



UNITED STATES MARINE CORPS
MARINE CORPS NATIONAL CAPITAL REGION COMMAND
QUANTICO, VIRGINIA 22134-5109

IN REPLY REFER TO
3120
20 Aug 03

From: Commanding General, Marine Corps National Capital Region
Command
To: Distribution List

Subj: MARINE CORPS NATIONAL CAPITAL REGION COMMAND ANTI-
TERRORISM/FORCE PROTECTION (MCNCRC AT/FP) STAFF
IMPLEMENTATION

Ref: (a) MARADMIN 548/02
(b) CMC WASHINGTON DC MSG 151351Z JUL 03
(c) CG MCNCRC MSG 111701Z JUL 03

Encl: (1) MCNCRC AT/FP Staff Command Relationships
(2) JFHQ-NCR Command Relationships
(3) AT/FP Staff Composition
(4) AT/FP Office Requirements
(5) MCNCRC AT/FP Staff, Reporting Seniors and
Reviewing Officers
(6) MCNCRC AT/FP Staff, First and Second Line
Supervisors
(7) Battle Rhythm
(8) Plan of Action and Milestones

1. Purpose. The purpose of this letter is to provide implementing instructions and guidance for establishment of the MCNCRC AT/FP Staff.

2. Background. Reference (a) directed the CG, MCNCRC to regionalize AT/FP operations in the National Capital Region (NCR). Reference (b) designated the CG, MCNCRC as the USMC Service Component Commander (SCC) to the Joint Force Headquarters-National Capital Region (JFHQ-NCR). Reference (c) announced the formation and standup of the MCNCRC AT/FP Staff.

3. Mission. Effective immediately, the CG, MCNCRC coordinates AT/FP measures for all Marines, sailors, civilian employees, family members, Marine Corps equipment, facilities and installations, information and information systems, critical infrastructures, and other material resources within the MCNCRC. Additionally, the CG, MCNCRC, reported to the Commander, JFHQ-NCR for planning and coordination of land Homeland Defense and Civil Support (HLD&CS) in the NCR Joint Operations Area as the USMC Service Component Commander.

4. Commander's Intent. Overall management of the AT/FP function in the MCNCRC will be centralized through

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regionalization to provide greater flexibility, more rapid response, improved internal and external communications, and to achieve a greater level of protection for USMC personnel, equipment, facilities and assets. The MCNCR AT/FP Staff is the key to making this concept operational. The AT/FP Staff participates in planning and coordination of land HLD&CS in the NCR Joint Operations Area as the USMC Service Component of the JFHQ-NCR. In this capacity, the MCNCR AT/FP Staff, upon receipt of Secretary of Defense (SECDEF) approved orders, will facilitate employment of Marine Corps forces and support for the JFHQ-NCR operations.

5. Area of Operations The MCNCR AT/FP Area of Operations is Marine Corps Base (MCB) Quantico (including tenant organizations); Headquarters Battalion, HQMC (Henderson Hall); and Marine Barracks (8th&I), (MBKS) Washington, DC.

6. Areas of Interest The MCNCR AT/FP areas of interest are the Pentagon Reservation (HQMC); Marines assigned to the Navy Yard, US Naval Academy, Andrews AFB (HMX-1), Inspector & Instructor DC, Camp David, Bowling AFB, Capitol Hill, Defense Information Agency; and local civilian law enforcement (informational exchange).

7. Tasks. The MCNCR AT/FP Staff is responsible for the following:

a. Specified Tasks

(1) Make recommendations to CG, MCNCR for regional baseline Force Protection Conditions (FPCONS).

(2) Conduct regional coordination of AT/FP functions for all Marine Corps personnel, facilities, and assets (supplies and materials) in the MCNCR AO and AI.

(3) Coordinate Marine Corps support for AT/FP plans and operations for civilian and military personnel in the MCNCR.

(4) Plan and coordinate Marine Corps AT/FP response in the MCNCR.

