

MARINE CORPS SECURITY COOPERATION GROUP

REPORTING INSTRUCTIONS



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Welcome Message from the Commanding Officer of the Marine Corps Security Cooperation Group

Marines,

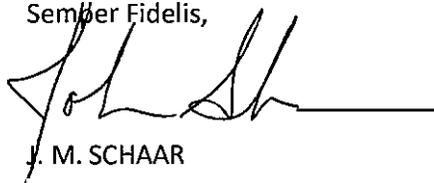
Welcome to Marine Corps Security Cooperation Group (MCSCG). The training you will soon undertake is designed to provide you with a depth of knowledge on advising and training Foreign Security Forces (FSF). I encourage you to take back as much information as possible to disseminate to the rest of your parent unit. Your ability to share this training with others in your command is a key responsibility that comes as a graduate of this course. Our task is to provide you with tailored, effective, and efficient training to set you up for success while interacting with our foreign partners.

During your time at MCSCG, we will only begin to scratch the surface of security cooperation and security force assistance within your respective Area of Operations (AO). Your ultimate success will largely depend on your individual preparation and study.

MCSCG support to you does not end when you finish your training at Fort Story. Our Security Assistance branch manages the Foreign Military Sales (FMS) cases that may provide funding for some of your future missions. Our Coordination, Liaison, Assessment and Training sections (CLATs), staffed with several Foreign Area Officers (FAO) and Regional Area Officers (RAO), are always available for reach-back support and assistance. We are also available to assist you in your campaign planning or for continuity during transition periods.

If you have any questions, please use the points of contact listed in these instructions.

Semper Fidelis,

A handwritten signature in black ink, appearing to read 'J. M. SCHAAR', with a horizontal line extending to the right.

