



MARINE CRYPTOLOGIC SUPPORT BATTALION
COMPANY I
COMMAND PHILOSOPHY



It is truly an honor and a privilege to serve alongside each of you. You chose to serve our country during a time of international instability, and your daily efforts are indispensable to the security of our nation. Your commitment to mission success, personal and professional development, and readiness are essential to the continued success of this unit and the critical role we play in national security.

Mission Success. The Marine Corps is focused on winning battles. Do not underestimate your contribution to this effort. Daily, you directly support decision-makers at every level of war by fulfilling National Security Agency/Central Security Service, Marine Air-Ground Task Force, Joint Force Commander, and tactical commander intelligence requirements. I am professionally humbled by the contributions you make and the work you do.

Personal and Professional Development. We have a responsibility as leaders to mentor, guide, and lead our Marines. We all have room to grow and Marines are hungry to improve their occupational proficiency and to become better people. At every rank, Marines will receive regular positive and negative counseling to aid in that growth. Individual personal and professional growth is essential to unit success. More importantly, it is the commitment we made to each other the day we raised our right hand.

Readiness. Preparation goes beyond occupational proficiency and demands we are ready for every contingency. Prepare yourself for contingencies at work; know your colleague's job and your supervisor's job. Prepare yourselves to lead; allow yourself to be mentored by a leader you respect. Prepare for the demands of service; maintain the Marine Corps' standards in physical fitness, personal appearance, medical readiness, language proficiency, and spend your time off with those you love. Prepare for your next promotion, your career, and life beyond the Marine Corps; complete Professional Military Education, read books on the Director of Intelligence and Commandant's Reading Lists, and complete a college degree.

Commanders at every level of war and our national leaders are counting on you to prepare yourself mentally and physically, and to grow in knowledge, proficiency, and judgment, to best enable them to win our nation's battles.

Marines, I am honored to be your Commanding Officer. I will give you my best every day and I demand the same from you.

- *Semper Fidelis* -

G. A. Keefer
Major

United States Marine Corps
Commanding



MARINE CRYPTOLOGIC SUPPORT BATTALION

COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIRs)

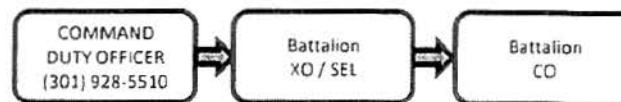
IMMEDIATE NOTIFICATION VIA PHONE 24/7 SW REPORT VIA DATA AS SOON AS PRACTICABLE

- Death of MCSB personnel (or immediate family member, if reported).
- Serious illness or injury requiring hospitalization of MCSB personnel (or immediate family member, if reported).
- Suicide ideation or attempt of a MCSB personnel (or immediate family member, if reported).
- Unaccounted or Unauthorized Absence of MCSB personnel (over 2 hours).
- Allegation and/or incident of sexual assault, domestic abuse, or child abuse either by or against MCSB personnel.
- Detention or arrest of MCSB personnel.
- Any hazing incidents or allegations.
- Network/data spillage, compromise, loss or unauthorized disclosure of classified material or PII.
- Any serious incident involving MCSB personnel that may result in the loss of a security clearance, generate high media interest, reporting to HHQ, IGs, or external commands/agencies.
- Event or incident of large scale civil disorder involving MCSB personnel, including natural or destructive weather events and/or incidents that threaten life or property.

NOTIFICATION WITHIN 6 HOURS BY VOICE AND DATA

- Any drug or alcohol-related incidents; notification of positive laboratory test results for drugs of any kind.
- Acts of discrimination or harassment that cannot be resolved via the Informal Resolution System.
- Damage to MCSB facilities preventing operational service, e.g., fire, water damage.
- Unscheduled General/Flag/SES level visit to any MCSB work spaces.

REPORTING PROCEDURES



EXAMPLE SW REPORT FORMAT

Subject: CCIR: Serious Injury Requiring Hospitalization Of Company X Marine
WHO: LCpl Lewis B. Puller, 2621
WHAT: Vehicle Accident
WHEN: EST. 28 0700 OCT 2015
WHERE: Ritchie Highway Glen Burnie, Maryland
WHY: N/A

REMARKS: LCpl Puller was returning home from PT and was involved in a car accident on Ritchie Hwy in Glen Burnie. He was the only occupant in the vehicle and was transported to Baltimore Washington Medical Center in Glen Burnie. According to his Plt Cmdr, he had mostly cuts and bruises, but was being evaluated for a concussion and his car appeared to be totaled.