(5) Support CMC, Physical Security Division (PS) policy making relevant to the MCNCR.

(6) Monitor AT/FP policy compliance and FPCON implementation in the MCNCR.

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(7) Establish procedures for regional coordination of AT/FP matters.

(8) Serve as the staff nucleus for the Marine Corps SCC to the JFHQ-NCR.

(9) Upon SECDEF order, be prepared to arrange for the reception, staging, onward-movement, and integration of forces assigned to Commander US Northern Command (CDR USNORTHCOM) for the conduct of land HLD&CS in the NCR.

(10) Support and exercise command and control of Marine Corps Forces assigned to CDR USNORTHCOM.

b. Implied Tasks

(1) Conduct, in conjunction with Naval Criminal Investigative Service (NCIS) a threat analysis for the MCNCR.

(2) Disseminate regional threat assessments to the MCNCR subordinate organizations.

(3) Fuse intelligence, Law Enforcement Agency (LEA) criminal intelligence, and interagency information.

(4) Plan, conduct and participate in the following exercises: those initiated by higher headquarters; those developed for the MCNCR; and those conducted by subordinate commands.

(5) Be cognizant of USMC VIPs in the MCNCR.

(6) Establish Operational Security (OPSEC) procedures for communications and information systems in the AT/FP Regional Operations Center (ROC).

(7) Represent the Marine Corps on regional AT/FP boards, bureaus, and cells.

(8) Advocate for regional AT/FP issues.

(9) Plan and coordinate incident responses with:

(a) Military District of Washington; Naval District Washington; 11th and 89th Air Wings; and the Coast Guard District Baltimore.

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(b) Pentagon Force Protection Agency (PFPA); other federal, state, and local agencies.

8. Staff Location The MCNCRC AT/FP Staff is currently located at MCB Quantico. During the fourth quarter of FY 03, the AT/FP Staff will move and permanently operate from the ROC at Henderson Hall. An alternate ROC will be maintained adjacent to the MCB Quantico Emergency Operations Center (EOC) in Lejuene Hall.

9. Command Relationships The MCNCRC AT/FP Staff supports two separate and distinct chains of command.

a. Enclosure (1) illustrates the relationship between the MCNCRC AT/FP Staff and other MCNCRC subordinate organizations. The MCNCRC AT/FP Staff Director reports to the CG, MCNCRC, and provides AT/FP support and coordination for subordinate organizations to include MBKS Wash DC (for AT/FP coordination only).

b. Enclosure (2) illustrates the relationship of the MCNCRC AT/FP Staff as the staff nucleus for the USMC SCC to the JFHQ-NCR.

10. Organizational Roles and Responsibilities The following roles and responsibilities apply:

a. Commandant of the Marine Corps (CMC)

(1) Deputy Commandant, Plans, Policies, and Operations (DC, PP&O) Request the DC, PP&O coordinate Crisis Response Center regional AT/FP issues and resources with MCNCRC AT/FP Staff; provide AT/FP policy lead from PS Division; coordinate Memoranda of Understanding between PS and local Law Enforcement Officials; and assist with the development of regional AT/FP plans.

(2) Director, Intelligence (Dir, I). Request Dir, I provide Joint Worldwide Intelligence Communications System terminal access and support.

b. CG, MCNCRC. The CG, MCNCRC will provide the resources necessary to maintain a regional AT/FP Staff.

(1) MCNCRC AC/S, G-1

(a) Provide security management until the staff relocates to Henderson Hall.

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(b) Process security clearance requests through the MCB Quantico Personnel Security Office prior to relocation to Henderson Hall.

(c) Arrange for and coordinate the security certification of the alternate ROC.

(d) Provide manpower management.

(2) MCNCRC AC/S, G-3

(a) Provide suitable office space for an alternate ROC.

(b) Provide audio-visual support to the primary and alternate ROC.

(3) MCNCRC AC/S, G-4

(a) Provide motor transportation support as required.

