



SNCO

Marine Security Guard (MSG) School

Reporting Requirements

MCEESG Contact Information

MCEESG Screening Team (RAST)	(571) 243-2194 / (571) 320-4589	MCEESG-rast@groups.state.gov / SMB_MCESG_RAST@usmc.mil
MCEESG Medical	(703) 432-6694	christopher.stewart3@usmc.mil SMB_MCESG_medical@usmc.mil
MCEESG Overseas Medical Screener	(703) 784-3558	SMB_MCESG_medical@usmc.mil
MCEESG DMO Representative	(703) 784-4889 / (703)784-2831	
MCEESG Security	(703) 784-4843/2567 MCEESG_Headquarters_Security_Section@usmc.mil	
MCEESG Passport Section	(703) 784-4795 / 571-234-3913 Ashlea.d.tran@usmc.mil	mcesgpassports@usmc.mil

DISTRIBUTION: DoW COMMUNITY ONLY

SNCO INSTRUCTIONS

*****If any changes to your status occur (legal issues, alcohol related, finances, speeding tickets, family issues or anything that could prevent you from leaving the country, etc.) no matter how small, contact the MCESG Screening Team immediately*****

Transportation options to MSG School

-Flying

- Fly into either Dulles International Airport (IAD) or Regan International Airport (DCA) and then use a taxi/Uber to get to MSG School (save all receipts for travel claim).
- ENSURE TAXI HAS BASE ACCESS VIA (DBIDS)
**DO NOT fly into Baltimore –Washington International Airport (BWI), it's too far away from MSG School*
**DO NOT use your GTCC to purchase flights; instead, use your funding letter (found on MCTIMS).*

-POV

- There is parking at the barracks and you can use your vehicle during school however, you must park at the end of the lot by the white buses. (save gas receipts for travel claim).

-Other

- Friends/Family may drop you off at MSG School.

Directions for Reporting-in



IMPORTANT When in transit to the MSG School from the airport, please ensure the individual driver or taxi driver has the appropriate qualification to enter MCB Quantico. Each driver is required to have a certificate from the PMO Visitor's Center. Without this certificate the driver will not be authorized on base and you will be dropped off at the gate. If this happens, please call another ride share or taxi service in the area with the proper authorization.

- You can navigate to MSG school using google maps “Marine Corps Embassy Security Group”

- North to South on I-95

- Use exit 148 and then turn right.

SNCO INSTRUCTIONS

- Go through the base gate which is guarded by the sentry
- Stay straight all the way to MSG School (do not make any turns until you see the above red sign)

- South to North on I-95

- Use exit 148 and then turn left.
- Go through the base gate which is guarded by the sentry
- Stay straight all the way to MSG School (do not make any turns until you see the above red sign)

Arriving at MSG School Barracks

*Students arriving from CONUS are NOT authorized to arrive any earlier than THREE days prior to their MSG School date.

*Students arriving from O-CONUS are authorized to arrive up to SEVEN days prior to their MSG School date in order to adjust to the change in time zone.

- Annual leave should be taken prior to checking into MSG School.
**There is no opportunity to take leave in between graduation and reporting to your first post.*
- Wear proper civilian attire when arriving to the MSG School barracks.
**Once you arrive, the barracks DNCO will give further instruction as to when you will put on your Service Alpha uniform and stand a formal check-in with an Instructor Advisor from the MSG School; typically, this is the Sunday prior to the first day of school and times will vary throughout the day (proper uniform fit and USMC grooming standards are expected).*
- Check-in with the DNCO at the MSG School barracks, building #27276 and phone # (703) 432-7058 (red brick building pictured above)
**DNCO will endorse your orders and give you your preassigned room key.*

Administrative Requirements

Checklist for reporting to MSG School DNCO:

**You must report to MSG School within Marine Corps Waist and Height Standards. Facial hair (Mustaches) are not authorized while on the MSG Program.*

**Every student (Detachment Commander & Watch Stander) receives per diem while at MSG School.*

- ☐ Original Orders (Signed)
**Bring three copies of your orders.*
- Orders and MCTIMS enrollment will be done 45-60 days prior to report date
 - TAD Orders
 - All SNCOs will receive TAD orders regardless of duty station.
 - If there are special circumstances (specifically single SNCOs overseas), contact the MSG monitor prior to the 60-day mark and the request will be considered.
 - SNCO 's will not receive orders in MOL. You must go onto MCTIMS to generate your funding letter in order to start your DTS process. Your parent command will give you your TAD detaching endorsement once you have completed your DTS.
 - **Log onto MCTIMS to generate your Funding letter (Student Registrar, enter "Detachment Commander" in the search box ((you can also search by the class CID Mo258L7)), click on your class date, find your name, click the drop box to the left of your name and select "Generate Funding Letter").**
 - Generate DTS Authorization using your Funding letter (DD Form 1610)

SNCO INSTRUCTIONS

- Please refer to MARADMIN Summary, AUTH TECOM PPT, and Student TRAX Training Process PPT
- MARADMIN 635-20 full text provided if necessary*
- You will not detach from your parent unit prior to attending MSG School. You will return to your parent unit once you graduate from MSG School and then you will coordinate with DMO to pack out, detach from your parent unit, and then report to your first MSG detachment post.
*Marine will need to print out their DTS Authorization (DD Form 1610). The printed-out DD Form 1610 will be stamped by the DNCO upon Check-In.