**ANY INCIDENT NOT INCLUDED IN THESE CRITERIA WILL
BE BRIEFED DURING NORMAL WORKING HOURS**

Welcome Aboard

Welcome to the Company I, Marine Cryptologic Support Battalion (MCSB) family! You are joining a tight-knit and independent unit with some of the best and brightest Marines in our Corps. Company I has the distinction of being the most geographically separated Company in the Marine Corps. With this distinction comes a significant amount of responsibility, self-reliance, and discipline. We have diverse and critical missions to satisfy National Security Agency / Central Security Service (NSA/CSS), Marine Air-Ground Task Force, Joint Force Commander, and tactical commander intelligence requirements. To accomplish this, I challenge every Marine at Company I to: remain focused on their individual contributions to mission success; strive to improve ourselves personally and professionally; prepare ourselves, our subordinates, and our families for every contingency; and to do it all with exceptional professionalism. Our Company is spread throughout some of the most amazing and picturesque parts of the world. While you and your family are with Company I, take advantage of your surroundings, get out and explore, and most importantly, enjoy yourself.



Major G. A. Keefer, USMC
Commanding Officer
Company I, MCSB

Introduction to Company I

Company I, Marine Cryptologic Support Battalion (MCSB), is located aboard the Naval Computer and Telecommunications Area Master Station Pacific (NCTAMS), Wahiawa, Oahu. It is the Marine Corps' service element at NSA-Hawaii (NSAH) and a subordinate Company of MCSB - the Marine Corps' Service Cryptologic Component (SCC) headquartered at NSA-Washington (NSAW) in Ft. Meade, MD.

The Company was originally activated on 1 September 1962 at U.S. Naval Facility, Nicosia, Cyprus, as Company I, Marine Support Battalion. Company I was relocated in March 1974 to U.S. Naval Communications Station, Adak, Alaska. In May 1994, Company I was again relocated to Kunia Regional Security Operation Center, Kunia, Hawaii. In August 2002, Company I, Marine Support Battalion was re-designated as Company I, Marine Cryptologic Support Battalion.

NSAH is staffed by personnel from each of the four branches of the military, along with members of the Coast Guard, DoD civilians, and government contractors. We also work alongside our partner nations with representatives from Canada and Australia. NSAH provides personnel, information, and communications support to the Pacific theater and national warfare requirements.

The installation lies approximately 15 miles northwest of the city of Honolulu and ten miles south of the North Shore of Oahu.

NSAH comprises two main sites - the Kunia Tunnel and the Rochefort Building. The Kunia Tunnel dates back to World War II, when the Army built the facility to store maps. After the war, it was used for munitions storage until 1980 when the Navy took it over for SIGINT operations. Through the years, as the SIGINT mission grew, NSA/CSS embarked on a plan to build a new facility aboard NCTAMS near Wahiawa. They broke ground in 2007 and by 2011 had stood up the first missions in the Rochefort Building. Which is currently the primary location of Company I Marines.

Reporting for Duty

All Marines will report in the Service Alpha uniform to the Company I Office in Building 551, Room 316 during regular duty hours (0730-1630, Monday-Friday). Additionally, if you are arriving to the island during non-duty hours, call the Officer of the Day (OOD) at (571)-229-6179.

Uniforms

The prescribed uniform of the day for Company I Marines is the Woodland MCCUUs sleeves up all year round. For the first Friday of the month, the uniform of the day is "Service Charlies".

Company Office Telephone Access

Company I administrative offices can receive commercial or DSN phone calls. The commercial area code is 808 and prefix is 364. The Company office numbers are as follows:

<u>Office</u>	<u>Number</u>
CO	808-312-5936
XO	808-312-5255
SEM	808-312-5938
Admin	808-312-5940/1

Single Marine Program

Company I has an actively run SMP (Single Marine Program) with representatives in the Company. They put out monthly events hosted via the Marine Corps Base Hawaii and Schofield Barracks such as Luau's, group movie nights, and beach blast blowouts! There is always something fun to do for the Marines stationed here at Company I, MCSB.

