MEMORANDUM

From: Intermediate Marine Air Ground Task Force Information Operations
Practitioner Course Manager
To: Incoming Intermediate Marine Air Ground Task Force Information
Operations Practitioner Course Students

Subj: WELCOME ABOARD LETTER FOR INTERMEDIATE MARINE AIR GROUND TASK FORCE
(MAGTF) INFORMATION OPERATIONS PRACTITIONER COURSE (IMIOPC) STUDENTS

Encl: (1) Joint Expeditionary Base Little Creek - Fort Story Base Map

1. On behalf of the Commanding Officer, Expeditionary Warfare Training Group Atlantic (EWTGLANT), I would like to congratulate you on being selected to attend the Intermediate MAGTF Information Operations Practitioner Course (IMIOPC). The following information will assist you in preparation.

   a. Course Overview. This intermediate level program of instruction (POI) is designed to instruct students how to integrate Information Operations (IO) into the Marine Corps Planning Process (MCP) during MAGTF operations. The POI will provide the student a basic understanding of the information related capabilities (IRC) available to the MAGTF and will provide the doctrinal procedures for their implementation and assessment during various MAGTF operations. The student will demonstrate a working knowledge of the Marine Corps Planning Process (MCP), the targeting cycle (detect, decide, deliver and assess) and assessments (measures of performance/measures of effectiveness) prior to graduation. Upon completion of the IMIOPC, the student will possess an intermediate level of understanding of applying IRCs into MAGTF staff planning. This course will satisfy the formal education requirement for FMOS 0510 Basic Information Operations Staff Officer and FMOS 0551 Information Operations Specialist. IMIOPC is also a prerequisite for the Advanced MAGTF Information Operations Practitioner Course (AMIOPC) held here at EWTGLANT. IMIOPC is only taught through EWTGLANT.

   b. What to expect

      1) The daily schedule begins at 0800 and is usually complete at 1600. Although the classroom instruction on many days ends prior to 1600, students will have additional “take-home” assignments such as reading or completion of deliverable products that will require “off-duty” time. However, ample time is granted in the evenings and weekends to enjoy the local area. Students must not schedule travel prior to 1700 on the last day of the course.

      2) All students are required to actively participate in the practical exercises, discussions, and presentations to successfully complete the course. Practical exercises and student participation will be formally evaluated. Students will attend all classes while in residence in order to obtain the certificate of completion. If students need to conduct other business while temporarily assigned to EWTGLANT they must plan to do it outside of class hours.

   c. Student Requirements. The first day of class you will receive an unclassified laptop with all of the course readings as well as referenced publications. Students must provide a printed copy of their current Cyber Awareness training certificate to the instructor staff on training day one (MarineNet, NKO, or AKO course).
d. Prerequisites

1) Security Clearance. **ACTIVE SECRET CLEARANCE IS MANDATORY!!**
   a) Security clearance verification needs to be forwarded to the EWTGLANT Security Manager via JPAS using SMO CODE 560110296, FAX using command letterhead or OPNAV Form 5521/27 at DSN: 253-7252 or COMM: 757-462-7252, or via message addressed to EWTGLANT NORFOLK VA/NOOX/.
   b) Security clearance verification must contain the following information: Full name; rank, grade, or rate; date and place of birth; social security number; citizenship of proposed student; name and address of the activity to be visited; date and duration of the proposed visit; security clearance of proposed visitor, investigation type, date of investigation; and phone number and verifying signature of the Security Manager (if Faxed). **BE SURE TO ENCRYPT ANY EMAILS IN ORDER TO PROTECT PERSONAL IDENTIFIABLE INFORMATION.**

2) Rank Requirements
   a) E-4 through E-8
   b) O-1 through 0-5

3) MOS: Any

4) Minimum GT score: 100

5) Time remaining in service: One year remaining upon completion of the course

e. Pre-course training **(recommended but not required).**

1) Marine Corps Planning Process (MarineNet Course Code: MCPP010000) (Planning course equivalents include completion of: Expeditionary Warfare School, Command and Staff, Naval War College, School of Advanced Warfighting, Joint Advanced Warfighting, School of Advanced Military Studies, etc.).

