



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
PSC BOX 20080
CAMP LEJEUNE, NORTH CAROLINA 28542-0080

II MEFO 5530.1
SECMAN
APR 29 2020

II Marine Expeditionary Order 5530.1

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: II MARINE EXPEDITIONARY FORCE GUARD FORCE ORDER

Ref: (a) MCO 5530.15, U.S. Marine Corps Guard Force Manual
(b) MCO 5500.6H CH 1, Arming of Law Enforcement and Security Personnel and the Use of Force
(c) MCIEAST-MCB CAMLEJO 11100.5, Designation, Responsibilities, and Authorities of Area Commanders
(d) GruO 3302.1, II MSB AT/FP Plan
(e) II MSB Area Order 11100.1, Area Responsibilities for Hospital Point and Special Operations Training Group (SOTG) Command Areas
(f) II MSB Policy Letter 03-12, II MEF HQ building Access Control Policy
(g) II MEF LOI 12-11, LOI for Implementation of Policy and Procedures for the II MEF HQ building Electronic Security System
(h) II MEF Order 5300.2, Standard Operating Procedures (SOP) for the II MEF Augments
(i) MARADMIN 600/15 Protection Guidance in Response to Recent Terrorist Events

Encl: (1) II MEF Guard Force Personnel Responsibilities
(2) II MEF Guard Force Definitions and Procedures
(3) II MEF Guard Force Training Schedule
(4) Statement of Understanding Regarding use of Deadly Force
(5) FAP Assignment Checklist
(6) II MEF Guard Force Orders and Colors Procedures
(7) II MEF Access Control
(8) Official AMHS Message template

1. Situation. The II Marine Expeditionary Force (II MEF) Headquarters (HQ) Building is, arguably, the most highly valued structure on Hospital Point due to the many high ranking individuals who work there. A Guard Force is necessary to ensure the security and good order of this building and the surrounding area at all times. This order outlines the duties and responsibilities of the Guard Force and the implementation of arming and the use of deadly force.

2. Mission. The II MEF Guard Force secures the II MEF HQ Building by providing 24-hour security, access control, and limited incident response capabilities to the II MEF Command Element in order to preserve order, protect property, and enforce regulations.

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

APR 29 2020

3. Execution

a. Commander's Intent

(1) Purpose. Provide a Guard Force for the II MEF HQ Building that maintains a high level of force protection for the II MEF CE headquarters area in order to secure the II MEF HQ building. Members of the Guard Force are required to be proficient in their duties and professional in their conduct.

(2) Method. In order to have an effective Guard Force it is imperative that nominations be pre-screened, have proper periodic training, and conduct methodical turnovers during rotations.

(3) End-state. The II MEF Guard Force is fully capable of securing the II MEF HQ building and the surrounding area, safeguarding the individuals within, preserve order, protect property, and enforce regulations.

b. Concept of Operations. The Commanding General, II MEF, will task G-1 to provide personnel for II MEF Guard Force via Automated Message Handling System (AMHS) to subordinate units. The message will be released four weeks before the next rotation of Guard Force Marines will be needed. Standards for the performance and conduct of Guard Force members are included in enclosures (1) and (2). Prerequisites for selection as members of the Guard Force are promulgated via the AMHS message.

c. Tasks

(1) II MEF, G-1

(a) Provide appropriate administrative support to assign Guard Force personnel to a temporary assigned duty (TAD) status.

(b) Screen Guard Force nominations for accuracy and compliance with minimum standards and Guard Force requirements.

(2) II MSB

(a) Facilitate logistical support for the Guard Force.

(b) Oversee the procurement, issue, maintenance, and proper storage of ordnance equipment and ammunition needed by the II MEF Guard Force in performance of their duties.

(c) Provide and install clearing barrels and clearing procedures signs for II MEF HQ building.

(3) II MEF, G-6

(a) Oversee the procurement, issue, maintenance, and proper storage of communications equipment needed by the II MEF Guard Force encompassing the performance of their duties.

(4) II MSB, Supply Officer. Create a Responsible Officer (RO) account for each oncoming commander of the guard or guard chief for TAMCN items assigned to the Guard Force.

APR 29 2020

d. Coordinating Instructions

(1) Parent commands will ensure that Marines report to II MEF for duty in accordance with the dates contained in the AMHS message. Personnel check-in to the II MEF G-1 office, II MEF HQ building, wearing the uniform of the day.

(2) Personnel requirements for the II MEF Guard Force will be distributed among building tenants and II MEF subordinate units. The Guard Force is comprised of:

1	Guard Chief	E-7/E-6	USMC
1	Platoon Sergeant	E-5	USMC
1	Security Clerk	E-4/E-3	USMC
3	Sergeant of the Guard (SOG)	E-5/E-4	USMC
6	Corporal of the Guard (COG)	E/4	USMC
24	Sentries	E-1 to E-3	USMC

(3) Guard Force Marines will adhere to procedures in enclosures (1) and (2). Guard Force Marines will be screened by their parent commands prior to checking in and again when they report for Guard Force duty. Upon completion of Deadly Force training, Statements of Understanding in enclosure (4) will be signed by all Guard Force Marines.

(4) 2d Marine Division and II Marine Information Group Enabler Battalions, provide Marines for the II MEF Guard Force duty per the released AMHS message to ensure that the most qualified Marines are selected.

(5) Guard Force Marines will adhere to the training detailed in enclosure (5), and follow the procedures outlined in enclosure (6) for the conduct of colors.

4. Administration and Logisticsa. Administration

(1) Parent units will detach their nominations for Guard Force duty to the Command Element of II MEF on a TAD status. The TAD assignment is effective for a period of approximately 180 days.

(2) The Support Battalion, II MEF S-1 is responsible for all administrative issues pertaining to the Guard Force personnel.

(3) Marines assigned to the Guard Force will be housed in the II MEF command element barracks for the duration of their time on TAD.

(4) Marines in possession of meal cards who are assigned to guard shifts that do not support dining in the chow halls during normal hours will apply to have their Discounted Meal Rate (DMR) deduction stopped. Upon receiving authorization, Marines will receive an approved NAVMC 10522, which the Marine will provide to the IPAC Customer Service Branch along with their issued meal card. Marines will have their DMR restarted and be reissued a meal card once they complete their Guard Force tour of duty. Nominated Marines who have an open DMR deduction in the Marine Corps Total Force System and do not have a meal card in their possession must have a missing meal card statement from their parent command upon check-in. Marines who report to the Guard Force that fall into this situation will not be accepted for duty without either their meal card or the missing meal card statement from their parent command.

b. Logistics. The II MEF, G-4 will provide logistical support to the II MEF Guard Force and react to emergent logistical needs.

5. Command and Signal

a. Signal


(1) The originator for this order is the II MEF Security Manager. The point of contact (POC) for this order is the II MEF Guard Force Chief at (910) 451-4544.

(2) This order is updated, as necessary, to provide appropriate procedures and standards for the execution of the II MEF Guard Force. At a minimum, it will be reviewed annually.

b. Command

(1) The II MEF Guard Force is assigned to Headquarters Company, II Marine Support Battalion, II Marine Information Group. All concerns regarding the Guard Force should be relayed to the Commander of the Guard or the Guard Force Chief.

(2) This order applies to resident commands of the Hospital Point Area and to subordinate units of II MEF.


R. S. MORGAN
Chief of Staff

Distribution: A
Copy to:
II MEF
2d MARDIV
II MIG H&S Co
II MSB

APR 29 2020

II MEF Guard Force Personnel Responsibilities

1. General. Responsibilities and duties of members of the Guard Force are described in this enclosure. Responsibilities and duties not included herein should be included in special orders issued by the Commanding Officer. Orders will be in writing and will always be available to those concerned.

2. Commanding Officer (CO). The responsibility of the Commanding Officer for the security of the command is absolute except as otherwise directed by competent authority. The authority of the Commanding Officer is commensurate with the level of responsibility, subject to the limitations prescribed by law and Navy Regulations. The Commanding Officer may delegate authority to subordinates for the execution of details of this Chapter, but such delegation of authority shall in no way relieve the Commanding Officer of the responsibility for the security of the command.

3. Commander of the Guard. The Commander of the Guard has overall responsibility for all matters pertaining to the guard.

a. Obeys the orders of the CO. The Commander of the Guard will report to the CO for any additional orders that may have been issued.

b. Ensures that all members of the guard are correctly instructed in their orders and duties and that they are understood and properly executed.

c. Ensures that the sentries and their equipment are in proper condition and that special orders for each post are posted in their proper location.

d. Keeps the Guard Chief informed of his/her location at all times.

e. Informs the CO immediately of any dangerous, suspicious, or unusual occurrences.

f. Ensures that proper training is being conducted and that prescribed turnover procedures are being observed and followed.