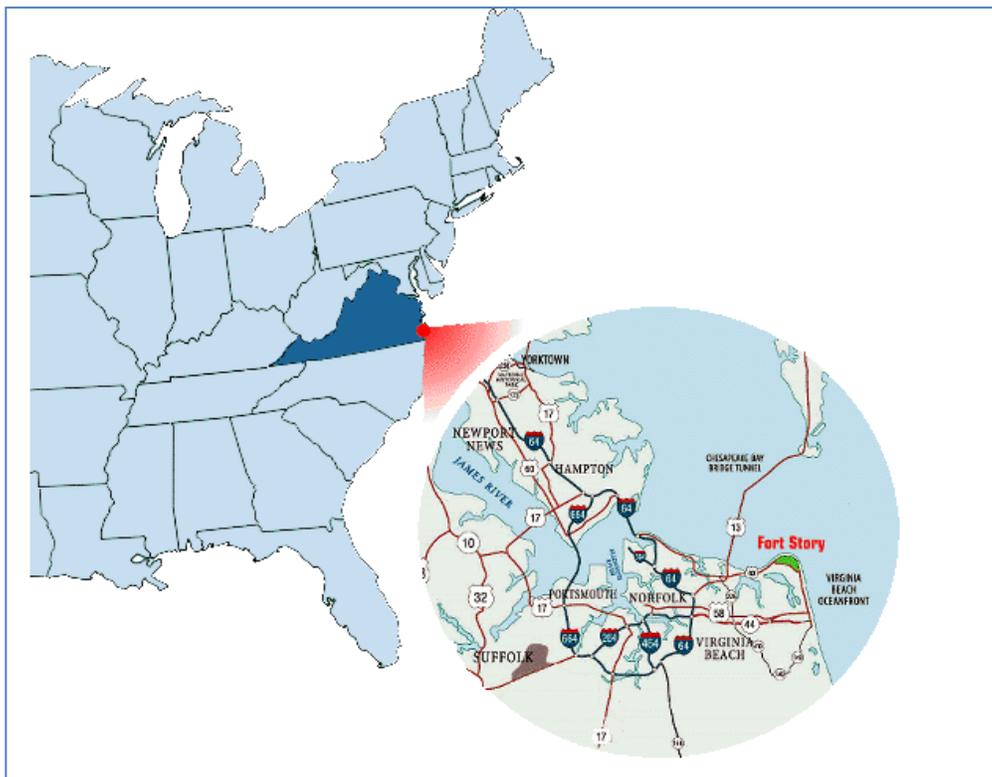
J. M. SCHAAR

General Directions

All personnel will report to the MCSCG Headquarters, Building 937, aboard Joint Expeditionary Base Little Creek – Fort Story no later than 0730 on their prescribed report date in order to commence training. Pre-requisites for students attending the MCSCG courses are the following:

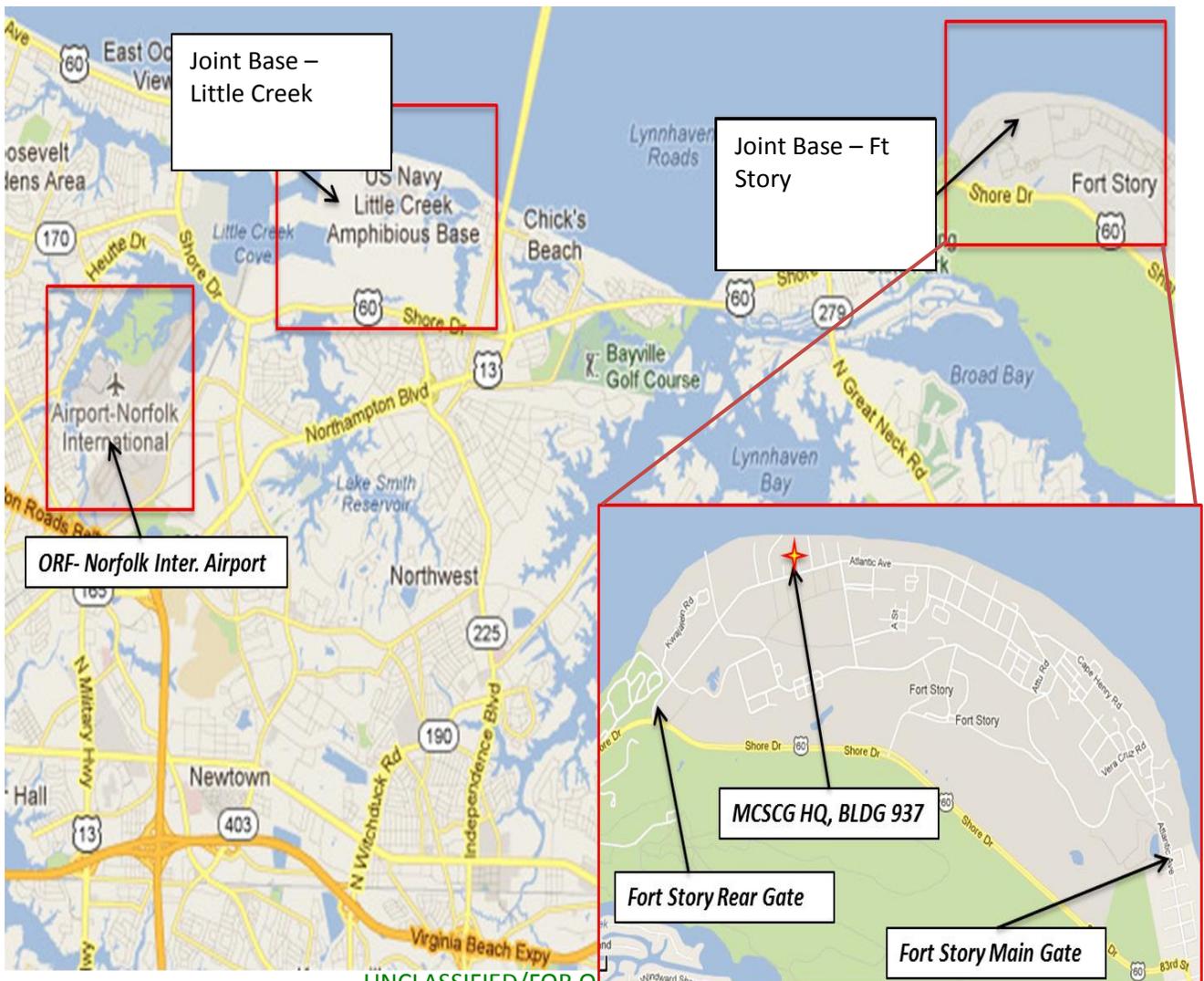
1. Must be the rank of Sgt/2ndLt or above.
2. Minimum security clearance of Secret.
3. Distance Learning Requirements: The following online courses must be completed prior to arrival for training at MCSCG (Bring certifications to the first day of class):
 - a. USMC Cyber Awareness Training