(b) Provide the Enhanced Land Mobile Radio (ELMR) Mobile Command Post as required.

(4) MCNCRC AC/S, G-6

(a) Provide secure and unsecure communications and information systems support as required.

(b) Assist in developing and maintaining a communications plan.

(c) Provide ELMR as required.

c. Director, MCNCRC AT/FP Staff The Director, MCNCRC AT/FP Staff reports to the CG, MCNCRC, under the staff cognizance of the MCNCRC AC/S, G-3, and shall be:

(1) The program manager for Marine Corps AT/FP resources in the MCNCRC.

(2) The CG, MCNCRC's representative on regional boards, bureaus and cells.

(3) Responsible for directing and supervising the AT/FP Division staff.

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(4) Responsible for guiding the threat assessment process.

(5) Responsible for recommending regional FPCONs to the CG, MCNCRRC.

(6) Responsible for supervising regional AT/FP exercise development and execution.

(7) Responsible for allocating resources to satisfy mission requirements in the most cost effective and efficient manner.

(8) Responsible for administering and monitoring MCNCRRC AT/FP financial plans and contracts let in support of planning, operations, training and staff administration.

(9) Responsible for exercising liaison with, and serving as the primary point of contact for all Marine Corps matters concerning the JFHQ-NCR.

c. Commanding Officer, Headquarters Battalion (CO, HqBn), HQMC The CO, HqBn, HQMC shall:

(1) Support regionalization of AT/FP operations through coordination with the Director, MCNCRRC AT/FP Staff to ensure a smooth transition to the new regional AT/FP structure.

(2) Provide administrative support to the MCNCRRC AT/FP Staff, including accomplishing all personnel administrative actions for assigned Marines, on a non-reimbursable basis.

(3) Provide assistance in establishing MCNCRRC AT/FP office spaces at Henderson Hall to include contracting for office reconstruction, contracting for security/alarm system installation and maintenance, warehouse support, parking and coordinating with MCNCRRC AC/S, G-6 for information systems operability (to include telephone, internet and email).

(4) Initiate and maintain the security clearance process for the Battalion's designated AT/FP Staff.

d. Director, Administration & Resources (AR) Division, HQMC The Director, AR Division shall:

(1) Support regionalization of AT/FP operations through coordination with the Director, MCNCRRC AT/FP Staff to ensure a

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smooth transition to the new regional AT/FP structure.

(2) Upon the MCNCRC AT/FP Staff's relocation to Henderson Hall, provide security management support to include: personnel security, document security, physical security (as pertains to the protection of classified material) and communications security (COMSEC).

(3) Initiate and maintain the security clearance process for the Division's designated AT/FP Staff.

(4) Arrange for and coordinate the security certification of the ROC.

(5) Provide support for MCNCRC AT/FP Staff civilian personnel matters.

e. Commanding Officer, Marine Barracks Washington, DC The CO MBks, Wash DC shall:

(1) Support regionalization of AT/FP operations through coordination with the Director, MCNCRC AT/FP Staff to ensure a smooth transition to the new regional AT/FP structure.

(2) Initiate and maintain the security clearance process for the Barracks' designated AT/FP Staff.

f. Chief of Staff (C/S), Marine Corps Base Quantico. The C/S, MCB Quantico shall:

(1) Support regionalization of AT/FP operations through coordination with the Director, MCNCRC AT/FP Staff to ensure a smooth transition to the new regional AT/FP structure.

(2) Provide required staff support until the MCNCRC AT/FP Staff is permanently relocated to Henderson Hall.

g. MCNCRC Comptroller. The MCNCRC comptroller shall:

(1) Support regionalization of AT/FP operations through coordination with the Director, MCNCRC AT/FP Staff to ensure a smooth transition to the new regional AT/FP structure.

(2) Assume responsibility as the fund administrator for the AT/FP staff.

(3) Identify and establish funding flow for the MCNCRC AT/FP Staff and the regional AT/FP program.