Housing/TLA/BEQ

Unaccompanied Marines/Bachelor Enlisted Quarters

Unaccompanied Marines E-5 and below will check-in to the BEQ at Camp H.M. Smith upon arrival.

Unaccompanied Marines E-6 and above will be authorized Temporary Lodging Allowance (TLA) during their search for housing. Once they have acquired housing they will rate BAH w/o dependents for the local rate.

All accompanied Marines qualify for housing and/or TLA with the Marine Corps, Navy, and Army Housing areas since we are a subordinate Company to MCSB and a tenant command of NSA/CSS Hawaii. Marine Housing is limited to the Marine Corps Base Hawaii (MCBH) housing at Kaneohe Bay and Manana housing areas in Aiea. Navy Housing has housing areas all over the island, with a great deal of new or newly renovated homes available. Army Housing is aboard Schofield Barracks and Wheeler Army Airfield.

Housing to Company Office

MCBH -	33 Miles
AMR -	20 Miles
Hickam -	20 Miles
Pearl City -	13 Miles

Island Palms Community Housing via the Army:

HMR -	7 Miles
Wheeler -	6 Miles
Schofield -	5 Miles

For more information on Housing/TLA/BEQ please use the following contact numbers and/or websites:

Marine Housing.....	808-257-2676	
Kunia MWR TLA Reservations.....	808-474-1820	http://greatlifehawaii.com
Hale Koa Hotel Reservations.....	1-800-367-6027	http://www.halekoa.com
Navy Housing.....	808-473-2888	https://www.housing.navy.mil
Schofield Inn Reservations.....	1-800-490-9638	
Schofield Inn.....	808-624-9650	
Arizona Hall Front Desk.....	808-473-5983	

For more specific information on island Housing and/or TLA please see the following website:

<http://www.yourmilitaryinhawaii.com/MilitaryHousing.pdf>
<https://www.housing.navy.mil/onestop/menus/default.aspx>

Cost of Living Allowance (COLA)

Personnel authorized to reside off-base will receive COLA single or COLA with family members. Single personnel residing on-base will receive COLA Barracks, which is substantially less.

COLA varies by pay grade, years in service, number of family members, and number of days in a month. It is not a flat amount like BAH. COLA will start from the date you report or the day after your temporary lodging allowance (TLA) terminates (if authorized TLA).

Medical/Dental

Marines coming aboard Company I, and their family members, will be assigned a Medical Officer (Primary Care Manager-PCM) at the Makalapa Medical Clinic, Pearl Harbor (Military Treatment Facility-MTF). Marines transferring (PCA) from an on-island unit may keep their current PCM and MTF. Marines will turn in their records to the NIOC Medical Annex in the tunnel.

For more information on Makalapa medical/Dental issues please use the following contact numbers:

Makalapa Medical Clinic

Acute Care.....	808-473-1880	x212
Admin.....	808-473-1510	x317
Central Appointments.....	808-473-0247	
Family Practice.....	808-473-1880	x235
Laboratory.....	808-473-1880	x248
Medical Records.....	808-473-1510	x318
Mental health.....	808-473-1880	x288
Optometry.....	808-473-1880	x347
Pediatrics.....	808-473-1880	x299
Pharmacy.....	808-473-1880	x229
Primary Care.....	808-473-1880	x266
Radiology.....	808-473-1880	x200
Smart Center.....	808-473-2444	
TRICARE.....	808-473-1510	x320

Makalapa Dental Clinic

Central Appointments.....808-473-1880

For more specific information on island Medical/Dental facilities and services please see the following website:
<http://www.yourmilitaryinhawaii.com/medicaldental.pdf>

Schools/Education

Child Education

The island of Oahu offers many educational options. The public schools fall under the statewide unified public school system. Most public schools follow a year-round schedule that begins in August. All children must attend school from age 6 to 18. Kindergarten attendance is not mandatory in Hawaii.

School Records

Because most schools do not release official permanent student records until requested by the new school, parents should hand carry report cards, promotion certificates, and other materials that might be helpful in expediting enrollment and placement of students in the proper courses. If your child is entering kindergarten or first grade, you must present a birth or baptismal certificate to verify birth dates.

What Is Required for Registration?