In order to facilitate efficiency in the check in process, please ensure an accurate and complete roster of all team members is sent to the Operations Section points of contact listed at the end of this document. This roster must include rank, first name, last name, EDIPI number, clearance and parent unit.



Flight Arrival

Marines conducting training at MCSCG are responsible for securing travel from home station to Fort Story. Norfolk International Airport is located approximately 15 miles west of Fort Story. While every Marine does not need a rental vehicle, MCSCG recommends that parent commands consider authorizing a rental vehicle for every two or three Marines traveling via commercial air. Team members may choose to drive privately owned vehicles (POVs) to MCSCG for the duration of training. However, long term storage of POV's aboard Fort Story is not authorized.



General Directions

Fort Story is located at the far north end of Virginia Beach, Virginia.

If traveling by vehicle from the North take I-95 S to I-64 East to Virginia Beach.

If traveling by vehicle from the South take I-95 N to US-58 East to Virginia Beach, or US-17 N to I-64 to Va Beach.

Norfolk International Airport (ORF) is recommended for all air travel.

Fort Story Rear Gate is only manned during hours of high volume. Recommend using Main Gate during all off hours and holidays.

MCSCG Facilities

The MCSCG compound is located aboard Joint Expeditionary Base Little Creek –Fort Story East. The headquarters and language classrooms are located in Building 937. Expansion classrooms and dedicated training team office spaces are available in Trailers B and C.



MCSCG Compound



Billeting

Billeting onboard Ft Story is available only on a case-by-case basis due to Barracks renovations. Questions can be directed at MSgt Mulder at 757-962-4168.



Messing

Marines will be directed to use government messing at the Fort Story Galley. In the event the chow hall closes, students will rate the proportional meal rate (PMR) of \$37 per day to cover this gap in government messing. Government messing facilities are available aboard JEBLC-Fort Story East Mon-Thurs (B,L,D) and Fri (B & L). Messing is available aboard JEBLC-West (Mainside Little Creek) 7 days a week. All personnel visiting MCSCG for training must ensure that their travel authorization includes partial per diem rate for meals and incidental expenses for the duration of their training period.

Administration & Logistics

Mailing Address at Ft. Story

Mail should not be forwarded to MCSCG for instruction lasting less than 31 days, and should be avoided if possible. Orders and packages from places such as Amazon or bodybuilding.com can be sent to MCSCG.

Should you need to send mail to MCSCG prior to your arrival, use the address below:

Rank and Name
(Course title; i.e. BAC 3-15, AA team, etc.)
Marine Corps Security Cooperation Group
937 Atlantic Ave
JEBLC Fort Story, VA 23459

Travel Details

Marines must coordinate with their current parent command to generate Defense Travel System (DTS)

orders. Orders will cover the time spent at MCSCG conducting training. All Temporary Additional Duty (TAD) costs associated with travel to Fort Story will be paid by each Marine's parent command.

