



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 6520.1 Ch 1
G-3
OCT 15 2012

WING ORDER 6520.1 Ch 1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR OPERATIONAL
STRESS CONTROL AND READINESS (OSCAR) TEAM TRAINING

Encl: (1) New page inserts to WgO 6520.1

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove pages 3 and 4 and replace it with the corresponding pages.
3. Filing Instructions. File this Change transmittal immediately in front of the signature page of the basic Order.


R. W. REGAN
Chief of Staff

DISTRIBUTION: A

DISTRIBUTION STATEMENT A: Approved for public release.
Distribution is unlimited.



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IN REPLY REFER TO:
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G-3
JAN 20 2011

WING ORDER 6520.1

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR OPERATIONAL
STRESS CONTROL AND READINESS (OSCAR) TEAM TRAINING

Ref: (a) CMC Washington DC D/CMS Msg R 201549Z Nov 09
MARADMIN 0667/09 Implementation of Operational Stress
Control and Readiness (OSCAR) Extender Program
(b) II MEF Letter of Instruction (LOI) 1500 G-3 dtd 21
Jul 2010, Training II MEF OSCAR Trainers

Encl: (1) OSCAR Team Training Course Agenda
(2) OSCAR Team Training Support Requirements
(3) OSCAR Team Training - Advanced Preparation Checklist
(4) Sample LOI for OSCAR Team Training

1. Situation. Per the references, the OSCAR Program is being implemented throughout the operating forces to assist commanders in preventing, identifying, and managing combat and operational stress problems in their Marines and units as early as possible in order to proactively address stress related issues that negatively impact personnel readiness within units. OSCAR capability is now being extended across the Marine Air-Ground Task Force (MAGTF) down to the battalion/squadron level to address not only the demands of distributed operational deployment in Afghanistan, but also the increasing need for early intervention in garrison. This extended capability is being accomplished by training selected Marines (OSCAR Mentors) and existing support staff (medical and religious ministry personnel-OSCAR Extenders) throughout the chain of command. Training will be provided to all squadrons annually by authorized OSCAR trainers.

2. Mission. Designated units will provide members to form the 2d Marine Aircraft Wing (2d MAW) OSCAR Training Team and will participate in annual OSCAR team training for its OSCAR team members and extenders to enhance the command's ability to mitigate and leverage the impacts of combat and operational stress in order to improve unit readiness.

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3. Execution

a. Commander's Intent/Concept of Operations

(1) Commander's Intent. Enhance Commanders' ability to manage and use combat and operational stress to build stronger Marines physically, emotionally, spiritually, and socially by providing OSCAR training to key leaders throughout 2d MAW. I envision a Wing with increased personnel readiness and reduced misconduct resulting from more timely and effective engagement by trained leaders throughout the chain of command along with improved perceptions of command climate in the arena of operational stress and mental health.

(2) Concept of Operations. 2d MAW will develop and maintain a cadre of OSCAR trainers who are certified by completing a week long certification course approved by a Headquarters Marine Corps (HQMC) OSCAR Master Training Team. Wing OSCAR trainers will conduct unit OSCAR training for squadrons consisting of six hours of training in one day. Unit OSCAR training includes classroom instruction, role-playing, discussion, and a leadership panel. Unit OSCAR training in 2d MAW is envisioned to take place annually and upon request as scheduled by 2d MAW G-3 training.

b. Tasks

(1) G-3 (Training). Coordinate and schedule training for OSCAR Trainers and unit OSCAR teams. Ensure OSCAR Training Team nominee information is provided to the Wing OSCAR Coordinator.

(2) MWHS-2

(a) Provide one Lieutenant Colonel (LtCol) to serve as 2d MAW OSCAR coordinator.

(b) Provide at least two additional officers or senior Staff Non-Commissioned Officers (SNCOs) (Gunnery Sergeant (GySgt) or above) and three Non-commissioned Officers (NCOs) or Staff Sergeants (SSgts) to be part of the 2d MAW OSCAR Training Team. These Marines will need to complete the week long OSCAR Team Training Curriculum in order to support training of units throughout 2d MAW.

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(c) Schedule unit OSCAR training for NCOs, SNCOs and officers as required to train at least 10% of unit personnel as OSCAR team members.

(3) MACG-28, MAG-14, MAG-26, MAG-29, and MAG-31

(a) Each Group will provide at least one officer or senior SNCO (GySgt or above) and one NCO or SSgt to be part of the 2d MAW OSCAR Training Team. These Marines will need to complete the week long OSCAR Team Training Curriculum. These Marines will support training of units throughout 2d MAW, with emphasis on training units within their respective Groups.

(b) Coordinate for annual scheduling of squadron OSCAR training for NCOs, SNCOs and officers as required to train at least 10% of personnel as OSCAR team members.