4. Guard Chief. The Guard Chief ensures proper instructions, discipline, and performance of the duty of the guard.

a. Obeys the orders of the CO and Commander of the Guard.

b. Provides/coordinates all required training to guard personnel.

c. Ensures all guard functions are executed properly.

d. Provides/coordinates administrative and logistical support to guard personnel.

e. Ensures that the SOGs understand their duties thoroughly and carry out their duties promptly and efficiently.

f. Will conduct formal relief, conducting sight count for all weapons and ammunition, examines the log of the SOG and causes any errors therein to be corrected and effects the relief of the SOG.

g. Coordinates with II MEF G-4 for billeting, MREs, and water supply for the Guard Force in the event of a destructive weather recall.

h. Coordinate any special security requirements for special events that take place at or in the CE building, i.e. ceremonies, conferences, etc.

i. Notes and reports any damage or required maintenance to the CE building common areas to II MEF G-4. Also tracks progress of work requests for such discrepancies.

j. Tours the CE building common areas every Friday morning and ensures cleanliness. The Guard Chief will report discrepancies or defects to the Commander of the Guard.

k. Maintains training jackets and mentor logs on all SOGs.

l. Maintains CMR for all Guard Force equipment.

m. Ensures proper maintenance procedure are followed for all equipment on the CMR.

n. Ensures that all Guard Force Marines are trained to conduct weapons and ammunition turnover correctly and that they do so each and every time guard change over occurs. Guard Chief will conduct a serial number check and round count once every business day and record it via the log book.

5. Platoon Sergeant. The Platoon Sergeant assists the Guard Chief in ensuring proper instructions, discipline, and performance of the duty of the guard.

a. Assist the Guard Chief in ensuring proper instruction, discipline, and performance of duty of the main guard.

b. Obey and enforce the orders of the CO, Commander of the Guard, and Guard Chief.

c. Inspect the guard as directed and ensure that the guard booth is in good state of police.

d. Supervise and council junior Marines

e. Conduct assigned training for the Guard Force during training weeks, and ensure that junior Marines complete their assigned Professional Military Education before returning to their parent units.

f. Create, conduct, and supervise training plans for the guard teams.

g. Ensure SOG's and COG's understand their assigned duties and responsibilities.

h. Assist the Commander of the Guard by keeping positive and accurate accountability of the Guard Force Marines.

i. Maintain accurate counts of all guard equipment and gear.

APR 29 2020

6. Sergeant of the Guard (SOG). The SOG assists the Guard Chief in ensuring proper instructions, discipline, and performance of duty of the on-duty guard.

- a. Obeys the orders of the CO, Commander of the Guard, and Guard Chief.
- b. Ensures that the property under charge of the guard is cared for and accounted for properly.
- c. Compiles an accurate and complete recall roster for each relief. One copy of the recall roster will be posted in the guardhouse, and one copy will be forwarded to the Guard Chief.
- d. Ensures that reliefs are posted on schedule.
- e. Ensure that the COGs understand their duties thoroughly and carry out their duties promptly and efficiently.
- f. Inspects the guard as directed, but must inspect each relief at least four times while on post.
- g. Will conduct two sight counts per shift, and make an entry into the SOG log.
- h. When absent from the guardhouse, the SOG directs the COG of the relief on post to perform guardhouse duties until the SOG returns.
- i. When COG of the relief on post is absent from the guardhouse, the SOG temporarily assumes the duties, or designates another member of the guard to do so.
- j. Ensures that the guardhouse and its surrounding areas are maintained in proper police.
- k. Immediately informs the Guard Chief of any dangerous, suspicious or unusual occurrence. If the Guard Chief cannot be reached, contact the Commander of the Guard and if they cannot be reached contact the II Mission Support Battalion. In the unlikely chance none of them can be reached the II MEF CDO is located in the Littoral Warfare Training Center (LWTC), at 451-8318 for emergencies only.
- l. Maintains the SOG log and enters concise accounts of all important and pertinent events that transpire during the tour of duty and that affect the guard. Exercises care in preparing the log, which is an official record of the command. Under the last entry SOG signs name and grade. Upon finishing, reports to the Guard Chief with the oncoming SOG for relief and posting.
- m. Informs the COG of his/her whereabouts at all times.
- n. Maintains training jackets and mentor logs on all Marines assigned to his/her team.

APR 29 2020

o. The SOG will ensure that proper weapons and ammunition turnover is conducted during every change over period. The SOG will conduct a property count at every turnover and record it via the Guard Force logbook.

7. Corporal of the Guard (COG). The COG supervises the members of the guard assigned to that relief. He or she will perform the guardhouse duties of the SOG when the latter is absent from the guardhouse.

a. Obeys orders from the CO, Commander of the Guard, Guard Chief, and SOG only.

b. The COG is required to know and understand the special orders of every sentry on the relief. The COG forms the relief in sufficient time to issue guard property and inspect appearance and fitness for duty. The COG instructs each member concerning orders and duties, ensuring they understand all orders.

c. The post of the COG is in the guardhouse at Post 1. When required to depart the post in the performance of duties, the COG notifies the SOG, who will assume those duties or designate another member of the guard to do so. The SOG, the COG of the relief on post, or a member of the guard designated to perform the duties of the COG shall be present at the guardhouse at all times. The COG allows no one to enter the guardhouse without authority.

d. Goes at once to, communicates with, or sends a patrol to any sentry who calls for the Corporal of the Guard.

e. The COG reports immediately to the SOG all violations of regulations and unusual occurrences.

f. The off-going COG ensures that the COG of the next relief is ready in time to form the oncoming relief, and post the guard at the proper time.

g. COGs will ensure that they and the sentries conduct proper weapons and ammunition turnover when coming on and going off duty.

8. Sentries

a. All members of the guard will memorize, understand, and comply with the General and Special Orders for sentries as they pertain to their particular post (see Chapter 3).

b. Members of the guard not on post will remain in the immediate vicinity of the guardhouse except when granted permission to leave by the Guard Chief.

c. Members of the guard assigned as sentries will stand duty at Post 1.

d. Sentries will adhere to the weapons and ammunition turnover procedures each and every time their shifts change over.

e. Members of the guard will maintain in their possession at Post 1 all required PPE.

APR 29 2020

II MEF Guard Force Definitions and Procedures

The Security Manager of II Marine Expeditionary Force (II MEF) is responsible for access control of the MEF Command Element (CE) Headquarters area. II Mission Support Battalion (MSB) has established a Guard Force, under the control of II MSB Commanding Officer to preserve order, protect property, and enforce regulations in the II MEF CE area. The Guard Force will adhere to and carry out their duties as prescribed by the following procedures.

This document addresses the performance of the Guard Force as it applies to the area occupied by the II MEF CE.

1. Definitions. The following terms are common references for the Guard Force:

a. Challenge: The command, "HALT, WHO GOES THERE?" is given by a sentry to cause an unidentified person or party to halt and be identified.

b. Commander of the Guard: The Officer or Staff Noncommissioned Officer (SNCO) whom has overall responsibility for all matters pertaining to the guard. The Commander of the Guard reports to the II MSB.

c. Commanding Officer (CO): Any officer authorized to establish a guard.

d. Corporal of the Guard (COG): The COG directly supervises the members of the guard assigned to his/her relief. The COG performs the guardhouse duties of the Sergeant of the Guard (SOG) when the SOG is absent from the guardhouse. The COG will be a corporal.

e. Guardhouse: A location designated as the headquarters of the guard.

f. Guard Chief: The SNCO who ensures proper instruction, discipline, and performance of duty of the guard. The Guard Chief reports to the Commander of the Guard.

g. Guard Force: The guard is detailed by a commander to preserve order, protect property, and enforce regulations within the jurisdiction of his/her command.

h. Guard Shack: A location designated as the main post of the guard.

i. Post: The place or area where a sentry is stationed, or the place where a member of the guard other than a sentry is required to be when not performing duties elsewhere; to direct any member of the guard to assume prescribed duties or position in formation. There are three basic types of posts:

(1) Fixed. A post where security personnel normally remain at one point or within a specific area (e.g., gates, towers).

(2) Mobile. These posts may also be referred to as roving patrols. They are used for perimeter surveillance, area patrols, etc. Security forces may be on foot or in vehicles.

APR 29 2020

(3) Administrative. These posts include the Commander of the Guard and Guard Chief.

j. Relief: The procedure whereby a posted member of the guard is relieved and a new member is posted in his/her place under the supervision of a SOG.

k. Relieve: To direct any member of the guard to cease performing the prescribed duties.

l. Sergeant of the Guard (SOG): The SOG assists the Guard Chief in ensuring proper instruction, discipline and duty performance of the guard. The SOG will be a sergeant.

m. Sentry: An enlisted Marine assigned to duty as a member of the guard to keep watch, maintain order and protect personnel and property.

n. Watch: A period of time during which a member of the guard performs the prescribed duties, beginning when posted and terminating upon being relieved by proper authority.

2. Composition

a. The II MEF Guard Force is composed of three teams. Each team is on duty for 24-hours and is composed of two 12-hour reliefs and a SOG. Both the day and night relief will consist of one COG and four sentries. The Commander of the Guard and Guard Chief are on duty at their administrative posts during normal working hours and are available at their recall numbers after hours.

b. The CO or the Commander of the Guard may assign additional sentries or special guards as required.

c. In times of increased force protection conditions (FPCONS), the Guard Force will support the Hospital Point Area Guard Force (AGF).

3. Posts. The II MEF Guard Force consists of three posts.

a. Post 1 is a fixed post and it is located near the main entrance of the CE building. This post will be manned by at least two personnel at all times.

b. A Mobile post roves the building hallways and external area at random intervals. This post will be manned by two to four sentries at any given time.

c. There is one administrative post. The Commander of the Guard and Guard Chief's administrative post is located in the CE building on the first floor.

4. Weapons and Ammunition Turnover

a. Guard Force Marines will conduct all weapon and ammunition turnover at the provided clearing barrel for proper safety.