Temporary Duty & Travel Entitlements

1. Marine will continue to receive Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS), where applicable.
2. Marines that are married or have dependents will rate Family Separation Allowance of \$250.00 for each 30 consecutive day period that they are away from their home unit.
3. Per Commandant of the Marine Corps (Manpower Policy Office) determination, dated 22 Sep 2011, with regard to pay during field duty associated with TDY/TAD, both Active and Reserve Component members, officer and enlisted, while in a field duty status must have a mandatory pay account (i.e., BAS) check/collection at the current authorized meal rate to pay for Government provided meals. There is no reduction, withholding or deduction of the subsistence portion of per diem to pay for Government provided meals, since incident to field duty, there is no entitlement to per diem in the first place.

Government Travel Charge Card

All members must have an activated Government Travel Charge Card (GTCC). Each member's administrative section must ensure that the card holder's GTCC is active and has adequate allowance for airfare, billeting while at MCSCG, rental car (if authorized).

Dress Attire/Uniform Guidance

Individuals or small groups traveling on commercial air are required to wear civilian clothing. Uniforms are authorized only for conducting business on military installations during official ceremonies, escorting or accompanying a general or flag officer, making office calls at General Headquarters/Military Services Headquarters, or participating in exercises. Civilian smart casual and/or business attire should be worn at all other times.

The training uniform for training conducted aboard Fort Story, is the seasonal Marine Corps combat utility uniform.

Secure Visit Request

Marine Corps Security Cooperation Group (MCSCG) is aboard a secure compound that requires all Marines to have at least a valid, adjudicated Secret security clearance and assigned access prior to entry. All security clearance issues must be resolved prior to arrival. No later than two work weeks prior to the start of the course, each student's Security Manager must submit a security visit request via Joint Personnel Adjudication System (JPAS). MCSCG's Security Management Office (SMO) code is 200031FN5. The Reason for Visit is "training" and enter the first and last dates of training. The Visit Access is "Secret." Give the actual course title in the space for POC (e.g. "BAC 15.1" or "RSM ROTO-2 GLT"), which allows MCSCG to sort the incoming request accordingly. For the POC phone number, list the direct line of the security personnel submitting the visit request. Identify all clearance or access issues well in advance of arrival at MCSCG. To discuss any security concerns or issues, call commercial (757) 962-4430, Ext. 2400; or DSN (312) 438-4430, Ext. 2400.

Secret Internet Protocol Router (SIPR) Access

In order to access the SIPR network during your time at MCSCG, Marines must use their individually issued SIPR token. These tokens are issued by each Marine's parent command. Marines who need access but do not possess a SIPR token should consult with their unit's S-6 prior to arriving at

MCSCG. The Marine Corps Security Cooperation Group does not have the ability to issue tokens to team members.

Gear List

Uniforms

Classroom instruction will primarily be conducted in the uniform of the day (Seasonal Marine Corps Combat Utility Uniform). A significant portion of the AT/FP skills and driving instruction will be conducted in casual civilian attire. Therefore, Marines are encouraged to bring several sets of appropriate casual civilian attire specifically for training that may become soiled and/or torn.

The following uniforms and equipment are required for training at MCSCG:

UNIFORMS (REQUIRED FOR ALL)			
ITEM	QTY	OPTIONAL	NOTES
Copy of Individual Orders	1		
Military ID Card	1		Valid
Driver's License	1		Valid
Gov't Travel Credit Card	1		Active and Credit limit extended
ID (Dog) Tags	1 set		
Rank Insignia	2 sets		
Seasonal Blouse	2		
Seasonal Trousers	2		
Seasonal 8-pt. Cover	2		
MCMAP Belt	2		
Boots	1		
Green Undershirts	7*		*Number Optional
Skivvy Shorts	7*		*Number Optional
Boot Bands / Blousing Straps	2		
Boot Socks	7		
Tactical Modular Vest/Plate Carrier	1		Required for live fire exercise
Helmet	1		Required for live fire exercise
Ballistic Eye Protection	1		Required for live fire exercise
Ear Protection	1		Required for live fire exercise