2) MAGTF Information Operations (MarineNet Course Code: IOMAGTF001).

3) IO and Intelligence Characterization of the Information Environment (MarineNet Course Code: IOINTEL001).

f. Uniform

1) Resident course
   a) USMC: EWTGLANT follows USMC uniform guidance as authorized by ALMAR 038/16 directing the following:
      1. Woodland MARPAT sleeves down after the fall daylight savings time (DST) change (1st Sunday in November).
      2. Woodland MARPAT sleeves up after the spring DST change (2nd Sunday in March).
   b) USN: appropriate camouflage or work uniform.
c) Civilians: business casual.

2) Mobile Training Team (MTT). Uniform of the day as prescribed by the hosting unit.

  g. Billeting. Billeting is available on Joint Expeditionary Base Little Creek – Fort Story (JEBLCFS) but space is limited. At least two weeks prior to the start of class, we recommend calling the billeting office or use the internet to verify that a room is available and to obtain a confirmation number. Statements of non-availability of quarters will be issued only if quarters are unavailable. In the event of no available quarters aboard JEBLC, it is recommended that students utilize the Defense Travel System (DTS) when choosing lodging. Please use contact number for the latest rates.

  1) Commercial phone. 1-877-NAVY-BED (877-628-9233)

  2) Internet. http://ngis.dodlodging.net/properties/Little-Creek-Ft.-Story

  h. Meals.

  1) Messing is available at the Base Galley, Torgerson Hall. TECOM will not provide additional funding beyond the government rate for meals.

  2) Several other restaurants are located aboard JEBLCFS (i.e. Subway, Wendy’s, and a food court at the Navy Exchange).

  i. Where to report

  1) EWTGLANT is located at building 3504 aboard JEBLCFS, 1575 Gator Blvd, Building 3504, Virginia Beach, VA 23459-2470.

  2) Directions. It is recommended that students use web applications such as Map Quest or Google Maps to locate directions to JEBLCFS from their point of origin. Use the following address:

       1575 Gator Blvd
       Virginia Beach, VA 23459-2740

  3) When searching for directions to JEBLCFS, use Google Maps and enter “JEBLC Gate 5” in the search bar (Gate 5 is the recommended entrance to the base).

  4) Once aboard JEB Little Creek, use the enclosure to guide you to EWTGLANT. Students should use the entrance to the rear of building 3504 (located at 1575 Gator Blvd, entrance has a blue awning). Permanent personnel and/or signs will be posted in the passage way directing students where to proceed.

  j. Recreation. JEBLCFS has several Morale, Welfare, and Recreation facilities to enjoy while attending the course. Rockwell Gym is a full size gym with free weights, cardio equipment, basketball, and racquetball courts. JEBLCFS has an 18-hole golf course with a great club house. There is also an Outdoor Recreation Checkout Facility to rent small boats and other equipment. Access to Bradford Lake fishing is available on JEBLCFS. For information, http://www.cnic.navy.mil/regions/cnrma/installations/jeb_little_creek_fort_story/ffr.html.
k. Medical. The Boone Branch Medical Clinic is located aboard JEBLCFS and handles all routine matters. A full service naval hospital is located in Portsmouth about 15 miles (30 minutes) away.

1. Command Information

1) Mailing address. Your address while attending the course will be:

   Rank, Last, First  
   EWTGLANT  
   Building 3504  
   1575 Gator Blvd  
   Virginia Beach, VA 23459-2740

2) Phone (command quarterdeck)

   a) Commercial (757) 462-7000

   b) DSN 253-7000

2. My staff and I look forward to meeting you and hope the learning experience at EWTGLANT will benefit you personally and professionally. The points of contact for additional information are Capt Mike Runyon (michael.runyon1@navy.mil, 757-462-3231) or CTTC Jason Baldwin (jason.m.baldwin1@navy.mil, 757-462-7748).

M.G. RUNYON
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Enclosure (1)