- Birth certificate or proof of age
- A release from the last school attended
- Medical records showing that a licensed physician has examined the child within one year of school entry date. This examination must include a negative Tuberculin Skin Test with the result indicating the millimeter reading (which must be performed in the United States).

NOTE** It is recommended you either have the school physicians and inoculations completed before you arrive, or schedule appointments as early as possible, as there may be delays for available appointment dates.

Inoculations

The inoculations required by the State Department of Health include the following:

- Diphtheria/Pertussis (Whooping Cough)/Tetnus "DPT." This immunization is required for children not previously immunized. A booster is required for those immunized more than two years before. Exception: Only tetanus and diphtheria immunizations are required for children over age 6.
- Poliomyelitis immunization is required for children who have not completed their polio series.
- Rubella (Measles)/Rubella(German Measles)/Mumps immunization is required for children under 10 who have not been immunized or who do not have doctor's certificate showing they had the disease.
- HIB/Haemophilus B for children under 5

School Transportation

For students attending public school more than one mile from their home, the state of Hawaii provides bus service. The school bus fare is currently 25 cents per student, per ride. The city-operated carrier called "The Bus" is available to all students (to age 18) for 75 cents a ride, discounted passes are available.

Public Schools According to Housing Area

Family Members attend schools according to the housing/geographical areas where they reside. For more specific information about island public schools, please see the following website:
<http://www.yourmilitaryinhawaii/coom/schoolseducation.pdf>

Private Schools/Home-Schooling

Hawaii has approximately 100 private schools that teach pre-kindergarten through college. Tuition for these institutes range from \$3000-\$12,000 for day student tuition. Many of the schools have waiting lists and require entrance tests and interviews prior to admission. The Hawaii Association of Independent Schools (HAIS) is a central organization that provides information on private schools in Hawaii.

Hawaii has a vigorous and well-supported home-schooling organization with a stated mission of providing "a statewide, non-governing service organization to organize activities to educate, assist, and encourage families in home-schooling endeavors and be a liaison between home-schooling families and national, state, and local organizations and agencies."

For more specific information about public and private schooling or information on home-schooling please see the following websites:

<http://www.yourmilitaryhawaii.com/schoolseducation.pdf>

<http://www.hais.org>

<http://www.christianhomeschoolersofhawaii.org>

Adult Education

Adults of Hawaii can take advantage of a great variety of educational opportunities. Free high school review classes in English, math, , and reading comprehension are offered on many bases and housing areas through the State of Hawaii Adult Education division. High school equivalency programs are available for military personnel and their family members who are unable to complete their high school equivalency through their own state. Your local education office has additional information.

Higher Education

Education opportunities are abundant both on and off base. Every Wednesday there is a "College 101" course at MCBH Kaneohe Bay from 1130-1230 for those interested in tuition assistance and other educational opportunities.

Base Education Offices:

Marine Corps Base Hawaii: 808-257-1232

Hickam: 808-449-6363

Schofield Barracks: 808-655-0800

Tripler/Fort Shafter Army Education Center: 808-433-4184

Pearl Harbor Navy College Office: 808-473-5705

Family Services

Marines assigned to Company I may utilized both Marine Corps and Navy Family Services. Most Navy services will be more convenient due to Company I's location and housing choices.

The Fleet and Family Support Center (FFSC)

The FFSC is located at Pearl Harbor, and also operates a satellite office at NCTAMS, Wahiawa. The FFSC provides a variety of support services to Marine Corps personnel and their families. The Center's hours of operation are 7 a.m. to 4 p.m. The Fleet and Family Support Center is located in Building 193, Pearl Harbor, and at Building 392, NCTAMS PAC, Wahiawa. Their phone number is 473-4222.