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(4) Coordinate with the MCNCRC AC/S, G-3 for direct fund transfers to MCB Quantico to serve as an interim funding measure for AT/FP Staff requirements for the remainder of FY 03.

(5) Assist with preparation of MCNCRC AT/FP Staff FY 04/05 financial plans.

(6) Coordinate with Deputy Commandant, Programs and Resources for FY04/05 funding requirements.

(7) Assist the AT/FP Staff with the Program Objective Memorandum Directed Studies for FY06-10 and develop Resource Position Papers to address issues that have programmatic impacts.

h. Staff Coordination. Collaboration and direct coordination between the MCNCRC AT/FP Staff, other MCNCRC Staff principals, the Director, AR Division, HQMC, the CO, HQBn, HQMC, and the CO MBks, Washington, DC is authorized, encouraged, and absolutely critical to successful implementation of this regionalization initiative.

11. MCNCRC AT/FP Staff Operations. The MCNCRC AT/FP Staff will consist of a current operations branch, threat assessment branch, administrative branch, plans branch, and a regional exercise branch. Enclosure (3) shows the composition of each of these branches once the AT/FP Division is fully staffed with active duty and government civilian personnel. An Individual Mobilization Augmentee (IMA) Detachment shall be created to support the MCNCRC AT/FP Staff in order to provide increased flexibility and allow 24 hour/7 day a week operations during a crisis or exercise.

12. Administration and Logistics

a. Security Clearance/Access. All members of the MCNCRC AT/FP Staff shall be required to obtain a TS/SCI security clearance.

b. Office Spaces The MCNCRC AT/FP Staff will be located at Henderson Hall. The alternate ROC will be maintained adjacent to the MCB Quantico EOC. Office space requirements are identified in Enclosure (4).

c. Funding The MCNCRC Comptroller shall address and identify funding sources for implementation, training, exercise, TAD costs, and other financial requirements. In the interim, all MCNCRC AT/FP Staff requirements will be directly transferred

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from the MCNCRC comptroller to the MCNCRC AC/S, G-3 MCNCRC for use by the AT/FP Staff.

d. Reporting Procedures Enclosure (5) addresses the performance evaluation of the military MCNCRC Staff members.

e. Civilian Government Supervisors Enclosure (6) identifies first and second line supervisors for the MCNCRC AT/FP Staff civilian government employees.