(1) Off-going Marines will clear the weapon; on-coming Marines will observe the weapon being cleared before taking possession of the weapon.

APR 29 2020

(2) On-coming Guard Force Marines will ensure that the serial number on the weapon they are receiving matches the number listed in the log book.

(3) On-coming Marines will observe a full round count being conducted by the off-going Guard Force Marines. The on-coming Marines will then log this in the log book and counting it again as they reload the ammunition.

(4) SOGs will be present during all turnovers to observe round counts and the transfer of weapons.

(5) On-coming Guard Force Marines will sign for all SL3 gear in the logbook at the time of change over.

5. Use of Deadly Force. Deadly force is defined as the force which a person uses causing, or that he/she knows or should know would create a substantial risk of causing, death or serious bodily harm. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. Use of deadly force will be in accordance with reference (b).

6. Additional Instructions Involving Firearms

a. Due to the inherent dangers in handling weapons, proper loading and unloading procedures will be followed at all times. It is the CO's responsibility to ensure that the required training takes place and is regularly reinforced. The Guard Force training plan and turnover procedures are located in enclosure (5) and (6).

b. All local policies, practices, directives relating to the arming of law enforcement and security personnel, and the conditions under which they may use deadly force will be in accordance with the applicable Department of the Navy instructions.

c. All personnel assigned to perform law enforcement or security-type duties will receive instructions on applicable regulations relating to the use of force and enticement to commit an illegal act. In addition, quarterly instructions will be given to all personnel assigned such duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force. Such instruction should be situation and operationally oriented. Practical demonstrations will be incorporated that apply the general guidelines and rules of these instructions as to the specific situations in which armed law enforcement and security personnel are likely to find themselves at a particular command.

d. All law enforcement and security personnel will be fully instructed in the use and safe handling of the weapons and equipment provided in accordance with the provisions of appropriate manuals and orders pertaining to the variety of weapons/equipment associated with law enforcement and security duties.

e. Property or information that would compromise or seriously damage the national defense mission if lost or damage while at a post shall only be authorized or designated by the appropriate authority. Commander of the Guard/Guard Chief/Sergeant of the Guard/Corporal of the Guard will ensure that all sentries are informed about any such specially designated property/information at their post so they may apply appropriate force in preventing loss or damage of these items.

APR 29 2020

f. It is to be expressed to all law enforcement and security personnel that ignorance of and/or negligence with regards to the procedures of the II MEF Guard Force will not be a valid justification for misconduct, whether intentional or not. It is the responsibility of the Commander of the Guard and Guard Chief to ensure appropriate training and explanation of the procedures to the Marines of the Guard Force. It is the Guard Force Marines responsibility to clearly understand or ask for clarification.

Operational Procedures

1. General. This Chapter provides guidance on the daily operational procedures for the II MEF Guard Force.

2. Chain of Command. The II MEF Guard Force falls under the command and control of the CG, II MEF at all times. The hierarchical guard structure is utilized for reporting and accountability purposes. All issues will be reported by the SOG to the Guard Chief for routing up the chain of command. However, after normal working hours and on all weekends and holidays, the SOG will report serious incidents that require immediate attention to the II MSB. In these instances the SOG will make a subsequent notification to the Guard Chief and or the Commander of the Guard.

3. Guard Mount. The COG of each relief will prepare their relief for guard mount prior to each shift. The SOG will conduct guard mount for each relief on his/her team 20 minutes prior to assuming post. This includes weapons and ammunition count and the transfer between reliefs. The mounting of the guard will be conducted at the designated clearing barrel. Discrepancies will be annotated and the Guard Chief will be notified immediately for guidance to correct the issue. All personnel will strictly adhere to weapons handling procedures and safety rules at all times. All personnel will maintain a high level of appearance, bearing, and professionalism at all times.

a. Elements of Guard Mounting. Guard mounting consists of six phases:

(1) Guard Muster. A muster formation will be held by the COG to ensure that all sentries for that shift are present and accounted for.

(2) Relief Mount Brief. Mount Brief will be conducted by the SOG for all members of the guard on that relief. The brief will cover, general orders, special orders, deadly force, rules of engagement and weapons safety.

(3) Personnel Inspection. The COG inspects the sentries, equipment, and gear to ensure everything is accounted for and operational. The SOG will inspect: ammunition count, batteries, flashlights, personal protective equipment, and anything else deemed necessary.

(4) Weapons inspection. The SOG will conduct a formal weapons inspection by inspecting the following: cleanliness, functionality and proper condition.

(5) Weapons loading and unloading. The SOG will ensure that all weapons loading and unloading procedures are carried out in a safe manner and in accordance with Marine Corps regulations.

(6) The COG is responsible for ensuring all personnel assigned to that

relief are fully prepared to assume post. No sentry will be posted that does not meet the requirements of the guard mount. If the COG feels a sentry is not fit to stand post, they will recommend to the SOG that the sentry not be posted. Reasons for not posting a sentry include but are not limited to: not being alert, lack of knowledge on matters pertaining to the guard, dirty and/or unserviceable uniform, not having the required equipment or gear, illness, under the influence etc. If the sentry is not posted, appropriate disciplinary action may be taken by the chain of command.

4. Incident Response. The II MEF guard force has a limited incident response capability. For serious incidents (i.e., personnel breaching the CE building, the actual or attempted theft of information whose loss or damage would compromise or seriously damage the national defense mission, the attempted, actual, or threat against personnel and or facilities) the Guard Force will immediately dispatch sentries to engage the threat, then cordon off and secure the area. The SOG will immediately inform the chain of command to initiate the lock down procedures and call the Provost Marshal's Office (PMO). Once PMO has arrived on scene the Guard Force will follow their commands.

5. Area Patrol. Guard Force personnel will patrol the CE building and surrounding area to ensure the security of the building. Any significant event, damage to facilities, or work requests needed will be annotated in the SOG log book and forwarded to the Guard Chief. After normal working hours and during weekends and holidays, significant events will first be reported to the II MEF CDO.

a. Working hours. During normal working hours (Monday-Friday, 0600-1800) the interior and exterior of the building will be patrolled at random intervals. On weekends and holidays the Exterior hatches will be checked to ensure they are secured.

b. After hours. From the Hours of 1800-0600 the interior and exterior of building H-1 will be patrolled frequently to ensure the security of the building. Each patrol will consist of two to four Marines. At a minimum, the building will be patrolled once every hour.

6. Tour of Duty. There are a minimum of three teams on guard at all times. Each team will consist of one SOG, two COGs and eight sentries. Each team is split into two reliefs. The SOG is on duty for 24-hours. Both reliefs will consist of two COGs and four sentries. All teams are on a three week rotation. Week one is a long week consisting of two days on, 3 days off, two days on. Week two is a short week consisting of two days off, three days on, two days off. Week three is a training week.

a. Duty Days. The duty day will begin at 0600 and end at 0559 the next day. The team on duty will be at their post or on their rest cycle. The first relief takes post at 0630 and is relieved by the second relief at 1830. The SOG and COG will coordinate a chow plan for all members of the team ensuring that there is at least two personnel at post 1 at all times. The SOG and COG will be available at all times.

b. Training Week. The training week is utilized to conduct training or other administrative required by the Guard Chief. Examples of such training include but are not limited to: required annual training, remedial guard training, unit physical training, etc. The entire team will report to the Guard Chief in the uniform of the day, every day, of their training week.

APR 29 2020

7. Post and Relief. Post and relief of the guard is done formally at 0630/1830 at the designated clearing barrel. The SOG post and relief is conducted formally by the Guard Chief. At this time the Guard Chief will conduct sight and ammunition counts and review the SOG logbook. The Guard Chief will pass any additional orders at this time.

8. Guardhouse Maintenance. Each off-going relief will ensure the guard shack, guardhouse, quarterdeck, and the entryway at Post 1 has been properly policed prior to being relieved. Every Thursday a complete field day of the guardhouse and Guard Chief's office will be conducted. The Guard Chief will check to ensure that this maintenance is being conducted in a satisfactory manner.

9. Destructive Weather. In the event of a natural disaster the guard force will turn in all weapons and ammunition to the armory and evacuate. The II MSB will make the decision as to when they need to evacuate.