**You must have physical copies (x3) of your Original Orders Itinerary, receipts, and web orders upon check-in to the MSG School barracks DNCO.*

**If you have any questions about DMO, call MCESG DMO at (703) 432-0630.*

- Completed (signed) Commanding Officers Recertification & Financial Checklist (AKA Phase IV)
** complete a PFT/CFT recertification 45 days prior to reporting in.*
- Verified obligated service (3 years from graduation)
- A paper copy of Medical/Dental Records. Coordinate transfer of original medical record to MCB Quantico Medical/Dental clinic AFTER completion of MSG Schoolhouse. You can coordinate this through speaking to your current Medical/Dental clinic.
- Completed (signed) overseas medical screening forms (AKA Phase III)
- Service Record Book (if not already electronically scanned in system).
- Current LES / BIR / BTR, Record of Service (MOL copy is acceptable, not older than 30 days).
- Must have a Check Book/Checking Account (some countries do not have ATMs).
- Fitness Report occasion for MSG School
 - If you have PCS TEMINS orders use (TR) as the occasion.
 - If you have TAD orders use (TD) as the occasion.
- Uniform/Clothing Packing List
 - All required issued uniforms per MCBUL 10120 FY_ Minimum Clothing Allowance (to include the All-weather coat and Woolly Pully sweater with Epaulettes)
**All uniforms must be serviceable and fit properly.*
**You will stand a wall locker and uniform inspection*
**It is HEAVILY recommended you mark your uniform items as directed by MCO 1020.34H Chapter 10 Section 2 Subparagraph 10201. Uniform inspections will occur during the Schoolhouse, and this will be inspected.*
 - Proper civilian PT gear (AKA Rainbow Gear)
 - Green on Green PT gear (Running shoes, MC Running Suit, sweat top/bottoms, glow belt, etc.)
 - Civilian clothing (Bring a weekend's worth of proper civilian attire).

SNCO INSTRUCTIONS

○ Business suits & Civilian style luggage (Optional)

*You will be given an allowance to purchase suits and luggage while at MSG School.

**Double breasted and eccentric colored suits are not authorized on the MSG program*

**For Security reasons, sea bags, camouflage style backpacks/bags, etc. are not authorized for use while you travel to post*

□ Passports

- *(60 Days Prior) Contact MCESG Passports section *Do not contact before 60 days**
- *Do not apply for dip passports at local units...CONTACT MCESG ONLY!!*
- *BRING your ORIGINAL BIRTH CERTIFICATE TO SCHOOL FOR DIP PASSPORT*

□ DMO

- You are required to bring all uniform items annotated in the current McBul 10120; DO NOT put them in DMO.
- **Married SNCO's** – You will not initiate your move until after you graduate MSG School, depending on what type of orders you get will determine when you move. Most likely you will be TAD to the schoolhouse.

○ **Single SNCO's** –

- Receipt of BAH - You will not initiate your move until after you graduate MSG School, depending on what type of orders you get will determine when you move. Most likely you will be TAD to the schoolhouse.
- TEMINS Orders- You HHG will be put into Temp Storage, upon successful completion of school, HHG will be sent out to post. Bring copies of all moving paperwork with you to schoolhouse.

○ POV Options

- Bring it to school (if within the local area, all other POV will be at Marines expense for travel)
- Sell it
- Leave it with family (Special Power of Attorney)

*DetCmdrs are only authorized to bring one POV out to post.

*Certain countries will not allow any vehicles to be brought into country; in these instances you will need to store your vehicle using DMO once you graduate from MSG School.

*Call DMO at (703) 432-0630 or (703) 432-2831 for detailed information.

*These websites also have helpful tips:

<https://www.pcsmypov.com/storage#!/>

<https://www.state.gov/m/fsi/tc/1873.htm>

○ Pets

- You have the option of bringing your pets to your duty station as long as you adhere to the guidelines of the country where your embassy/consulate is located.
- There is no guarantee that all of your post locations will allow pet(s) into their country; it will be up to you to figure out a course of action if your pet is not allowed at your follow on post.
- The cost to get pet(s) to/from each post location will be the sole responsibility of the pet owner; the government/military will not offset any of the associated costs aside from new travel allowances per the JTR.

SNCO INSTRUCTIONS

- Be advised that in any instance where an emergency evacuation of your embassy/chancery, your pet(s) may not be able to be evacuated with you and your family.

