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UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5043

BnO 5500.1B  
B 07-3

JAN 05 2006

BATTALION ORDER 5500.1B

From: Commanding Officer  
To: Distribution List

Subj: INSTALLATION REACTION FORCE (IRF) STANDING OPERATING  
PROCEDURES (SHORT TITLE (IRF SOP))

Ref: (a) MCO 15150.121  
(b) MCB, Quantico AT/FP Plan  
(c) HQSVCBn AT/FP plan  
(d) HQSVCBn Annual Training Plan

Encl: (1) Screening Checklist for IRF Personnel  
(2) Training  
(3) Instructions for the Use of Deadly Force  
(4) Table of Organization  
(5) Gear and Equipment  
(6) Timeline  
(7) Weapons and Ammunition

1. Purpose. This Order provides procedures for the activation, training, and implementation of the Installation Reaction Force (IRF), Marine Corps Base, Quantico.

2. Cancellation. HQSVCBn Order 5500.1A

3. Background. Per references (a) and (b), Headquarters and Service Battalion will provide a platoon size IRF, composed of a minimum of 38 Marines to augment Base security personnel or carry out independent missions on Base. The Commander, MCB, Quantico will maintain operational control of the IRF and the MCB Crisis Management Team will task the force. Headquarters and Service Battalion will train, staff, and support the IRF.

4. Summary of Changes. The significant changes to BnO 5500.1B are listed below.

- a. IRF Manpower.
- b. There will no longer be a supernumerary.

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c. Training will be conducted on a weekly basis.

5. General

a. Turnover

(1) Turnover will be conducted at 0700 on the last Wednesday and Thursday of each quarter in front of Building 2006. All members of the on-coming and off-going platoons must be present for turnover.

(2) Standard tour length is three months. Companies may assign duty personnel for more than three months, if desired.

b. Requirements

(1) Upon completion of turnover and initial training, IRF personnel will return to their normal work section. They are subject to recall in accordance with the current Force Protection Condition (FPCon) and the direction of the Area 1 Commander.

(2) Weekly Training will be held on Wednesdays from 0700-1100 in the Battalion Classroom, Building 2006.

(3) The IRF will prepare for inspections by the Area 1 Commander or his/her representative.

(4) Leave and liberty for IRF personnel will be authorized within the limitations of the current FPCon. The Area 1 Commander will determine limitations. The IRF platoon commander will make recommendations for the approval or disapproval of leave prior to the submission of leave requests to the company commanders.

(5) Personnel assigned to the IRF must be in a full duty status and have no expected extensive periods of non-availability during the quarter assigned. In FPCons Alpha and Bravo, IRF duty will have a negligible impact on a Marine's normal duties, leave, and liberty. Enclosure (1) provides a checklist for determining a Marine's ability to serve on the IRF. Each Marine must arrive at the initial formation with a checklist signed by the section OIC/SNCOIC.

c. Replacement

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(1) Should an individual need to be released from duty with the IRF, he/she must first coordinate with the IRF platoon Commander/Sergeant.

(2) Replacements should be limited to the greatest possible extent.

d. Recall

(1) FPCon A and B. Per reference (b), the IRF will be available within 24-hours from the time the Crisis Management Team notifies the Battalion in Force Protection Conditions A and B. During these FPCons, a Marine may take normal leave, liberty, and TAD as long as he or she can report for duty in 24 hours. However, should an incident on Base occur, it is likely that the MCB Crisis Management Team will request support from the IRF at the earliest possible time.

(2) FPCon C and D. Force Protection Conditions C and D require the IRF to be formed and deployed within an hour. In these FPCons, the IRF Platoon Commander may elect to stage the IRF in the Bldg 2006 classroom.

e. Training. IRF duty will meet the requirements of reference (c). Marines assigned to the IRF are not required to attend separate MBST courses during the corresponding fiscal year.

6. Responsibilities

a. Operations Officer

(1) Supervise the training, staffing, and support of the IRF. Enclosures (2) and (3) contain details of the required training.