APR 29 2020

II MEF GUARD FORCE TRAINING SCHEDULE
Battle Rhythm and Training Plans

WEEKLY BATTLE RHYTHM

MONDAY - Chief Stand-up (All SOGs & Plt Staff)	TUESDAY	WEDNESDAY - 2 nd & 4 th Weeks Co. Training Meeting	THURSDAY	FRIDAY - Weekly Look-Ahead (Plt Staff & All SOGs)	SATURDAY - Standby	SUNDAY - Standby
---	----------------	---	-----------------	--	------------------------------	----------------------------

WEEK 1: INTRODUCTORY TRAINING

MONDAY

Time	Event	Location/ Materials Required
0800-0805	Accountability Muster	TAD Orders, Writing Gear (WG)
0805-0900	Personnel Intros, Personnel Data Sheets, Recall Roster	WG, Personnel Data Sheets, Blank Recall Roster
0900-0910	BREAK	
0910-1000	II MEF Guard Intro Class/Guard Mount Class	Intro Brief, Guard Order, WG
1000-1010	BREAK	
1010-1100	Guard Responsibilities	Guard Order, GR Checklist, WG
1100-1200	Chow	
1200	Accountability Muster	RECALL ROSTER
1200-1530	Finalize Check-in/Weigh-ins/COMRATS Forms	TAD Orders, Check-in Sheets
1530-1600	Clean-up/Passdown	

TUESDAY

Time	Event	Location/ Materials Required
0730-0800	Guard Mount	Recall Roster
0800-1100	AMAG Introduction Class (PhySec)	WG
1100-1200	Chow	
1200-1215	General Orders	WG
1215-1230	Special Orders	WG
1230-1300	Responding to Alarms	WG
1300-1310	BREAK	
1310-1330	Use of CCTV	CCTV Coverage Map, WG
1330-1400	Roving Responsibilities	WG
1400-1420	Guard Shack Requirements	WG
1420-1430	BREAK	
1430-1530	Identifying Soft Spots and Risk Mitigation	WG, building Walk through
1530-1600	Clean-up/Passdown	

WEDNESDAY

Time	Event	Location/ Materials Required
0630-0700	Guard Mount	Pistol Range
0700-1200	CPP Shoot	Pistol Range
1200-1300	CHOW	
1300-1530	ISMT CMP Shoot	BSTS
1530-1600	Clean-up/Passdown	

THURSDAY

Time	Event	Location/ Materials Required
0730-0800	Guard Mount/Team Assignment	Recall Roster

0800-0930	Use of Force/Escalation of Force	UOF Form, WG
0930-0940	BREAK	
0940-1030	General Staff/VIP Familiarization	WG
1030-1040	BREAK	
1040-1200	Conduct of Colors	WG
1200-1300	CHOW	
1300-1600	Practice Morning and Evening Colors	N/A
1600-1630	Field Day/Passdown	

FRIDAY

Time	Event	Location/ Materials Required
0730-0800	Guard Mount	Recall Roster
0800-0900	General Knowledge Exam	WG
0900-1200	Shadow/Colors Practice	
1200-1300	CHOW	
1300-1400	Co/SgtMaj Brief	WG
1400-1600	Shadow/Colors Practice	
1600-1630	Clean-up/Passdown	

SUSTAINMENT TRAINING TOPICS

TRAINING PACKAGE A	TRAINING PACKAGE B	TRAINING PACKAGE C
<ul style="list-style-type: none"> • Active Shooter Response • Shoot/No-Shoot ISMT • Simulation Range 	<ul style="list-style-type: none"> • Indecent Response • Tactical Decision Games • Additional EOF Training 	<ul style="list-style-type: none"> • After action reports • PME • Monthly counseling • MCMAP • Classes on Fitreps/ Marine net

APR 29 2020

STATEMENT OF UNDERSTANDING REGARDING USE OF DEADLY FORCE

Rank _____ Name _____

EDIPI _____ Date _____

1. Inherent Right of Self Defense. Unit commanders always retain inherent right and obligation to exercise unit self-defense in response to a hostile act or demonstrated hostile intent. Unless otherwise directed by a unit commander as detailed below, I may:

a. _____ Exercise individual self-defense in response of a hostile act or demonstrated hostile intent.

b. _____ I understand that when I am assigned and acting as part of a unit, my individual self-defense should be considered a subset of unit self-defense. As such, my unit commander may limit my individual inherent right of self-defense. (This needs clarification on unit self-defense and what it really means to a PFC because you are limiting his/her right to defend oneself).

2. De-escalation and Use of Non-Deadly Force. I understand that:

a. _____ When time and circumstances permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening actions.

b. _____ Force is to be used only as a last resort, and the force used should be the minimum necessary. The use of force must be as reasonable to counter the threat. If force is required, non-deadly force is authorized and may be used to control a situation and accomplish the mission, or to provide self-defense of DOD forces, defense of non-DOD persons in the vicinity if directly related to the assigned mission, or in defense of the protected property, when doing so is reasonable under the circumstances.

3. The use of deadly force. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. Deadly force is authorized under the following circumstances:

a. _____ When DOD unit commanders reasonably believe that a person poses an imminent threat of death or serious bodily harm to DOD forces. Unit self-defense includes the defense of other DOD forces in the vicinity.

b. _____ Defense of non-DOD persons in the vicinity, when directly related to the assigned mission.

c. _____ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property or assets designated as vital to national security.

d. _____ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (i.e., explosives, weapons, ammunition, etc.).

e. _____ When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purposes of DOD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to

(Enclosure 4)

STATEMENT OF UNDERSTANDING REGARDING USE OF DEADLY FORCE
public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

4. Additionally, when directly related to the assigned mission, deadly force is authorized under the following circumstances:

a.____ When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (i.e., setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

b.____ When deadly force reasonably appears to be necessary to prevent the escape of a prisoner, provided there is probable cause to believe that such person(s) have committed or attempted to commit a serious offense, that is, one that involves imminent threat of death or serious bodily harm and would pose as imminent threat of death or serious bodily harm to others in the vicinity.

c.____ When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense (as indicated in paragraph 3 above).

5. Additional Specific Instructions.

a.____ I am prohibited from firing warning shots.

b.____ I will remove my pistol from my holster only when:

(1) The use of deadly force is imminent, or to affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situations.

(2) Ordered to do so by competent authority.

(3) Returning to storage.

(4) Cleaning it in an authorized area.

(5) Post and relief procedures.

(6) Training and familiarization drills.

c.____ I will show due regard for the safety of innocent bystanders when using force.

6. I will not point any firearm at any person except:

a.____ To gain control of a situation.

b.____ When I intend to use deadly force.

c.____ During on duty reaction drills, only after I have checked the firearm and it has also been checked by my supervisor to ensure the weapon is free of ammunition.

STATEMENT OF UNDERSTANDING REGARDING USE OF DEADLY FORCE

7. ____ If I chamber a round in my rifle/pistol, or remove my pistol from its holster, proper notification will be made and a Statement of Force will be completed.

8. ____ When clearing a firearm I will follow current policies and procedures pertaining to firearms handling, clearing, and safety.

a. ____ No weapons will be cleared without a supervisor (Sergeant of the Guard (SOG) or above) present and clearing will be accomplished only in the designated area (i.e. clearing barrel).

b. ____ When drawing a weapon from the armory/arms room, rounds will only be drawn after ensuring the weapon is clear.

c. ____ When returning a weapon to the armory/arm room, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

d. ____ I will immediately report any violation of these policies or procedures to my chain of command.

9. ____ I am prohibited from using a privately owned firearm or ammunition on duty.

10. ____ During training exercises and testing, I will check my firearm and will ensure a secondary inspection by another person, to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

11. ____ I will comply with these principles when using non-lethal weapons or techniques in such a manner that could cause death or serious bodily harm.

12. ____ Acknowledgement. I have been instructed on the use of deadly force and acknowledgement that I understand and will comply with the basic rules for the use of force and weapons safety. I acknowledge the failure to comply with the basic rules for the use of force and weapons safety may result in administrative, disciplinary, and/or criminal penalties.

(print) Rank Last Name, First Name

Signature/Date

APR 29 2020

FAP ASSIGNMENT CHECKLIST FOR CATEGORY II AND III FAP PERSONNEL

PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice M01133-3 (Marine Corps Recruiting Information Support System) (May 23, 2008, 73FR 30095) AUTHORITY Maintenance of the system under 5 U.S.C. 5042, Headquarters U.S. Marine Corps 5 U.S.C. 301, Departmental Regulations, and E.O. 9387 (SSN) PRINCIPLE: Prospective applicants and reserve entitlement programs. PURPOSE: To provide recruiters, administrators, and decision makers with information necessary, which may influence the decision making process. ROUTINE USE: Are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DOD as pursuant to 5 U.S.C. 552a(b)(3) DISCLOSURE: Mandatory for request to be processed