*This website has further tips/guidance: <https://travel.state.gov/content/passports/en/go/pets.html>

❑ MCESG Security

Start this process 30 days before arriving to MSG School

- Call MSG Security Office at (703) 784-4843/2567 or email MCESG_Headquarters_Security_Section@usmc.mil to begin the process for obtaining a Top Secret Security Clearance—electronic Questionnaire for Security Processing (eQIP). Please ensure you have the following information when contacting the security office: Assigned Class/EDIPI/DOB/Email POC.
**Failure to contact the security office before your school date may result in your security clearance being delayed and not processed for submission to the Office of Personnel Management (OPM).
*It is essential you complete your eQIP before departing your unit.
Your unit's S-2 shop is not involved with any portion of this process. Do NOT call the MCESG S2 with questions regarding clearance information.
- **(30 days prior)** Begin ISOPREP with your unit's S2, seeking out your PRMS Manager. ISOPREPs may be completed on NIPR computers using the below website.
**(<https://prmsglobal.prms.af.mil/prmsconv/profile/survey/survey.aspx>)*
- Fingerprints will be electronically processed at MSG School
**Do not bring fingerprint cards to MSG School.*

❑ Medical Requirements

**Bring your orders and/or your completed RELM to all medical appointments to verify the need for you to receive the specific screenings. Overseas screening must be completed within 90 days of your school report date; ensure you keep a copy for MSG School.*

- **(90 days prior)** Overseas screening for the MSG student DetCmdr consists of the following forms:
 - DD2807-1 (Mar 2015)
 - DD2808 (Oct 2005)
 - NAVMED 1300/1 (Rev. 1-2016)
 - NAVPERS 1300/16 (Rev. 11-09)
 - For question #15 in NAVPERS 1300/16 (Rev. 11-09), have your pertinent dependents complete the training at the following link:
https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US007
- **(90 days prior)** Overseas screening for the MSG student DetCmdr dependents (one per dependent) consists of the following medical forms:
 - NAVMED 1300/1 (Rev. 1-2016)
 - DD2807-1 (Mar 2015)
 - DD2792 (Aug 2014)
 - DD2792-1 (Aug 2014)
**Only copies of the last 2 years of medical and dental records are needed if seen by civilian provider. MSG will use their online medical records if they use a military provider*
- **(90 days prior)** Other Medical:
 - G-6-PD and sickle cell testing is documented in medical record
 - Audiogram is completed 6 months prior to school

SNCO INSTRUCTIONS

- PPD test within 4 months prior to reporting
- Blood Type and DNA test completed
- Immunizations are up to date (Typhoid (every 2 years), Tetanus, Hepatitis A, Hepatitis B or Twinrix completed, IPV, Yellow fever (every 10 years), documented MMR and Varicella or positive titer.
- Complete a full optometry, overseas screening physical (Austere Posting), PDHRA.
- **(90 days prior)** Female specific (21 years of age & older) – if medical is refusing to give you a well women's (pap/pelvic) exam, contact the MCESG HM1 at (703) 784-3558.
- **(45 days prior)** Recertification Signatures
 - *Completed within 45 days prior to your school date. You will only get one signature from the Overseas Screener who will look over your entire medical package and ensure everything you previously had signed (from the 90 day mark) is still accurate. The Overseas Screener is only located at a Military Treatment Facility (MTF); you must go to your nearest MTF for this signature. The below website will help you locate a MTF:
<https://hnfs.com/apps/tsclocator/default.aspx>
 - The Overseas Screener will recertify all of the below with their signature:
 - Medical
 - Dental (Class 1; nothing less)
 - Optometry (full eye exam with dilatation) *No eye surgery within 6 months of reporting in.*

**Medical, Dental and Optometry will not be available in all MSG Post assignments.*

Recommended PME prior to attending MSG School

- Career Course Distance Education Program (EPME6000AA)
 - Joint Knowledge Online Senior Enlisted Joint PME
 - Proctor Certification Course ([MNET0110PC](#))
 - Semper Fit Advanced Fitness Course (MCIZ4134AZ)
 - Joint Knowledge Online SERE 100, and all annual and fiscal Marine Net course.
 - Advanced Course Distance Education Program (EPME7000AA)
- *Reference MARADMIN 663/16 for guidance on attending Resident PME in regards to SDA duties.*

Other Marine Net Courses to complete:

The following courses are recommended to be completed by all Detachment Commanders before MSG school (Sergeant Watchstanders are encouraged to complete as well). Courses are found on Marine Net website located under: *Catalog>>Self-paced courses>>Marine Security Guard (MSG) School.*

<https://portal.marinenet.usmc.mil/content/mnet-portal/en/catalog.html?from=aem&contentType=1%2C1%2C1%2C1&filters=-4%3A15928%3A>

- Physical Fitness Test Monitor Certification Course ([FFD01PFT02](#))
- Body Composition Military Appearance Program Monitor Certification Course ([FFD03BCP02](#))
- Combat Fitness Test Monitor Certification Course ([FFD02CFT02](#))
- Range Safety ([RTAMRSOCAA](#))

Spouse Orientation Program

- Spouses are afforded the opportunity to attend training at MSG School via funded invitational travel orders (free travel).

SNCO INSTRUCTIONS

- This is not mandatory but is highly recommended and encouraged, please contact MCESG DRC for spouse training. Please coordinate ahead of time with Mrs. Amy Watson
- MCESG Deployment Readiness Coordinator
 - Mrs. Amy Watson: Amy.watson@usmc.mil
 - Office: (703) 432-5636 Cell: (571) 466-0157

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