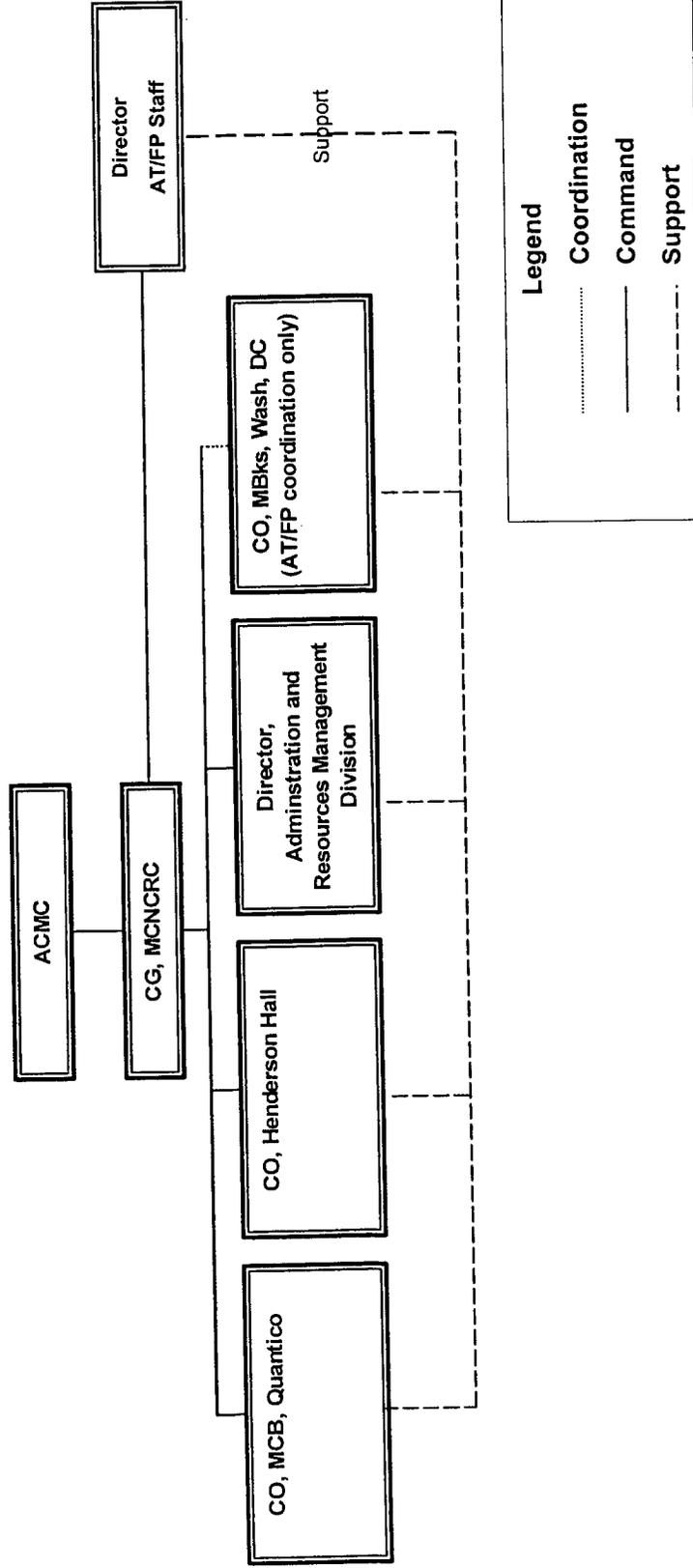
13. Battle Rhythm Enclosure (7) provides the current MCNCRC AT/FP Staff Current Battle Rhythm.

14. Plan of Action and Milestones Enclosure (8) lists specific action to be taken to implement and fully operationalize the MCNCRC AT/FP Staff.

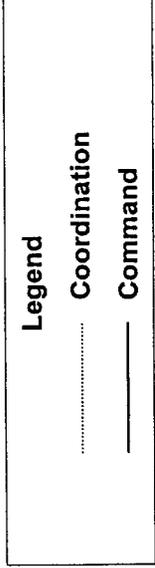
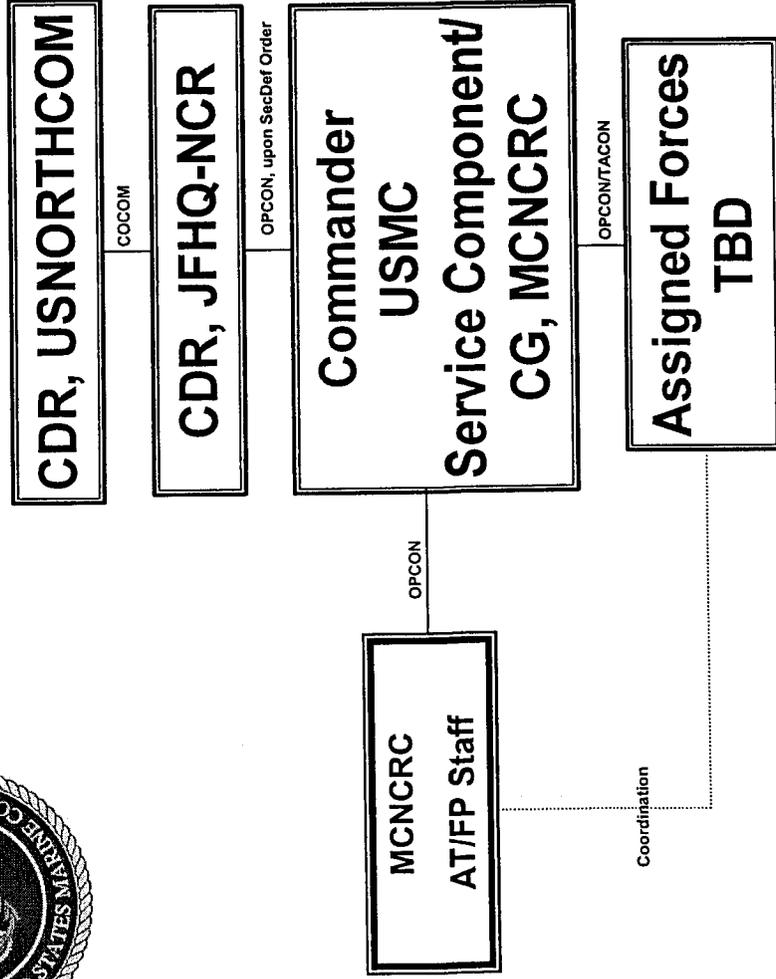
15. Points of Contact The MCNCRC points of contact are Colonel M. K. Riley at DSN 278-3058; or LtCol P.J. Russett at DSN 278-0648.