RANK	NAME	EDIPI/MOS	PRESENT UNIT
1. Did service member enter service under the Enlistment Incentive Program or reenlisted under the Selected Reenlistment Bonus? (Exception: Marines may be assigned providing the FAP Assignment billet MOS is consistent with the guarantee of the program.)			YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Does the service member have insufficient obligated service to complete the FAP assignment? (Member should have 60 days of service remaining after FAP rotation date or 90 days remaining if transition classes and final physical need to be completed prior to terminal leave.)			YES <input type="checkbox"/> NO <input type="checkbox"/>
Current EAS: _____ Terminal Leave Begin Date: _____ Submitted: YES / NO Approved: YES / NO			
3. Has service member displayed a pattern of substandard performance or unacceptable conduct during the past three 3 months?			YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Has service member been issued Special Duty Assignment or Permanent Change of Station/Assignment Orders?			YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Is the service member pending military or civilian charges for any offenses?			YES <input type="checkbox"/> NO <input type="checkbox"/>
6. <u>E-4s and below only</u> Is service member's average Proficiency and Conduct markings in service lower than 4.0? Pro: _____ Con: _____ In service			YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Was service member convicted by court-martial within the last six (6) months?			YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Is service member pending NJP, received NJP within the last three 3 months or serving a suspended portion of punishment?			YES <input type="checkbox"/> NO <input type="checkbox"/>
9. Is service member currently assigned to the Force Preservation Program and assessed as a High or Medium risk?			YES <input type="checkbox"/> NO <input type="checkbox"/>
10. Is service member pending voluntary or involuntary administrative separation proceedings for any reasons?			YES <input type="checkbox"/> NO <input type="checkbox"/>
11. Is service member taking prescribed medications that could adversely influence behavior? (i.e. anger, depression, anxiety, suicidal thoughts, etc.)?			YES <input type="checkbox"/> NO <input type="checkbox"/>
12. Is service member assigned to the Family Advocacy Program?			YES <input type="checkbox"/> NO <input type="checkbox"/>
13. Is service member assigned to the Body Composition Program and being assigned to a FAP billet that restricts BCP assignment? (Note: Service members who exceed height and weight standards that are not officially assigned to the BCP are ineligible for FAP assignment).			YES <input type="checkbox"/> NO <input type="checkbox"/>
14. Does service member have a pre-approved leave period?			YES <input type="checkbox"/> NO <input type="checkbox"/>
15. Does service member have an outdated rifle qualification? Personnel reporting for FAP assignment after 1 May should have a current FY weapons qualification. Last rifle qualification: Score: _____ Date: _____			YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVER <input type="checkbox"/>
16. Is service member currently assigned to light duty, limited duty or experiences chronic medical condition, multiple medical appointments, etc.) that would result in absences? Date(s)/reason of absence: _____			YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVER <input type="checkbox"/>
17. <u>Female Service Members only</u> : Is the service member pregnant or within the prescribed a post-partum period after pregnancy?			YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVER <input type="checkbox"/>
18. AA&E Screening: Is the AA&E screening checklist and local records check completed and attached? Applies to range/armory billets outlined in enclosure (2) of II MEFO 5300.4/MCIEAST-MCB CAMLEJO 5300.4.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
19. An answer of "YES" to questions 1 to 14 are dis-qualifiers for assignment. An answer of yes to questions 15 to 18 require a pre-coordinated waiver with the Installation FAP coordinator. (Navy Personnel Administrative Center (NPAC) should provide guidance concerning equivalent restrictions for Naval personnel assigned to the FAP.			YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>
I understand that I will not be afforded an opportunity to attend PME schools necessary for promotion eligibility or complete required annual marksmanship training if assigned to a 6 month (or less) FAP billet			
Service Member Printed Name/Grd:		Signature:	Date:
OIC/SNCOIC Printed Name/Grd:		Signature:	Date:
BN/SDN/CO CO/XO Printed Name/Grd:		Signature:	Date:
Supporting MSC Printed Name/Grd:		Signature:	Date:
Supporting Unit FAP Coordinator Printed Name/Grd:		Signature:	Date:

II MEF Guard Force Orders and Colors Procedures

1. Types of Orders. Orders for Guard Force sentries are of two types; general and special. Together, with the regulations relating to General Orders, they compromise the orders which govern main and special guard sentries on post.

2. General Orders and Regulations. General Orders apply to all sentries of the main and special guard. All members of the main and special guards are required to memorize, understand and comply with the General Orders for sentries.

a. Number 1. TO TAKE CHARGE OF THIS POST AND ALL GOVERNMENT PROPERTY IN VIEW.

(1) The number, type (fixed or patrol), and limits of a sentry's post constitute part of the special orders. The post's limits are defined to include every place to which the sentry must go to execute those special orders. Within these limits, the sentry has authority over all persons on that post see reference (e).

(2) A sentry reports immediately to the COG for every unusual or suspicious occurrence noted.

(3) The firing of a weapon at another person by an armed sentry is considered justified under certain conditions only. The conditions under which an armed sentry may fire are discussed in chapter 1, par. 6 and 7 of this Order.

b. Number 2. TO WALK MY POST IN A MILITARY MANNER, KEEPING ALWAYS ON THE ALERT AND OBSERVING EVERYTHING THAT TAKES PLACE WITHIN SIGHT OR HEARING.

(1) Special orders will prescribe the manner in which a sentry shall walk (stand, ride, or sit) that post and carry any assigned weapon. Such manner is dependent upon the type of post (fixed or patrol) and the specific duties involved, but sentries will always conduct themselves in a military manner and remain vigilant and attentive to their duties.

c. Number 3. TO REPORT ALL VIOLATIONS OF ORDERS I AM INSTRUCTED TO ENFORCE.

(1) A sentry reports a violation of orders to the COG at the first opportunity and to any Officer or Noncommissioned (Petty) Officer of the Guard inspecting him/her.

d. Number 4. TO REPEAT ALL CALLS FROM POSTS MORE DISTANT FROM THE GUARDHOUSE THAN MY OWN.

(1) To call the COG for any purpose other than relief, fire or disorder, a sentry will call, "Corporal of the Guard, Post ____". When

sentry posts are located within hearing distance of each other, a sentry receiving a call from a post more distant from the guardhouse than his/her own they repeat the call to the next post loudly, distinctly and exactly as it was received.

e. Number 5. TO QUIT MY POST ONLY WHEN PROPERLY RELIEVED.

(1) If a sentry requires relief because of sickness or other reason, the sentry calls, "Corporal of the Guard. Post ___, relief".

(2) When so ordered, a sentry on the last relief of a post leaves at the proper time, returns to the guardhouse, and reports to the COG.

(3) Sentries are relieved according to the procedures described in chapter 5 of this Order.

(4) A sentry may leave the prescribed limits of a fixed or patrol post to protect government property in view or to apprehend an offender, only if these duties cannot be accomplished within the prescribed limits of the sentry's post. A sentry must inform the COG before leaving post under ANY circumstances, EVEN IF immediate action is essential.

f. Number 6. TO RECEIVE, OBEY, AND PASS ON TO THE SENTRY WHO RELIEVES ME ALL ORDERS FROM THE COMMANDING OFFICER, OFFICER OF THE DAY, AND OFFICERS AND NONCOMMISSIONED (PETTY) OFFICERS OF THE GUARD ONLY.

(1) During the tour of duty, a sentry is subject to the orders of the Commanding Officer, Field Officer of the Day (if assigned), Officer of the Day, and Officers and Noncommissioned (Petty) Officers of the Guard only. In emergencies, however, the senior line officer present may give orders to sentries. In addition, any officer or noncommissioned (petty) officer is authorized to report violations of regulations by members of the guard. Sentries of special guards not under the jurisdiction of a main guard are subject to the orders of their unit Commander and Officers and Noncommissioned (Petty) Officers of the Special Guard only.

(2) A sentry will give up any assigned weapon only when ordered to by a person from whom he or she lawfully receives orders from while on post. Unless necessity therefore exists, no person will require a sentry to surrender any assigned weapon while that sentry is on post.

g. Number 7. TO TALK TO NO ONE EXCEPT IN THE LINE OF DUTY.

(1) When persons make proper inquiries of a sentry, courteous, but brief answers will be given. Long conversations will be discouraged. When challenging or holding conversations with a person, a sentry armed with a rifle will take the position of port arms.

APR 29 2020

h. Number 8. TO GIVE THE ALARM IN CASE OF FIRE OR DISORDER.

(1) In case of fire, the sentry immediately calls; "Fire, Post ____" and gives the alarm or makes certain an alarm has been given. If possible, without endangering oneself or the performance of duties, the sentry extinguishes the fire. If not, the sentry directs the responding emergency services to the fire. The sentry notifies the guardhouse of all actions as soon as possible.

(2) In case of disorder, the sentry immediately notifies the COG. The sentry then takes proper corrective action. If the assistance of the guard is required, the sentry calls; "Corporal of the Guard, Post ____, Request Assistance."

i. Number 9. TO CALL THE CORPORAL OF THE GUARD IN ANY CASE NOT COVERED BY INSTRUCTIONS.

(1) Whenever a sentry encounters a situation not covered by general or special orders, or about which the sentry is in doubt, the sentry will call the COG for further instructions.

j. Number 10. TO SALUTE ALL OFFICERS AND ALL COLORS AND STANDARDS NOT CASED.

(1) Colors and standards are cased when furled and enclosed in a protective covering.

(2) Sentries render salutes as prescribed in Navy Regulations and other portions of this Manual with the following exceptions:

(a) No salute is rendered by a member of the guard who is engaged in the performance of a specific duty, the proper execution of which would prevent saluting.

(b) A sentry armed with a pistol does not salute after challenging. The sentry stands at raise pistol until the challenged person has passed. While at raise pistol and holding a conversation, he does not salute, but remains at raise pistol until the person has passed.

(c) A sentry armed with a rifle at sling arms will render the proper salute to all officers after challenging them and positively identifying them. If at port arms, the sentry remains at port arms until the officer has passed.

(3) A sentry in conversation with an officer will not interrupt the conversation to salute unless the officer salutes a senior, in which case the sentry will also salute.

(4) A sentry armed with a rifle (except at sling arms) salutes

by presenting arms. Present arms is only executed when halted. If armed with a rifle at sling arms, or holstered pistol (except after challenging), the sentry halts and renders the hand salute.

k. Number 11. TO BE ESPECIALLY WATCHFUL AT NIGHT AND DURING THE TIME FOR CHALLENGING, TO CHALLENGE ALL PERSONS ON OR NEAR MY POST AND TO ALLOW NO ONE TO PASS WITHOUT PROPER AUTHORITY.

