(a) Coordinate with the Individual Issue Facility (IIF) for the required combat gear as identified in enclosure (2).

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

(c) Maintain a minimum of forty (40) M-16 rifles and all associated equipment available for immediate issue to the SAF. Provide each SAF member with Table of Organization Weapon and associated sling, magazines, etc. as identified in enclosure (2), for initial training, activations, and during any SAF recall drills.

(d) Maintain three thousand six hundred (3600) rounds of 5.56 millimeter ammunition (three (30) round magazines per) available for immediate issue to the SAF during activation or recall drills.

(e) Ensure appropriate armory personnel are available and prepared to rapidly issue required SAF equipment and ammunition during a recall drill or activation.

(4) Commanding Officer, Security Battalion

(a) Designate a Provost Marshal Office (PMO) Officer, Staff Non-commissioned Officer, or GS-0083-10 or above Supervisory Police Officer as the SAF Commander.

(b) Ensure all SAF personnel receive the minimum annual training requirements found in enclosure (3). This is the only course of instruction authorized to meet the minimum training requirements. Only lesson plans authorized by PP&O are authorized. Additional training may be conducted to increase SAF capabilities as needed.

(c) Plan for and provide ammunition for any additional SAF training from the SecBn ammunition allotment.

(d) Provide a qualified Range OIC for any additional SAF training events requiring a live fire range.

(e) Submit transportation requests for scheduled SAF training and activation to the Transportation Branch, AC/S G-4, 15 working days prior.

(f) Conduct a pre-training coordination meeting that includes representatives from AC/S G-3, G-4, and command representatives NLT 15 days prior to the start of annual SAF training in order to ensure all necessary coordination is complete.

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

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

(i) On an annual basis, conduct a minimum of one (8) hour shift of security duties for all SAF personnel, preferably within (90) days of initial training to ensure familiarization with the posts and duties they are expected to stand and perform when actually recalled.

(j) Establish and maintain SAF records in the Data House and Reporting Tool (DHART) and the Marine Corps Training Information Management System (MCTIMS).

(k) Provide a list of all SAF personnel to the AC/S G-3 Emergency Manager in order to create a QMNS SAF distribution list for recall purposes. Provide updates to the list as required.

(5) Tenant Commands and Activities

(a) IAW the reference, tenant commands and activities with appropriate military personnel shall support and participate in the installation SAF.

(b) Comply with the fair share quota of primary SAF Marines as identified by the AC/S G-1.

(c) Provide qualified SAF nominations to the AC/S G-1 NLT 1 August annually.

(d) Ensure nominated Marines have sufficient remaining service in order to serve a (13) month SAF tour.

(e) Be prepared to provide a replacement nominee for those personnel that do not comply with SAF screening criteria, or upon the early departure of an assigned SAF Marine.

d. Coordinating Instructions

(1) SAF personnel must meet the following screening criteria:

(a) Must not be currently receiving treatment for mental health related illnesses.

(b) Must not be under the influence of a controlled substance or alcohol or be dependent thereon.

(c) Have no felony-level convictions.

(d) Must not be under investigation for a violation of the Uniformed Code of Military Justice.

(e) Must not be subject to processing for involuntary administrative separation or awaiting final discharge.

(f) Must not be prohibited from possessing a firearm or ammunition (domestic violence/ Lautenberg Amendment).

(g) Must have a current T/O weapon qualification.

(2) In order to maintain continuity and allow for training, primary SAF personnel should be assigned for a minimum of (13) months (September to the following October). The 13th month is used to train the incoming SAF and SAF turnover, while the outbound SAF continues to provide a SAF capability to the Installation.

(3) The initial training block for the SAF will be conducted annually during September.

(4) SAF personnel will be armed when performing security duties. The SAF Commander 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.

(5) SAF personnel must be readily available to support all exercises, emergency/threat situations, or special events during time of need/crisis.

(6) SAF personnel will notify the SAF Commander when they will not be available for recall or activation due to leave, PME, TAD, etc.

(7) SAF personnel are required to enroll their work and personal phone numbers and e-mail addresses in the QMNS. QMNS will be the primary method of recalling the SAF.

5. Administration and Logistics

a. SAF training records will be maintained in DHART and MCTIMS.

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 the SAF and returned to the parent unit. A replacement will be provided by the parent unit.

c. SAF gear, other than weapons, will be permanently issued to the SAF Marines for as long as they are assigned to the SAF.

6. Command and Signal

a. Only the Commander, MCINCR-MCBQ, has the authority to activate the SAF.

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

  
MICHAEL L. BROOKS

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**Security Augmentation Force (SAF) Recall Procedures**

When use of the SAF is required, the following approval and recall procedures will be executed:

1. Commanding Officer, SecBn requests activation of the SAF from Commander, MCINCR-MCBQ.
2. If approved, the Commanding Officer, SecBn notifies the Provost Marshal.
3. The Provost Marshal notifies the SAF Commander.
4. The SAF Commander contacts:
  - (a) The Emergency Communication Center and requests that the duty dispatcher transmit a QMNS notification to the SAF distribution list. The QMNS notification should include a report time, report location, and any coordinating instructions.
  - (b) The MCINCR-MCBQ Command Duty Officer (CDO) for situational awareness and if there are SAF transportation requirements.
5. The MCINCR-MCBQ CDO contacts:
  - (a) Chief of Staff
  - (b) The AC/S G-4 for issue of SAF weapons and ammunition or if SAF transportation requirements are requested.
  - (c) The AC/S G-3 for situational awareness.
6. The AC/S G-4 contacts the Transportation Branch to ensure that motor pool personnel are available to provide any SAF movement requirements (standard movement requirement is one 24-pax bus). The AC/S G-4 contacts the Ordnance Maintenance Branch to ensure that armorers are available to issue SAF weapons and ammunition.

**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 (if no drop holsters)
6. Pouch, M16/M4 DbI/Sgl Mag

**Issued by G-4 (Ordnance Maintenance Branch)**

1. T/O Weapon (M16)
2. Three-Point Sling (for M-16)
3. Magazines (3) as appropriate for T/O weapon

**Weapons and Ammunition Required**

1. (40) M-16 rifles and all associated equipment, available for immediate issue during SAF activation or recall drills.
2. (3600) rounds of 5.56 millimeter ammunition to allow for three (30) round magazines per SAF member.

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**Marine Corps SAF Training Curriculum**

	<b>Training Day 1</b>	<b>Training Day 2</b>	<b>Training Day 3</b>	<b>Training Day 4</b>
0800	Orientation	Weapons nomenclature, Handling, and Conditions	Detain/Transport Suspects	Personnel Identification/Entry Access Control
0900	Use of Force	Range Operations- Marine Corps Patrol Rifle Qualification	Vehicle/Individual Search	
1000			Vehicle/Individual Search PE	Alarm Response
1100	Use of Force Exam			Explosive Threat- Bomb Threat Response
1200	Lunch		Lunch	Lunch
1300	LE & Interpersonal Communication Field Interview		Transport to PMO, Weapons maintenance, return to OMB Armory	Active Threat Response
1400	Law Enforcement Ops	Installation Tour/Gate Orientation		
1500	Protect/Secure Crime Scene		Dismiss	
1600	Dismiss		Dismiss	Dismiss