J. COMPOSTO

MCNCRC AT/FP Command & Staff Relationships

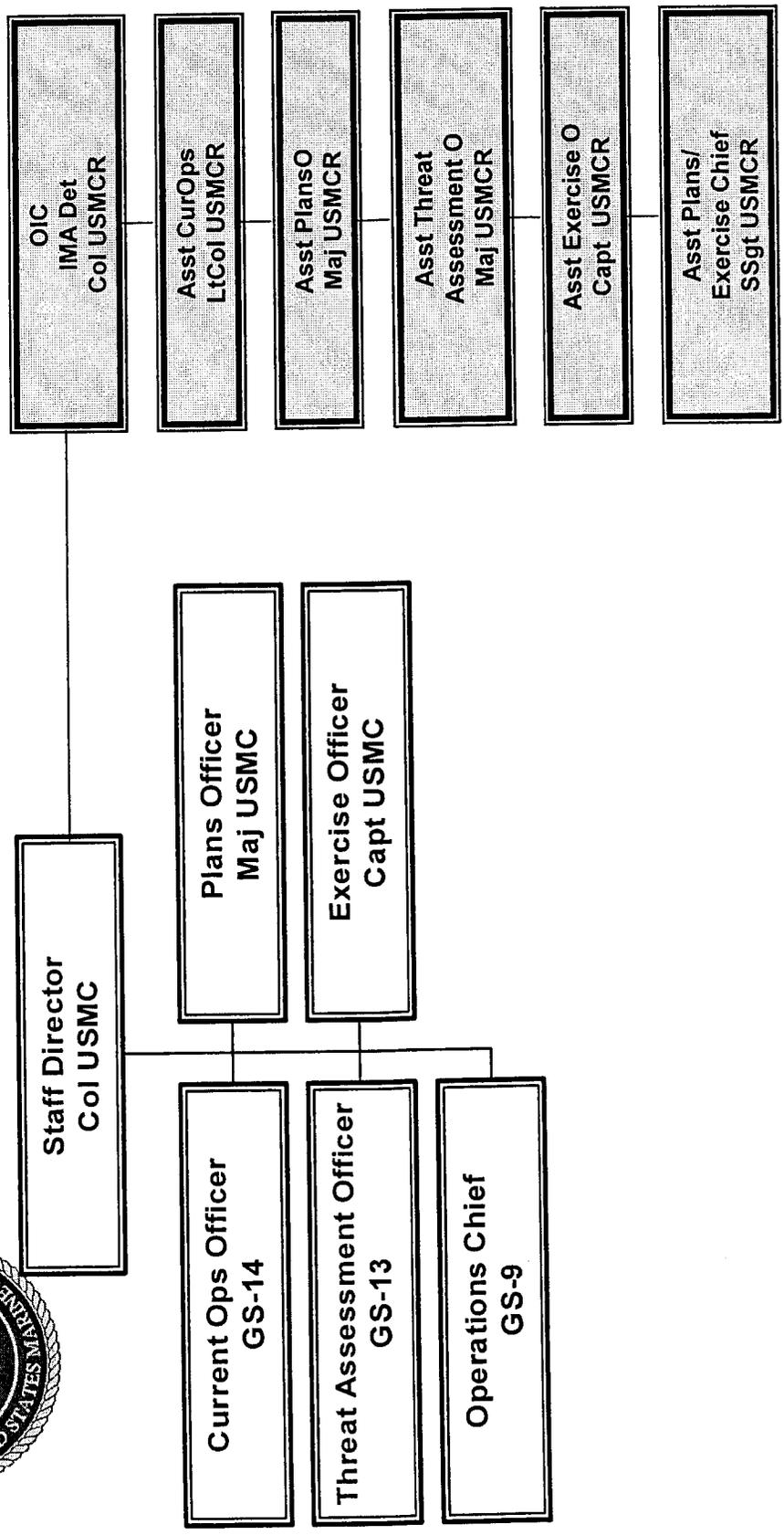


JFHQ-NCR Command & Staff Relationships



MCNCRRC AT/FP

Staff and IMA Det Composition



MCNCRC AT/FP STAFF OFFICE REQUIREMENTS

Primary Regional Operations Center (Henderson Hall)

Executive Chair	1
Side Chair	10
Chair	6
Desk Chair	4
Work Station Chair	2
Credenza	1
Hutch	1
coffee table	1
project table	1
printer table	1
conference table	1
document processing table/stand	1
Executive Desk	1
work station 30 x 60	1
work station w/overhead storage unit w/lights	2
work station "L" shaped w/overhead storage unit/lights	4
Wall Locker Small Width	7
6x3 (5 shelf) shelves	1
6x3-4 (5 shelf) shelves	1
4 drawer file cabinet	1
2 drawer file cabinet	2
Serve Mart	
white board 30x40	4
white board 36x60	4
smart board	1
Office Supplies	1
Miscellaneous Items	
VCR/DVD	1
safe (hamilton-ross)	1
telephone	7
copier	1
3 drawer file	6

Enclosure (4)

fax machine	1
waste container small	8
printer	1
266 high security shred cross cut	1
waste bag + oil kit#130	1
alarm system	1
projection screen	1
42" plasma screen TV/monitor	1
projector w/mount	1
Polycom FX Camera & microphone unit	1
NMCI portable seats	7
printer connectivity	1
TV cable drop	1
cd-rw mod rep	7