(1) If a sentry observes a person approaching post during the time for challenging, the sentry calls; "HALT, who is there?", while the person is still far enough away for the sentry to take effective measures should the person rush after being challenged. Before challenging, the sentry takes the most advantageous covered and/or concealed position from which to identify, detain, or apprehend the person or party. In effecting identification, the sentry may require the challenged person or one of a party to move as necessary to affect positive and prompt recognition. Normally upon receiving an answer to the challenge, the sentry will command; "Advance, (repeats the answer to the challenge such as "Officer of the Day") to be recognized." The sentry halts the person advanced again, at a point where recognition can be affected.

(a) Positive recognition of all persons claiming authority to pass is the sentry's main consideration. The sentry must ascertain that those challenged are, in fact, the persons they represent themselves to be and have authority to be there before permitting them to pass. If not satisfied as to their identity, the sentry will detain the person or party and call the COG.

(b) The sentry will permit only one member of a party to approach the post for the purpose of recognition. On receiving an answer that indicates the party is friendly and may be authorized to pass, the sentry will command "Advance one to be recognized". When that one has been recognized, the sentry directs the person to bring up the rest of the party and to identify each individual as he/she passes.

(1) If two or more persons or parties approach the sentry's post from different directions at the same time, they will be challenged in turn and required to halt and remain halted until advanced. A sentry never permits more than one person to advance at the same time. The senior person or party is the first one advanced.

(2) If a person or party is already advanced and in conversation with a sentry, the latter will challenge any other person or party that may approach. If the new person or party challenged is senior to the one already on the post, the sentry will advance the new person; otherwise, the sentry will advance no one until the first person or party leaves.

(3) Answers to a sentry's challenge intended to confuse or mislead are prohibited, but the use of such an answer as "friend" is

not to be construed as misleading. It is the usual answer made by officers or patrols when the purpose of their visit makes it desirable that their official capacity should not be announced.

3. Special Orders. Special Orders are promulgated by the CO to prescribe special duties for guard sentries not contained in the General Orders. Each member of the II MEF Guard Force is required to understand and comply with special orders that apply to them. Copies of special orders for the guard are posted conspicuously in the guardhouse for reference by all members of the guard.

a. Access Procedures and Collateral for the II MEF CE Building

(1) Permanent Access Control Badges. Personnel in possession of a permanent access control badge will be allowed access to the building in accordance with their granted privileges. Unless otherwise directed by the CO or Commander of the Guard, they do not need to have their identification verified. Guard personnel will ensure that badges are worn or displayed at all times while personnel are in the CE building. Personnel that do not have a badge displayed will be stopped and questioned. Those that are determined to be unauthorized will be escorted to the guardhouse.

(2) Visitor Access Control Badges. Personnel that do not have a permanent access control badge must sign into the visitor's logbook at Post 1 in order to receive a visitor access control badge. The log book will include the visitor's full name, rank (if applicable), unit/workplace, unit phone number, section they are visiting, point of contact for the section they are visiting, time in, time out, date of visit, and badge number they are issued. They will return the badge and sign out of the logbook upon exiting the building. Visitor access control badges for classified areas will only be issued after verification of security clearance by the II MEF Visitor Control Center. Guard personnel will ensure badges are signed back in and are accounted for. If a badge is not returned, the SOG will contact the member's unit/workplace and request return of the badge. The Guard Chief will be notified of badges that are not returned.

(a) Service members requiring a visitor access control badge must present a military identification card for access.

(b) Civilians that have a DoD issued identification card and that are on an access roster approved by the II MEF, II MIG, or II MSB Security Manager's Office do not require an escort to enter the CE building.

(c) Civilian visitors that do not have DoD issued identification card and that are not on an access roster approved by the II MEF, II MIG, or II MSB Security Manager's Office will require an escort to enter the CE building. The escort must be provided by the section the individual is visiting. Military personnel not

APR 29 2020

physically possessing a DoD issued identification card will also require an escort. Military personnel and civilians with a DoD issued identification card do not require an escort; however, these visitors must still be cleared by the II MEF, II MIG, or II MSB Security Manager's Office to enter classified areas. The II MEF Guard Force will not be used as escorts at any time.

(3) Authorized Access Points. Authorized access points vary depending upon an individual's required and approved access.

(4) Piggybacking. Piggybacking is when personnel with a badge allow un-badged personnel access without signing them in at Post 1. This typically happens when a badged individual opens a side door and allows others in the door with them. Piggybacking is not authorized. All personnel that do not possess a permanent access control badge must sign into the visitor's log book and get a visitor access control badge. The Guard Chief will notify the SOG of any exemptions.

(5) Colors. The II MEF Guard Force, under the supervision of the II MEF CDO, is responsible for the conduct of morning and evening colors. The CDO will instruct the SOG which flag is to be flown and the proper height each morning. The CDO should be present for the colors ceremonies, but should the CDO not be present, the SOG will call the CDO with any questions. The compact disc with appropriate music is maintained in the guard binder at Post 1.

(a) Colors will be conducted by the on-duty shift of Guard Force Marines.

(b) At T -30 the SOG will inspect the detail to ensure the guards have proper/clean uniforms, fresh shaves and proper haircuts. The SOG will also inspect color music.

(c) At T -15, the II MEF CDO will report to Post 1 to supervise colors. At this time under supervision of the II MEF CDO, the guard will ready themselves for morning colors.

(d) At T -10, the COG will be centered on the flag pole just outside the building, facing the flag pole, holding the appropriate flag to be flown. Sentries will get on line flanking the COG and facing the flag pole. The COG will then march the detail within one pace of the flag pole. Upon halting the COG will command "POST" and the sentries will assume posts on the left and right side of the flag pole and stand at the ready. The Sentry on the left will then untie the lanyards from the flag pole and stand at the ready. The COG will attach the flag to the hooks on the lanyard and maintain control of the flag.

(e) At sounding of colors, the sentry on the right will render honors to the flag, the sentry on the left will raise the flag at a ceremonial pace, and the COG will maintain control of the flag as it rises ensuring it does not come into contact with the ground. The COG will render honors to the flag once it leaves his/her control. Once the flag reaches the top of the flag pole, the sentry on the left will secure the lanyards to the flag pole and render honors to the flag.

(f) Upon completion of colors, the COG will say "Ready, CUT" and the detail will cut their salutes. Then the COG will give the command "POST" and the sentries and COG will face appropriately and come on line with the COG facing the building. The COG will then march the detail back to the starting point. The COG will report to the II MEF CDO that the colors have been posted then dismiss the detail.

NOTE: For half-mast procedures action will remain the same until the flag has been raised to the top of the flag pole. After the flag reaches the top of the flag pole, the left sentry will slowly lower the flag to down half-mast.

(6) Evening Colors. The SOG will contact the II MEF CDO each day to determine the time for evening colors. The SOG will conduct the evening colors as follows:

(a) At T -30 the SOG will inspect the detail to ensure the guards have proper/clean uniforms, fresh shaves and proper haircuts. The SOG will also inspect color music.

(b) At T -15, the II MEF CDO will report to Post 1 to supervise colors. At this time under supervision of the II MEF CDO, guards will ready themselves for morning colors.

(c) At T -10, the COG will be centered on the flag pole just outside of the building facing the flag pole. Sentries will get on line flanking the COG and facing the flag pole. The COG will then march the detail within one pace of the flag pole. Upon halting, the COG will give the command "POST" and the sentries will assume their posts on the left and right side of the flag pole. The sentry on the left will then unsecure the lanyard and stand at the ready.

(d) At the sounding of colors, the sentry on the left will lower the flag at a ceremonial pace while the COG grabs the flag before it comes into contact with the ground and disconnect the flag from the hooks on the lanyard. The sentry on the left will then secure the lanyard back to the flag pole and render honors to the flag.

(e) Upon completion of colors, the COG will say "Ready, CUT" and the detail will cut their salutes. Then the COG will give the command "POST" and the sentries and COG will face appropriately

APR 29 2020

and come on line with the COG facing the building. The COG will then march the detail back to their starting position. The COG will report to the II MEF CDO that the colors have been retired then dismiss the detail.

NOTE: For half-mast procedures detail actions will generally remain the same. Prior to lowering the flag, the sentry on will raise the flag to the top of the flag pole and then lower the flag in the same manner as prescribed above.

(7) Destructive weather

(a) In the event of destructive weather, the Guard Force will be required to maintain the security of the CE building. An additional team will be called in to support continuous operations and to augment the team on watch as required. The team that is on watch at the time of notification and the team recalled to augment the guard will stay in the building until released by the Commander of the Guard. Marines will need personal hygiene items and proper PPE to include: MTV/Plate carrier, Kevlar, eye protection, hearing protection, and gloves. The SOG will establish a plan for all personnel on watch at the time of notification to retrieve their PPE and personal items. Billeting, MREs and water will be provided by the II MSB S-4 and will be coordinated by the Guard Chief.

(b) Recall Procedures. The Guard Chief will initiate recall procedures in the event of destructive weather. The procedures for recall we be as follows:

(1) Upon the setting of Tropical Cyclone condition III, all guard personnel will be put on an alert status. The guard rotation will continue as normal, but all personnel not on watch will be prepared to report upon order.

(2) Upon the setting of Tropical Cyclone Condition I, the Guard Chief will recall the second relief of the team on watch and the next team in the watch rotation. The third team will remain on stand-by at their place of residence in the event they need to be recalled also.