(2) Coordinate and supervise the quarterly turnover.

(3) Provide all training to the IRF.

(4) Coordinate employment of the IRF with higher headquarters.

(5) Collect rosters from each company and ensure that the IRF roster meets the Table of Organization in enclosure (4). Provide the roster to S-4.

b. Logistics Officer

(1) Conduct a limited technical inspection and issue 36 M16A2 service rifles and two M9 service pistols to designated individuals.

(2) Be prepared to coordinate transportation as directed.

(3) Pre-stage security ammunition for rapid issue as directed. Periodically inspect magazines and ammunition for serviceability.

(4) Provide an armory representative for IRF turnovers.

(5) Provide Arms, Ammunition, and Explosives training to the IRF Platoon Commander and Platoon Sergeant.

(6) Provide Corpsman support during the activation of the IRF.

c. Supply Officer

(1) Issue gear and equipment listed in enclosure (5).

(2) Be prepared to provide field rations as directed.

d. Company Commanders

(1) Identify a qualified platoon commander (officer) and Platoon Sergeant (SNCO) to the Operations Officer seven days prior to your company's duty quarter. Reference (d) designates the quarterly sourcing rotation of platoon commanders and platoon sergeants. The Battalion S-3 will publish a bulletin each October outlining company requirements.

(2) Ensure that all Marines assigned to the IRF are physically and psychologically fit for an armed post. The Marine must report with a signed checklist, see enclosure (1).

(3) Provide the following number of Marines to the IRF each quarter for duty and submit the list to the S-3 no later than seven days prior to turnover:

(a) HqCo: ten Marines

(b) SvcCo: seven Marines

(c) OpsCo: five Marines

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(d) TECo: six Marines

(e) TACo: eight Marines

e. IRF Platoon Commander

(1) Report to Headquarters and Service Battalion Operations Officer seven days prior to turnover to review IRF Platoon Commander responsibilities, establish a training schedule in accordance with this Order, and review special orders, changes, or upcoming events. See enclosure (6) for the timeline.

(2) The day prior to turnover:

(a) Conduct Base orientation with IRF leaders

(b) Review recall procedures and guidelines

(c) Identify all muster areas

(d) Supervise weapons and gear issue

(3) On turnover day:

(a) Turnover with off-going platoon commander

(b) Supervise all IRF initial training

(4) Coordinate and supervise the tactical employment of the force.

(5) Maintain updated recall rosters, confirm current FPCo, and conduct sustainment training during musters.

(6) Read and understand all aspects of this Order and ensure that IRF Marines understand their duties and responsibilities.

(7) Supervise the issue, maintenance, and handling of weapons and ammunition in accordance with enclosure (7).

(8) As the off-going IRF platoon commander:

(a) Ensure that all weapons and gear are cleaned and inspected prior to turnover.

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(b) Conduct an official turnover at 0700 on the last Wednesday and Thursday of each quarter with the on-coming platoon commander.

(9) Be prepared to execute assigned missions as directed.

(10) Submit an after action report upon turnover.

f. Platoon Sergeant

(1) Report to the Battalion Operations Chief seven days before turnover for an in-brief.

(2) On Wednesday before turnover, muster to finalize accountability, develop the recall roster, and supervise weapons and gear issue.

(3) On turnover day, provide recall rosters to members of the S-3 and ensure all Marines receive IRF initial training.

(4) Coordinate weekly musters.

(5) As the off-going IRF platoon sergeant:

(a) Ensure all equipment is ready for turnover by close of business on the last Wednesday of each quarter.

(b) Ensure all weapons and equipment are turned in on the last Thursday of each quarter.

(6) Execute all other duties assigned.