monitor replacement LCD flat screen	7
Basic movable VTC	1
fax line	1
SIPR drop conference room	1
memory: additional	7
docking station	7
storage ext zip drive	7

Alternate Regional Operations Center (MCB Quantico)

Desk Chair	8
Compact work station	6
Wall Locker, Small Width	6
Document Processor	1
document processing table/stand	1
4 drawer file cabinet	1
telephone	6
waste container small	3
Small project table	1
IT drops	7
white board 30x40	2

MCNCRC AT/FP STAFF
REPORTING CHAIN FOR FITNESS REPORTS

<u>Marine</u> <u>Reported On</u>	<u>Reporting</u> <u>Senior</u>	<u>Reviewing</u> <u>Officer</u>	<u>Third Officer</u> <u>Sighting</u>
<u>Active Duty Staff</u>			
Director, AT/FP Staff	CG, MCNCRC	ACMC	CMC
Plans Officer	Director, AT/FP Staff	C/S MCNCRC	CG, MCNCRC
Exercise Officer	Director, AT/FP Staff	C/S MCNCRC	CG, MCNCRC
<u>IMA Detachment (Reserve Staff)</u>			
A Det OIC	Director, AT/FP Staff	C/S MCNCRC	CG, MCNCRC
Asst Current Operations Officer	IMA Det OIC	Director, AT/FP Staff	C/S MCNCRC
Asst Plans Officer	IMA Det OIC	Director, AT/FP Staff	C/S MCNCRC
Asst Threat Assessment Officer	IMA Det OIC	Director, AT/FP Staff	C/S MCNCRC
Asst Exercise Officer	IMA Det OIC	Director, AT/FP Staff	C/S MCNCRC
Operations Chief	IMA Det OIC	Director, AT/FP Staff	C/S MCNCRC