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

REF: (a) II MEFO 5510.1E
(b) MCO 5530.14A
(c) II MEF LOI 12-11
(d) GruO 3302.130
(e) II MEFO 5500.1
(f) Security Act of 1950 Sec 21, 50 U.S.C. 797
(g) North Carolina General Statutes 14-269
(h) Manual For Courts-Martial (2019)
(i) MCIEAST-MCB CAMLEJO 5810.3
(j) North Carolina General Statues 14-269
(k) GruO 5530.15B
(l) II MEF Policy Letter 4-19

1. Purpose. To establish an access control for II Marine Expeditionary Force Command Element (II MEF CE) spaces. It provides clear guidance for inspections and searches to ensure there is no contraband and/or weapons in unauthorized spaces.

2. Cancellation. II MEF Policy Letter 11-18.

3. Scope. This policy applies to all military personnel, Department of Defense (DOD) civilians, contractors, and guests requiring access to II MEF Command Element (CE) spaces. This document is developed and designed to enforce the overall II MEF Information and Personnel Security Policy (IPSP) pursuant to references (j) and (k) and to protect government personnel, property, and assets.

4. Access Procedures. Personnel requiring access to II MEF CE spaces will adhere to the following procedures:

a. Permanent Personnel Access. Military personnel, DoD civilians, and contractors that require daily access to II MEF CE spaces must request an access badge from the II MEF Visitor Control Center (VCC). See the II MEF Security SharePoint site (<https://eis.Usmc.mil/sites/IIMEF/security/SitePages/Home.aspx>). Permanent personnel of Major Subordinate commands/Elements (MSC/E) who possess valid security badges will enter the facility using an access control reader or presenting their credentials to the guard force personnel located on the quarter deck (main entrance) of II MEF CE spaces. For each area to which the individual requests access, the Sections Security Point of Contact (POC) must initial beside the requested wing to certify the individual is permitted badge access to the wing. Security POCs are authorized to grant access to their respective wings to permanent personnel. Individuals will be required to get signatures for other wings by each wing's approved official(s).

(1) Access Roster. Access rosters identify those persons authorized to enter an area, after regular business hours, in the performance of their duties and will be signed by the commanding officer, Officers-in-Charge (OIC), or designated representative. Rosters will be posted on the interior of the door of the designated space. Unaccompanied access is limited to persons for essential operations and requires those persons to be cleared and/or screened by the command and the security office prior to access being granted. These rosters must be validated by the section monthly to ensure accuracy. All sections will ensure the II MEF Visitor Control Center (VCC) has updated access rosters hung on the II MEF Security SharePoint site. The VCC will provide the II MEF Guard Force with approved access rosters monthly.

APR 29 2020

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

Personnel, not on the after-hours/unescorted access rosters, will not be granted access. The individuals granted unrestricted access to the wings should be limited, and must be reflected on the wing access roster.

(2) Section Security POC. The Section Security POC is the liaison between their wing and the Security Manager's office. These individuals are responsible for submitting access rosters to the VCC on SharePoint and maintaining updated access information on the interior of their wing's door. The Section Security POCs are also authorized to provide access to individuals who work outside of that wing.

(3) Badge Display. All badges must be worn at all times while inside the building and removed immediately outside of the building. Badges will be visible at all times by displaying on the outermost garment above the waist. If the badge cannot be displayed with a clip/clasp then a lanyard must be worn.

b. Visitors Access

(1) Access to non Open Storage Secret (OSS) and non Sensitive Compartmented Information Facility (SCIF) spaces. Visitors only needing one-time access to the II MEF CE spaces must request an access badge from the VCC. These individuals must sign-in with the II MEF Guard Force at the main entrance to receive a visitor's badge. In order to receive a visitor's badge, a visitor must turn in their valid driver's license, state ID, picture ID, or weapons cards. When logging the issuance of a visitor badge, the guard will ensure that the date, time in/out, person's name, visitor badge number, and section visiting are recorded in the logbook. An escorted visitor may be brought through one of the common access doors and be immediately escorted to the quarter deck to get a visitor badge. See the II MEF Security SharePoint.

(2) Access to OSS and SCIF spaces. Prior to arrival, military personnel, DoD civilians, and contractors without a badge or a Major Subordinate Command/Major Supported Element (MSC/MSE) approved badge must submit a visitor request via the Joint Personnel Adjudication System (JPAS). The visitor's Security Manager's Office (SMO) will send the request via JPAS to the II MEF SMO. The visit request must be submitted via JPAS three duty days prior to the intended visit date. All visit requests are generated and processed through JPAS. No other means of visit request will be honored. Agencies that use Scattered Castles must contact the II MEF SMO at least five duty days prior to the day of the visit. This allows verification through the II MEF G-2/SSO to occur. See the II MEF Security SharePoint.

(a) Visitors that arrive without a visit request will be given the unit's SMO code they are attempting to visit and their owning (parent command) security office will send a visit request. This visitor's request must be submitted by their security office and validated by the visiting security office before the visitor is authorized access.

(b) A single visit request may remain in effect for up to 1 year and must have an appropriate name and phone number of the permanent personnel the visitor is desiring to meet. The II MEF VCC cannot be listed as the POC/sponsor. It is the responsibility of the submitting agency and the POC to validate and remove any inactive personnel that no longer require access.

APR 29 2020

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

(c) The visitor's SMO must ensure each visitor is "read-in" or indoctrinated to the appropriate security clearance access level in JPAS. The II MEF Security Office will verify the visitors "need to know" and access eligibility. If a visitor is not "read-in," the visit request is invalid.

(d) II MEF Exercises/Events: Visit requests must be submitted to the II MEF SMO in JPAS via the visitors SMO. The request must identify the II MEF Exercise/Event in the additional information section.

(e) Classified spaces must be sanitized (all classified material removed/put away) in the event a visitor enters the space without the required security clearance. The visitor must be escorted by permanent personnel holding the required security clearance. The escort will enter the area and announce that an escorted visitor is entering the space and all classified processing will stop to include classified discussions and handling of classified material. Once the area has been sanitized the escorted personnel is permitted to enter. During the visit escort will periodically remind individuals that they have an escorted visitor in the area. Once the escorted visitor departs the escort will announce "all clear".

(3) Badges. II MEF VCC allows frequent visitors to submit a request for a permanent badge. Frequent visitors are individuals that are presently working in or visit II MEF CE spaces at least twice a week. The issued badge removes the need for a visit request, but will not grant automated access to any wings in the building. Badge and Access Request Form-Visitor Personnel must be completed by the individual requester, and the requestor must be sponsored by II MEF CE permanent personnel who are Staff Non-Commissioned Officers or Officers. The application will be returned to the II MEF VCC for clearance verification and processing. The badge will be issued for the requestor's length of tour, end of contract, or security clearance expiration whichever occurs first. Lost, damaged, or stolen badges must be reported to the II MEF VCC immediately. A new badge will not be issued until a new badge and access request form is submitted. In the interim, a visitor badge will be issued upon submission of Badge and Access Request Form-Permanent Personnel.

(a) Billet. General/flag officers and their civilian counterparts (i.e. Senior Executive Service) are eligible for a permanent badge without the need for a sponsor. This rule only applies to general officers and their civilian counterparts, not their staff.

(b) The Commanding General, Deputy Commanding General, Chief Of Staff, Commanding Officer, Sergeant Major, Command Master Chief, Assistant Chief of Staff (AC/S), (AC/S) deputies, command inspector generals, and security personnel do not have to present a badging form to the VCC.

(c) Group Badging.

1. Unclassified briefs: Units will provide a roster along with a representative to ensure proper accountability for a specific event that requires group badging. Marines or Sailors who attend the event will be restricted to the location of the event.

2. Classified briefs: All attending personnel must submit a visitor request by their unit's SMO via JPAS. For a short term event (one

APR 29 2020

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

day or less), cleared event badges will be issued to the individual and must be returned at the end of the event. Long term events (two days or more) will require a visit request in JPAS and the individual will sign for the badge required and will return the badge after the event is completed.

(d) Littoral Warfare Training Center (LWTC). For units training at the LWTC, personnel require both a II MEF visitor badge and a LWTC badge. The unit must submit a visitor request via JPAS to the II MEF SMO Code 203611F14.

(e) Destructive Weather/Crisis Response. Units operating in the LWTC for purposes of Destructive Weather and/or Crisis Response operations must submit a unit roster to the II MEF Security Manager's Office. LWTC badges will not be issued to those not on the roster.

(f) Battle Simulation Center. All units training in the Battle Simulation Center must submit a visitor request to the II MEF Security Manager's Office via JPAS using the code 203611F14. Specifically, the unit's SMO must submit the request with a current roster of unit members. The SMO must refer to the II MEF Modeling and Simulation Officer and Battle Simulation Center Officer-in-Charge (OIC), (910) 451-3308, as the POC.

(g) Security Oversight. During special events (distinguished guest(s) visits, exercises, etc.), units must provide their own security to ensure that only authorized personnel are granted access to designated areas. The II MEF Guard Force is not authorized to provide security for special events.

(4) Reciprocity. The II MEF CE recognizes badges from other units that have a reciprocity agreement with II MEF. Currently, II MEF has reciprocity with 2d Marine Division, 2d Marine Logistic Group, 2d Marine Aircraft Wing, Expeditionary Operations Training Group, 2d Radio Battalion Special Security Office (SSO), and 2d Intelligence Battalion SSO. Marine Special Operations Command also has reciprocity, but they are required to make contact with II MEF VCC to obtain a corresponding badge due to a difference in visual annotation. For permanent personnel holding a reciprocal badge requiring access to a specific wing, he or she must complete Badge and Access Request Form-Permanent Personnel.