  
C. J. FOSNAUGH, III

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**SCREENING CHECKLIST FOR IRF PERSONNEL**

Name: \_\_\_\_\_ Company \_\_\_\_\_

Section: \_\_\_\_\_ Date \_\_\_\_\_

**Marines assigned to the Installation Reaction Force should meet the criteria listed below and arrive for duty with this checklist signed.**

- |   |       |       |       |
|---|-------|-------|-------|
| 1. During the quarter assigned is the Marine: | Yes   | No    | When  |
| a. Planning on taking leave?                  | _____ | _____ | _____ |
| b. Going TAD?                                 | _____ | _____ | _____ |
| c. In any remedial PT programs?               | _____ | _____ | _____ |
| d. Going to EAS?                              | _____ | _____ | _____ |
| e. Assigned to duty elsewhere?                | _____ | _____ | _____ |
| f. Standing restriction?                      | _____ | _____ | _____ |

2. Is the Marine: (Answering yes indicates a Marine is unable to serve on the IRF)

- |                                    |       |       |
|------------------------------------|-------|-------|
| a. Pregnant?                       | _____ | _____ |
| b. Pending NJP?                    | _____ | _____ |
| c. On light duty?                  | _____ | _____ |
| d. Not of sound mind and judgment? | _____ | _____ |

3. The Marine's appointed place of duty will be at HQSVCBn Building 2006 on the last Wednesday and Thursday of this quarter and the next quarter. The Marine will muster every Wednesday from 0700-1100 at Building 2006 for accountability and training. The Marine is subject to immediate recall from work or home throughout this quarter for exercises and contingencies.

4. In FP Cons A and B, Marines are authorized normal leave, liberty, and TAD (contingent upon the ability to return within 24 hours). However, they must clear leave, liberty, and TAD through the IRF Plt Cmdr.

5. I hereby acknowledge the requirements of the IRF and certify the accuracy of the information provided.

Work Section Supervisor: Sign \_\_\_\_\_ Date \_\_\_\_\_  
Print \_\_\_\_\_

Company Commander Initials: \_\_\_\_\_

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TRAINING

1. Purpose. The purpose of IRF training is to ensure that each member of the IRF has the basic knowledge and skills to conduct security operations on Base. The S-3 will coordinate and conduct initial training, but the IRF platoon commander must coordinate sustainment training to ensure that all IRF members understand their duties. Sustainment training will take place every Wednesday from 0700-1100.

2. Required Training. Each member of the IRF must meet the following individual training standards:

- a. MCCS.09.05 Explain deadly force
- b. MCCS.09.06 Describe the key characteristics of terrorism
- c. MCCS.11.01 Perform weapons handling with the M16A2
- d. MCCS.11.02 Maintain the M16A2
- e. MCCS.11.04 Zero the M16A2
- f. MCCS.19.02 Communicate using an AN/PRC-119 Radio

3. Additional and Sustainment Training. The IRF platoon commander will coordinate the following training with the S-3 throughout the quarter:

- a. First Aid
- b. Vehicle Checkpoints
- c. Building Security
- d. Hand and Arm Manipulation
- e. Personnel Searches
- f. Reporting Procedures

4. IRF Platoon Commander Responsibilities. The platoon commander must ensure that all IRF Marines understand the following information:

- a. Current Force Protection Conditions
- b. Base special interest locations
- c. Upcoming Base events



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5. Schedule for Training

<b>Wednesday</b>			<b>Turnover -1</b>
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0730	FORMATION/ADMIN TIME	ON-COMING	BN CLASSROOM
0800	WEAPON ISSUE	ON-COMING	ARMORY
0900	GEAR ISSUE	ON-COMING	BN SUPPLY
1000	GAS MASK ISSUE	ON-COMING	NBC LOCKER
<b>Thursday</b>			<b>Turnover Day</b>
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0600	FORMATION	ON-COMING	BN CLASSROOM
0615	WEAPONS DRAW	ON-COMING	BN CLASSROOM
0700	FORMATION	BOTH PLATOONS	FRONT OF BLDG 2006
0715	MVMNT TO 14C	ON-COMING	
0730	BZO	ON-COMING	R14C
0930	QUICK REACTION DRILL	ON-COMING	R14C
1100	NBC CLASS	ON-COMING	GAS CHAMBER
1130	GAS CHAMBER	ON-COMING	GAS CHAMBER
1200	MVMNT TO BLDG 2006	ON-COMING	
1230	CHOW	ON-COMING	
1330	AT/FP LEVEL I BRIEF	ON-COMING	BN CLASSROOM
1430	USE OF FORCE CLASS	ON-COMING	BN CLASSROOM