CLOTHING (REQUIRED FOR TRAVEL, LIBERTY, AND SOCIAL EVENTS FOR ALL)			
ITEM	QTY	OPTIONAL	NOTES
Collared Recreational Shirts	5		Serviceable, Appropriate
Trousers/Slacks	5		Serviceable, Appropriate
Shoes	1 Pair		Serviceable, Appropriate
Button Down Shirt	2		Serviceable, Appropriate
Socks	3		Serviceable, Appropriate
Civilian PT Gear	3 sets		*Number Optional
GEAR (REQUIRED FOR ALL)			
ITEM	QTY	OPTIONAL	NOTES
Hygiene Kit	1		* Medication if needed

Watch	1		Fresh Batteries
Laundry Bags	1		
Sewing Kit	1	X	
Shower Shoes	1		
Towel	2		
Washcloths	2		
Note Taking Equipment	1		
Combination Locks	2		
Civilian Bag to travel to & from work	1		
Mouthpiece	1		For ATRP training

Terms of Reference

Marine Advisor Course = Advisor Skills + ESF training management + For Wpns + AT/FP

Advisor Skills

Classroom instruction will provide students with knowledge and skills necessary to be an effective advisor and how to effectively engage Foreign Security Force (FSF) counterparts. Topics covered in the course are: introduction to security cooperation; building relationships and rapport; communicating through an interpreter; controlling the release of information; cross-culture communications; human rights awareness; interacting with the media; operational culture; recognizing cultural stress; and social perspective taking.

Foreign Security Force Training Management

This block of instruction provides a student with the skills needed to design, develop, implement, and evaluate training for a Foreign Security Force. The Marine receives instruction on Analyze and Design a SC Training Plan, Instructional Delivery Methods, Developing a Security Cooperation Letter of Instruction, and Range Operations.

Foreign Weapons

This block of instruction provides students with the familiarization of foreign weapons they may encounter on an SC deployment. Some of those weapons include: AGS-17, AK Series Weapons, DShK, FN FAL, G3, G36, Galil, M-60 Machinegun, Negev, PKM, RPD, RPG, RPK, SPG-9, SVD, Tavor TAR 21, and the TT33.

Anti-Terrorism/Force Protection Skills

This block of instruction provides a student with force protection skills that may be needed while conducting operations in an SC environment. The Marine receives instruction regarding Apprehension Avoidance, Emergency Action Planning, SERE 250, SERE B (+) and Surveillance Awareness

MCSCG COMMAND POINTS OF CONTACT

For after hour issues, contact MCSCG OOD at 757-390-9300

Capt Tiffany Booth

Adjutant/S-1 Officer
COMM: 757-962-4430, extension 2233
DSN: 312-438-4430, extension 2233

MSgt Deric Cross

S-1 Chief
COMM: 757-962-4430, extension 2234

Capt David Brennan

S-2 Officer
COMM: 757-962-4430, extension 2400

LtCol John Vazquez

Operations Officer
COMM: 757-962-4430, extension 2262

Maj David Pouleris

S-3/A
COMM: 757-962-4430, extension 2264

SSgt Edwin Almaraz

FDP&E Chief
COMM: 757-962-4430, extension 2274

MGySgt Stewart Stout

Operations Chief
COMM: 757-962-4430, extension 2263

SSgt John Roybal

S-3 Training Chief
COMM : 757-962-4430, extension 4430

Cpl Robert Fleshman

Training/Schools NCO
COMM: 757-962-9430, extension 2267

MSgt Dana A. Neal

S-6 OIC
Comm: 757-962-4430, extension 2287

Capt Joseph Yacovone

S-4 Officer
COMM: 757-962-4167

References

- a. **NAVMC 3500.59A**, Security Cooperation Training and Readiness Manual, 3 Oct 11
- b. **CMC (MPO) LTR**, Request for Pay Determination Regarding Subsistence, 22 Sep 11