(5) Dental Visitors. Visitors requiring access to the Dental Clinic will be issued a Dental Badge. These visitors are only authorized access to and from the Dental Clinic. If a visitor with a Dental Badge is found in any area other than the Dental Clinic, they must be escorted back to the II MEF VCC and appropriate actions will be taken.

(6) Maintenance and Repair Workers. II MEF CE spaces regularly require maintenance workers to repair various deficiencies within the building. Because most workers do not have a security clearance they must be escorted by authorized personnel from the section where they will be working. If the workers are working in an OSS or SCIF space the area must be sanitized and an announcement needs to be made prior to the workers entering the space. Any questions about escort or sanitation requirements can be addressed to the II MEF Security Manager.

(7) First Responders. First responders acting in their official capacity are allowed unrestricted access to all II MEF CE spaces while

APR 29 2020

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

responding to an emergency or alarm. At the end of the event, the II MEF Guard Force will collect the responder's information to verify their clearance; Non-Disclosure Agreements (NDA) will be signed if applicable.

c. Authorized Access Points. Multiple access points are available in an effort to provide ease of access to all authorized personnel. Generally, all authorized personnel will be given access to the front turnstiles, the loading dock hatch, and the first deck hallway hatches that lead directly outside. These access points are referred to as common access points. Exterior hatches on the end of a wing are referred to as restricted access points. Each individual command and/or section will determine which personnel will have access to their respective restricted access points.

d. Badging In/Out. Authorized personnel holding issued badges are required to badge in and badge out every time they enter and exit II MEF CE spaces via the Access Control System (ACS). To badge into the facility, personnel must place their Common Access Card (CAC) on the ACS keypad then when prompted, enter their individual PIN. At that time the hatch will momentarily unlock allowing the authorized personnel access. To badge into an internal wing a PIN will not be required. To badge-out, personnel must hold their CAC up to the ACS keypad until there is an audible beep at that time the hatch will momentarily unlock allowing the authorized personnel exit access. A PIN is not required upon exit. An alarm will sound if an exterior hatch is opened and the appropriate badging procedure has not been completed.

e. Emergency Situation. In case of fire, destructive weather, or other emergency situations where immediate egress from the building is required, personnel will not be required to badge-out to exit the building. Personnel will exit the building according to posted emergency exit procedures.

5. Access Considerations.

a. Piggybacking. Piggybacking is strictly prohibited. The term "piggybacking" is used to indicate a permanent personnel member swiping his/her badge to gain access to II MEF CE spaces and then allowing other personnel access to the building without an escort and without verifying the person's appropriate security clearance. All visiting personnel must follow the procedures established in this policy.

b. Security Obligations. Failure to complete required security training to include but not limited to, security refresher, Counter Intelligence/Insider Threat, and derivative classification training, will result in loss of access. A delinquency notification will be made to the individual by the II MEF Security Manager and he or she will be provided 30 days to take action before follow-on consequences occur.

6. Inspections and Searches.

a. All personnel entering and exiting II MEF spaces are subject to inspections and searches by authorized personnel (II MEF Security Management Office personnel, Provost Marshal Office, and II MEF Guard Force). Inspections and searches will be conducted pursuant to references (h) and (i).

b. Contraband is defined as items that are illegal and or prohibited aboard an installation. Contraband may include, but is not limited to,

APR 29 2020

II MARINE EXPEDITIONARY FORCE ACCESS CONTROL POLICY

knives, martial arts weapons (not in possession of trained, authorized personnel), and miscellaneous weapons prohibited by states and installation orders. See references (i), (j), and (k).

c. Classified wings will be randomly inspected pursuant to references (h) and (i) to ensure Personal Electronic Devices (PEDs) are not employed in violation of reference (l).

d. Classified and unclassified wings will be randomly inspected pursuant to references (h) and (i) for contraband and prohibited items.

7. Consequences. This policy is punitive.

a. Military personnel are subject to disciplinary action under the Uniform Code of Military Justice (UCMJ), or criminal penalties under applicable Federal Statutes, as well as administrative sanctions, and JPAS incident reports, if they knowingly, willfully, negligently violate the provisions of this policy.

b. Civilian personnel found to be in violation of this policy will be subject to criminal penalties under applicable Federal Statutes, as well as administrative sanctions, and JPAS incident reports.

APR 29 2020

REF/A/ORD/II MIG AREA ORDER 5530.15B//

REF/B/ORD/MCIEAST-MCB CAMLEJO 11100.5 DESIGNATION, RESPONSIBILITIES,

AND AUTHORITIES OF AREA COMMANDERS//

REF/C/ORD/GROUPO 5530.15B//

REF/D/AREA RESPONSIBILITIES FOR HOSPITAL POINT AND SPECIAL OPERATIONS

TRAINING GROUP COMPOUND AREAS//

AMPN/REF/C/STANDING OPERATING PROCEDURES FOR IMPLEMENTATION OF THE

AREA GUARD IN SUPPORT OF ANTITERRORISM/FORCE PROTECTION//

POC/CHARGER, HARD F./MGYSGT/UNIT: II MEF G1 OPS CHF/TEL: 910-451-8462/EMAIL:
HARD.CHARGER@USMC.MIL//

POC/VATER, MOTO/SSGT/UNIT: II MEF G1 OPS SNCOIC/TEL: 910-451-8777/EMAIL:
MOTO.VATER@USMC.MIL//

POC/FUDD, ELMER A./LCPL/UNIT: II MEF G1 OPS CLERK/TEL: 910-451-8775/EMAIL:
ELMER.FUDD@USMC.MIL////RMKS/

1. PER REFERENCES A, B, C, AND D, II MIG AND 2D MARDIV ARE TASKED TO PROVIDE MARINES FOR THE II MEF GUARD FORCE. THE ABOVE REFERENCES OUTLINE THE REQUIREMENTS FOR THIS FORCE. THE NUMBER OF MARINES REQUIRED FOR THE CURRENT FORCE PROTECTION CONDITION IS 35.

2. NOMINEES WILL BE SUBMITTED TO THE ABOVE POC'S NO LATER THAN XX MONTH 202X. ONE UP/ONE DOWN SOURCING FOR ALL SOG AND COG BILLETS NOT AUTHORIZED. THESE BILLETS ARE REQUIRED FOR THE CORRECT STRUCTURE OF THE II MEF GUARD FORCE.

MIG: LNNR – INSERT LINE NUMBERS

DIV: LNNR - INSERT LINE NUMBERS

3. INTERIOR GUARD ROTATION WILL COMMENCE: XX MONTH 202X AT 0800 AND TERMINATE: XX MONTH 202X.

4. LOCATION: ALL ASSIGNED MARINES WILL REPORT TO THE II MSB BUILDING H-24, HOSPITAL POINT, S-3 OFFICE. THE RANK AND BILLET REQUIREMENTS FOR EACH SUPPORTING UNIT WILL BE SENT OUT VIA SEPCOR. IF A UNIT IS UNABLE TO PROVIDE REQUIRED NOM BY XX MONTH 202X, THE UNIT MUST SELECT AN ELIGIBLE MARINE THAT IS ALREADY ASSIGNED TO THE GUARD FORCE TO EXTEND UNTIL THE NEXT GUARD ROTATION.

5. MARINES RESIDING IN THE BARRACKS WILL BE PLACED ON COMRATS FOR THE DURATION OF THEIR GUARD DUTY. MEAL CARDS WILL BE COLLECTED AT GUARD FORCE CHECK-IN WITH S-1 AND RETURNED WHEN THE MARINE RETURNS TO HIS/HER UNIT.

ENCLOSURE (8)

APR 29 2020

6. UNITS/SECTIONS ARE REQUESTED TO CAREFULLY SCREEN GUARD FORCE NOMINEES PRIOR TO SUBMITTING NAMES TO II MEF G-1. MEDICAL CONDITIONS OR PERSONAL/ADMINISTRATIVE MATTERS THAT PREVENT A NOMINEE FROM PARTICIPATING IN ROUTINE WORKING PARTIES, STANDING ALL ASSIGNED WATCHES, DAY/NIGHT/WEEKEND/AND HOLIDAY, WILL NOT BE ACCEPTED AND UNITS WILL BE REQUIRED TO SOURCE SUITABLE REPLACEMENTS.

7. ALL NOMINATIONS FOR II MIG GUARD FORCE ARE REQUIRED TO HAVE A SECRET CLEARANCE (OR BE ELIGIBLE FOR ONE), HAVE A CURRENT WEAPON QUALIFICATION WITH 12 MONTHS PRIOR TO CHECK IN, HAVE NO PENDING APPOINTMENTS WHICH WILL INTERFERE WITH DUTIES, NOT TO EAS OR PCS/PCA WITHIN 90 DAYS OF ESTIMATED DETACH DATE, HAVE ANY PENDING PCS/PCA ORDERS, HAVE NO PENDING LEGAL ISSUES, NOT ON LIMITED OR LIGHT DUTY, AND NOT BE ON BODY THE COMPOSITION PROGRAM (BCP) OR MILITARY APPEARANCE PROGRAM (MAP).

8. GUARD FORCE MARINES WILL NOT BE ELIGIBLE FOR LEAVE DURING THIS ASSIGNMENT.//