6. Sustainment training and formation dates will be determined during the platoon commander's in-brief with S-3.

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INSTRUCTIONS FOR THE USE OF DEADLY FORCE1. Definitions

a. Armed Personnel. Security personnel are considered to be armed when in possession of both the firearm prescribed for the performance of their duties and the ammunition for the firearm.

b. Deadly Force. That force which a person uses with the purpose of causing death or serious bodily harm or which a reasonable and prudent person would consider likely to create a substantial risk of causing death or serious bodily harm.

c. Lawful Order. An order received from competent authority which a person of ordinary sense and understanding would know is not contrary to the law.

d. Competent Authority. Superiors in the chain of command and those who are specifically designated by directives to issue orders to law enforcement and security personnel.

2. Scope

a. These instructions apply to all IRF personnel.

b. Although these instructions are specifically directed to those personnel armed with firearms, the principles contained herein of limiting the application of the force to that required by the circumstances necessary to protect innocent bystanders, provide self-defense and/or protect property, apply equally to personnel armed with bayonets, nightsticks, riot control agents, and other law enforcement equipment which, when applied, death or serious bodily harm may occur.

3. Arming of Personnel

a. M16A2 Rifle. When under arms, a fully loaded magazine will be inserted into the weapon, Condition 3. A round will not be chambered unless there is positive intent to use deadly force.

b. M9 Pistol. When under arms, a fully loaded magazine will be inserted into the weapon, Condition 3. A round will not be chambered, and the weapon will be in the safe position.

4. Application of Deadly Force. Deadly force is justified only under conditions of extreme necessity and only as a last resort when all lesser means have failed or cannot reasonably be employed. The firing of weapons at another person by security

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personnel is considered justified only under one or more of the following circumstances:

a. In Self-Defense. When deadly force reasonably appears to be necessary to protect security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm.

b. In Defense of Property Involving National Security. When deadly force reasonably appears necessary to prevent the actual theft of, damage to, or espionage aimed at property or information which, though not vital to the national security, has been specifically designated by the Commanding Officer or other competent authority to be of substantial importance to the national security.

c. In Defense of Property Not Involving National Security but Inherently Dangerous to Others. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property which is inherently dangerous to others, i.e., operational weapons and ammunition.

d. To Prevent or Interrupt Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent or interrupt the commission of a serious offense observed by the sentry which threatens death or serious bodily harm to other persons. Such offenses are, but not limited to, murder, rape, or armed robbery.

e. Apprehension and Escape

(1) When deadly force reasonably appears necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of a nature specified in paragraphs 4a through 4d above, the offense having been personally observed by the sentry.

(2) When designated by the Commanding Officer or other competent authority as vital to national security, appears to present a threat of theft, damage, or espionage.

(3) When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a designated prisoner.

f. Lawful Order. When the application of deadly force has been directed or authorized by the lawful order of competent authority, who shall be governed by the provisions of these instructions, of a person or persons believed to have committed one of the offenses listed in paragraphs 4a and/or 4b of this

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enclosure and issued an order which gives the physical identity of the individual(s) and/or vehicle(s) and the reason for detention or apprehension.

5. Special Instructions

a. This user guide is for all members of the IRF and cannot take the place of good judgment in any situation.

b. It is not permissible to induce or entice an individual to commit an act which would authorize security personnel to apply deadly force under any provision of these instructions.

6. Additional Instructions Involving Firearms. In any of the circumstances set forth above, when it becomes necessary to use a firearm, the following precautions will be observed, provided it is possible to do so consistent with the prevention of death or serious bodily harm.

a. An order to "HALT," shall be given and the individual will be challenged. Warning shots will not be fired.