The FFSC provides many core family service programs such as: Exceptional Family Member Program (EFMP), Information and Referral Services, Family

Advocacy Program Center, Navy and Marine Corps Relief Society, New Parent Support Program, Parenting Program, Personal Financial Management Program, Relocation Assistance Program, Transition Assistance Program, Legal Services, Religious Services, and a Thrift Shop. For more specific information on any of these programs please see the following website: <http://www.yourmilitaryhawaii.com/familyservices.pdf> or <http://www.greatlifeohawaii.com/agency/listactivity.asp?agcatid=6&agcatname=fleet+%26+family+support+center>

Family Service Center (FSC)

The Family Service Center (FSC) on Marine Corps Base Hawaii Provides services to active duty personnel, single and married, of all ranks and too their families. Some of the services offered include information and referral assistance, enrichment programs such as stress and anger management classes, and other areas that can strengthen family ties. Professional counseling and a family advocacy program provide information, education and supportive counseling for spouse and child abuse. In addition, transition assistance provides assistance in career decision making and life planning for service members separating or retiring from the military, relocation assistance, and employment assistance. The Family Service Center is open from 0730- 1700 and is co-located with the command building near the base color son Marine Corps Base Hawaii. Look for the red canopy. Phone number is 257-7786/7787. For more information on any of these programs and for other programs and/or options please see the following website: <http://www.yourmilitaryhawaii.com/familyservices.pdf> or <http://www.mccshawaii.com/mfs.htm>

Child Care Programs

There are many child care options available to Marine stationed at Company I. Due to the wide geographical dispersion of housing throughout the island, Marine select to place their children in child care facilities based on the location of their housing rather than the location of Company I.

Child Development Centers are located throughout the various housing areas and are usually service affiliated for management purposes, but not service-specific for eligibility purposes. This means the rules, eligibility requirements, hours of operation, and cost of care are all specific to each service or base facility. For more specific information on Child Development Centers available please see the following websites: <http://www.yourmilitaryinhawaii.com/familyservices.pdf>

Family Child Care Providers are located in homes throughout the various housing areas and are usually governed by the service that manages the housing area. This means the Family Child Care Provider has the appropriate service-specific family service assigned management over the housing area. Although these providers are managed by family services, they set their own hours of operation and cost of care. For more specific information on Family Child Care Providers please see the following website: <http://www.yourmilitaryinhawaii.com/familyservices.pdf>

Youth Programs

Most youth programs and their availability are dependent on your housing areas geographical location, and accordingly vary widely. There is an abundance of your programs available in each area, and these can usually be discovered by attending local housing community meetings. Most Marines and their family members will reside in navy housing and will likely make use of navy your programs. For more specific information concerning youth programs other than those offered by the navy please see the following website:
www.yourmilitaryinhawaii.com/familyservices.pdf

Community Centers: Pearl Harbor offers a free after school program at the Catlin-Halsey-Radford-Miller (CHRM) Community Center. Students ages 10-18 enjoy pool tables, games, computers, crafts, videos. And more every weekday afternoon. Teens 13-18 can return for Teen Night activities every Friday. Leisure classes are available for family members throughout the year. Boys and Girls Clubs of Navy Hawaii, phone: 474-3501; Makai Community Center, 682-4044; Iroquois Point Youth Center, 499-2572.

Youth Sports Program: Pearl Harbor MWR has an active Youth Sports Program. Children ages 5-15 can take part in a variety of sports activities including soccer, basketball, softball, and football. Practices are held at local facilities after school and on weekends. Volunteer coaches are always needed. Coaching families receive special registration discounts for their children. For more information call Pearl Harbor MWR at 474-3071.

Pet Information

Hawaii's Animal Quarantine Laws- Hawaii's quarantine law is very strict and can lead to a long separation from your pet. Importation of dogs, cats and other pets into Hawaii is governed by chapter 4-29 of the state of Hawaii, Department of Agriculture Administrative Rules. This law says that these animals are required to complete a 120 day confinement in the State Animal Quarantine Station. If specific pre-arrival and post-arrival requirements are met, animals may qualify for 30-day quarantine or a new 5-day-or-less (to include direct release from the airport facility) quarantine that become effective on June 30, 2003. A checklist has been developed by the state to assist pet owners with the process. You can view and print this checklist and find out more information at the following website: <http://hawaii.gov/hdoa/ai/ags/info>

Kennel Facilities- Your pet's basic facility amenities will be dependent upon the size of your pet, and your pets stay in quarantine will be directly affected by what is accomplished prior to your arrival in Hawaii. Currently, the total cost of quarantine will be directly affected by what is accomplished prior to your arrival in Hawaii. Currently, total cost of quarantine for dogs and cats is \$165 for direct airport release, \$224 for the five-day-or-less period, \$655 for the 30-day period and \$1,080 for the 120 day quarantine period. These fees are subject to change and do not include cost of pre-arrival requirements, shipping or the pre-arrival OIR FAVN test, which adds significantly to the overall cost of bringing your pet to Hawaii, or the cost of having to stay longer in quarantine facilities. You should budget out the costs

of the 5-day-or-less quarantine verses the 20-day or 120 periods so that you can make an informed decision in advance. It may cost you more to complete the shorter programs prior to coming to Hawaii, or you may decide the cost is worth the shorter period of time your pet will spend in quarantine. For more information please see the following website: <http://hawaii.gov/hdoa/ai/ags/info>