MCNCRC AT/FP STAFF
FIRST AND SECOND LINE SUPERVISORS
FOR CIVILIAN PERSONNEL

<u>Civilian/Section</u>	<u>First Line Supervisor</u>	<u>Second Line Supervisor</u>
Current Operations Officer	Director, AT/FP Staff	C/S MCNCRC
Threat Assessment Officer	Director, AT/FP Staff	C/S MCNCRC
Operations Chief	Director, AT/FP Staff	C/S MCNCRC

MCNCRC AT/FP Battle Rhythm

1. Prepare and present bi-monthly, or as required, Threat Assessment Briefings (classified and unclassified) to CG MCNCRC and Antiterrorism Officer's (ATO).
Action Officer - Threat Assessment Officer
2. Attend recurring regional MCNCRC ATO meetings (at least quarterly) based on current FPCON.
Action Officer - Threat Assessment Officer
3. Attend weekly MDW sponsored JFHQ-NCR AT/FP meeting.
Action Officer - Threat Assessment Officer
4. Attend weekly regional (Navy Yard) NCIS weekly coordination meeting.
Action Officer - Director and Threat Assessment Officer
5. Attend Critical Infrastructure Protection (CIP) Working Group meetings, as required.
Action Officer - Current Operations or Plans Officer
6. Attend monthly regional JFHQ-NCR Council of Eagles meetings.
Action Officer - Director
7. Attend MDW sponsored Joint Terrorism Working Group meetings.
Action Officer - Director or designee
8. Attend national, regional, and local AT/FP training seminars and conferences.
Action Officer - All Staff
9. Provide regional input to Force Protection/Military Police (FP/MP) Structure Operational Advisory Group (OAG).
Action Officer - Plans Officer
10. Coordinate with HQMC (PS), MARCORSSYSCOM and TECOM on AT/FP policy, equipment and training issues.
Action Officer - Director, Operations Officer, Plans Officer, Exercise Officer
11. Prepare and submit operational reporting as required.
Action Officer - Plans Officer, Operations Chief
12. Represent the CG or Deputy Commander, MCNCRC at regional forums, as required.
Action Officer - Director
13. Prepare and present other briefs required by the CG or Deputy Commander, MCNCRC.
Action Officer - Director or designee

PLAN OF ACTION & MILESTONES

The following actions shall be taken by the Action Agency identified to implement and fully operationalize the MCNCRC AT/FP Division.

<u>Action</u>	<u>Action Agency/ Officer</u>	<u>Due Date</u>
1) Utilize Reserve officers for stand-up of AT/FP staff	Col Riley	completed
2) Development of threat assessment products	CWO4 McGarvey	completed
3) Request mobilization orders for AT/FP staff	Col Riley	completed/awaiting action from HQMC
4) Submit TS/SCI requirements	AT/FP Staff/ MCNCRC Subordinate Organizations	In progress
Regional Operations Center Build-out	Henderson Hall	Aug 03
6) Civilian PD development	Regional G-1/ AT/FP Staff	4 th Qtr 03
7) Military personnel assignments	Regional G-1/ AT/FP Staff	4 th Qtr 03
8) Identify and establish MCNCRC fund flow	Sarah Blanding	1 st Qtr FY 04
9) Develop POM cycle FY 06-10	AT/FP Staff/ Sarah Blanding	1 st Qtr FY 04
10) Develop regional exercise plans	LtCol McCarthy	TBD
11) Other requirements as directed	Col Riley	TBD