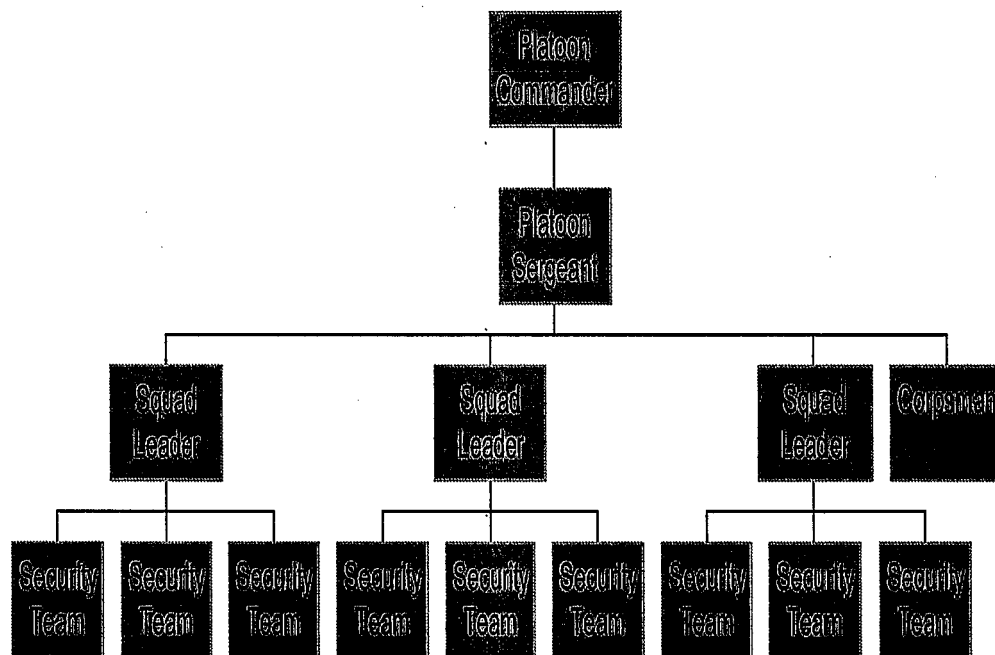
b. Shots shall not be fired if they are likely to endanger the safety of innocent bystanders.

c. The pistol will not be drawn from the holster except when required in the performance of duty; e.g., when the use of the weapon is properly required, when effecting relief of armed personnel, or when returned to place of storage.

7. Operations Officer. Ensure that all personnel assigned to perform security duties receive training on applicable regulations on the use of deadly force and the inducement of an individual to commit an illegal act. In addition, the IRF platoon commander will give periodic instructions to all IRF personnel to ensure that they continue to be thoroughly familiar with all restrictions on the use of deadly force.

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# IRF Organization



- Each Security team will consist of 4 Marines
- Squad Leaders will be part of a Security Team
- Corpsman will be attached to IRF only when activated

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GEAR AND EQUIPMENT

1. Personal Gear. Marines assigned to the IRF will draw the following gear from Supply on Wednesday before turnover:

a. 782 Gear

- (1) Web Belt
- (2) H-Harness or LBV
- (3) 2 Magazine pouches
- (4) 2 Canteens with canteen covers
- (5) First Aid Kit
- (6) Leather gloves
- (7) Glove liners

b. Flak jacket

c. Helmet

d. Chemical Biological Kits. (Issued by Bn NBC Chief following gear issue)

2. Gear Available for Issue. If the situation dictates, the following gear will be issued by Supply. Normally this gear will only be issued if the IRF is activated.

- a. Gore-Tex top and bottom.
- b. Alice pack
- c. Sleeping bag
- d. Poncho
- e. Poncho liner
- f. Isomat
- g. Cot
- h. Cold weather gear (when necessary)

- (1) Watch cap
- (2) Polypro top and bottom
- (3) Field jacket liner

2. Inspections and Turn-In

a. Inspection. The off-going IRF platoon sergeant will conduct weapons cleaning and gear inspection on the last Wednesday of the quarter.

b. Turn-In. Gear turn-in will go immediately after the turnover formation on the last Thursday of the quarter.