Motor Vehicle Registration

All American manufactured cars and most foreign made automobiles are legal in Hawaii without modification. Many aftermarket modifications are legal in Hawaii, but then again many are not. For example, Hawaii's window tinting law often creates difficulties for Marines registering their vehicles in Hawaii. Your windows cannot be tinted more than 31% for more specific information please see the following website: <http://www.co.honolulu.hi.us/csd/vehicle/mvehicle.htm>

Vehicle Registration - You will need to register your vehicle within 30 days of its arrival to Hawaii. The process for registering your vehicle is as follows:

1. **Hawaii No Fault Insurance** - Call your insurance Company and ask for a salesman authorized to sell you Hawaii Insurance.
2. **Safety Inspection** - Proof of Hawaii motor vehicle insurance is required to obtain a safety check. A safety inspection is required for all motor vehicles in Hawaii. You will find this service at various auto shops on and off base. You will receive a safety inspection sticker once you pass the inspection.
3. **Nonresident form** - nonresident active duty military personnel must submit a properly completed Non-Resident Certificate, Form DF-L (MVR) 50, for each registration, renewal or transfer or transaction. Form DF-L (MVR) 50 is available from the Aloha center located at the bottom of the stairs to the tunnel.
4. **Registration**- Bring the title, out of state registration, safety inspection form, non-resident form and proof of Hawaii Insurance to one of the Satellite City Halls (list at <http://www.co.honolulu.hi.us/csd/satellite>).
5. **Annual Requirements**-You will need to obtain a safety inspection and register your vehicle annual. Annual fees are based on the vehicle weight and usage for state residents; nonresidents pay a flat rate that is currently \$20.50. The deadline for registering vehicles is the last working day of the expiration month of the current registration. However, if the registration expiration date occurs on a Saturday, Sunday or legal holiday, the delinquent renewal penalty fee will not be charged until after the next working day. A penalty will be assessed if fees are not paid on or before the expiration date. Make checks payable to **City and County of Honolulu**.
6. **More Information**- located at the following website <http://www.honolulu.gov/csd/index1.htm>

On Base Paper Pass - You will need the following items in order to receive a base paper pass.

- Driver's License/Military ID
- Nonresident Form
- Current Registration
- Current Safety Check
- Proof of Hawaiian Insurance

Inbound Vehicles (Honolulu VPC) - You will need to call the VPC and let them know you have arrived so they can inform you when your car arrives. The number is (808) 848-8383. The VPC is located at Pier 51B Sand Island Access Rd, Honolulu, HI 96819 for when you need to pick it up.

Driver Licensing - Persons 18 years of age and older, with a valid driver's license from other states or a province of Canada, may drive in Hawaii until their license expires. Listed below are some helpful tips about Hawaii driver's licenses.

- The vehicle you drive must have current license plates, registration, and safety check.
- The Hawaii motor vehicle insurance card must be current and valid. The name of the insured must be the same as the registered owner of the vehicle.
- The blood alcohol limit in the state of Hawaii is .08. and .05 if you are involved in an accident.
- The law regarding speeding is strict--30mph over the posted speed limit is a felony and you will be arrested. Also, if you travel 85mph or above anywhere on the island you will be arrested.
- Safety belts must be worn at all times.
- Cell phone use is prohibited while driving on-base; this includes hands free devices.

Red Dot- Building 553, Saipan Drive, Wahiawa, Hawaii

Location to the north is NSA/CSS Hawaii also called the Rochefort Building.

Driving from the Airport is approximately 19 miles and the estimated time is 35-40 minutes.

COMPANY I, MARINE CRYPTOLOGIC SUPPORT BATTALION

LOCATED AT: BUILDING 553, SAIPAN DRIVE B, WAHIAWA, HI, 96786