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TIMELINE1. On-coming IRF Platoon

<b>Turnover -7</b>			
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0730	SUBMIT NAMES FOR IRF TO S-3 SUBMIT NAMES OF PLT SGT AND CMDR	CO CMDRS	
TBD	S-3 IN BRIEF	S-3 OFF & ON-COMING PLT SGT&CMDR	S-3
TBD	CO GYSGT FINAL COORDINATION	ON-COMING PLT SGT	Company Offices
<b>Wednesday</b>			
<b>Turnover -1</b>			
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0730	FORMATION/ADMIN TIME	ON-COMING	BN CLASSROOM
0800	WEAPONS ISSUE	ON-COMING	ARMORY
0900	GEAR ISSUE	ON-COMING	BN SUPPLY
1000	GAS MASK ISSUE	ON-COMING	NBC LOCKER
<b>Thursday</b>			
<b>Turnover Day</b>			
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0600	FORMATION	ON-COMING	BN CLASSROOM
0615	WEAPONS DRAW	ON-COMING	BN CLASSROOM
0700	FORMATION	BOTH PLATOONS	FRONT OF BLDG 2006
0715	MVMNT TO 14C	ON-COMING	
0730	BZO	ON-COMING	R14C
0930	QUICK REACTION DRILL	ON-COMING	R14C
1100	NBC CLASS	ON-COMING	GAS CHAMBER
1130	GAS CHAMBER	ON-COMING	GAS CHAMBER
1200	MVMNT TO BLDG 2006	ON-COMING	
1230	CHOW	ON-COMING	
1330	AT/FP LEVEL I BRIEF	ON-COMING	BN CLASSROOM
1430	USE OF FORCE CLASS	ON-COMING	BN CLASSROOM

2. Off-going IRF Platoon

<b>Wednesday</b>			
<b>Turnover -1</b>			
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0700	WEAPONS/GEAR INSPECTION	OFF-GOING	BN CLASSROOM
<b>Thursday</b>			
<b>Turnover Day</b>			
<b>TIME</b>	<b>EVENT</b>	<b>WHO</b>	<b>LOCATION</b>
0700	FORMATION	BOTH PLATOONS	FRONT OF BLDG 2006
0715	GAS MASK TURN IN	OFF-GOING	NBC LOCKER
0800	WEAPON TURN IN	OFF-GOING	ARMORY
0900	GEAR TURN IN	OFF-GOING	BN SUPPLY
1000	GMS TEST	OFF-GOING	BN CLASSROOM

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WEAPONS AND AMMUNITION1. Issue and Maintenance

a. On the last Wednesday of each quarter, the Battalion Custodian will issue weapons cards to members of the on-coming IRF at the Battalion Armory in the basement of Building 2006.

b. On turnover day, the IRF will conduct a BZO to verify the accuracy and serviceability of their weapons.

c. The weapons will be cleaned and inspected periodically throughout the quarter.

d. Upon completion of their assignment to the IRF, Marines will clean and turn their weapons in to the armory. Final turn in will be conducted at 0800 on turnover day.

2. Safety

a. The S-3 will ensure the instructions for safe weapons handling and the application of deadly force are provided during initial IRF training. Upon completion of the instruction, assigned personnel will certify that they fully understand these procedures by signing a statement of understanding. The IRF chain of command must reinforce this training.

b. When employed, Marines will maintain Condition 3 weapons unless ordered to do otherwise by a competent authority.

3. Ammunition

a. IRF ammunition will be segregated from other ammunition in the armory (Building 2006). Platoon commanders will inventory the ammunition during turnover.

b. The following ammunition will be staged:

- (1) 6,840 rounds 5.56mm Ball
- (2) 440 rounds 9mm Ball