(4) 2D MAW OSCAR Coordinator

(a) Coordinate with II Marine Expeditionary Force (II MEF) and HQMC for training and certification of Wing OSCAR Team Trainers and Master Trainers.

(b) Coordinate with G-3 and supported units to schedule unit training and publish a Letter of Instruction (LOI) for the training approximately four weeks prior to the scheduled date. Refer to Enclosure (4) for a sample of the training LOI.

c. Coordinating Instructions

(1) Unit OSCAR Team Personnel. Squadron commanders will select OSCAR team personnel who will maximize the effectiveness of the team. OSCAR is a leadership-based program supported by medical and religious personnel. Marine officers, SNCOs and NCOs selected should have deployment experience and be leadership role models within the unit. A minimum of 1/10 of the squadron's overall T/O should receive OSCAR team training. Higher densities are encouraged if OpTempo permits. Marine participation in the mentor program is key since OSCAR is a leadership program. OSCAR Team personnel will consist of:

(a) Squadron level. Executive Officer, Sergeant Major, selected officers, SNCOs, NCOs, squadron surgeon, chaplain, Religious Program Specialists, and selected Corpsmen.

(b) Company/Department level. Executive Officer/ Department Head, First Sergeant/Senior Enlisted Advisor, and selected officers, SNCOs, NCOs.

(2) Training Schedule

(a) Week long certification training for 2d MAW OSCAR Team Trainers will be scheduled by the 2d MAW OSCAR Coordinator in coordination with II MEF and the HQMC Master trainers. Training opportunities are expected approximately semi-annually.

(b) OSCAR Team Training agenda for one day unit training is listed in Enclosure (1). Specific dates for unit training will be coordinated with 2d MAW G-3 training and the 2d MAW OSCAR coordinator. A checklist of items to be completed before, during and after unit training is provided in Enclosure (3).

4. Administration and Logistics

a. Administration. Upon training completion the following codes shall be entered into MCTFS via Marine on Line (MOL) or the unit diary. Report as follows:

TTC 483 000 TRAINING EVENT 01 ED YYYYMMDD (Unit OSCAR Team)
TTC 483 000 TRAINING EVENT 02 ED YYYYMMDD (Advanced OSCAR Team)
TTC 483 000 TRAINING EVENT 03 ED YYYYMMDD (OSCAR Team Trainer)
TTC 483 000 TRAINING EVENT 04 ED YYYYMMDD (OSCAR Master Trainer)

b. Logistics. Local support and facility requirements are listed in Enclosure (2).

5. Command and Signal

a. Command. Point of contact for 2d MAW G-3 training and OSCAR Program is Staff Sergeant Marlon M. Martinezmansilla, 252-466-4394.

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b. Signal. Request identification of unit point of contact for scheduling and coordination to Wing OSCAR point of contact above.



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OSCAR TEAM TRAINING COURSE AGENDA

Time	Action	Who Attends	Location
0630-0730	Training staff setup	Wing OSCAR Trainers, Squadron POCs	Both rooms
0730-0745	Squadron Team members arrive, sign in	Squadron OSCAR Team Members	Large room
0745-0800	Welcome and pre-training evaluation	Squadron CO, Team Members	Large room
0800-0845	OSCAR Training Module 1	Squadron CO, Team Members	Large room
0845-0900	Break		
0900-1130	OSCAR Training Module 2 (split)	Squadron OSCAR Team Members	Both rooms
1130-1230	Lunch		
1230-1415	OSCAR Training Module 3 (split)	Squadron OSCAR Team Members	Both rooms
1415-1430	Break		
1430-1530	OSCAR Training Module 4	Squadron CO, Team Members	Large room
1530-1600	Post-training evaluation and Certificate issue	Squadron OSCAR Team Members	Large room
1600-1630	Hot-wash	Wing OSCAR Trainers, Squadron XO, SgtMaj, and select others	Large room
1630-1700	Takedown	Wing OSCAR Trainers, Squadron POCs	Both rooms

Enclosure (1)

OSCAR TEAM TRAINING SUPPORT REQUIREMENTS

1. Spaces. Each command must provide two training rooms for the entire day: one large training room with at least 80 seats, and one smaller breakout room with at least 30 seats. Rooms should be separate, private, and within quick walking distance for breakouts. Tables or writing surfaces for each seat are preferred if available. Seating setup will be classroom style for the large training room and u-shaped for the smaller breakout room.

2. Equipment and supplies. Each command will provide and setup the following equipment one day prior to the day of the training:

a. Computer and digital projector, with at least 5' x 5' screen or white wall at the front of each room, large enough to be adequately visible to all. The computer should have sufficient capability to process the presentation file at 12 MB and audio/video files at 96 MB collectively. Windows should be darkened to enhance visibility of slides and videos. Cables to connect all electronics for full functionality are required. Remote clicker is desirable, or an additional team member will be needed to advance the slides.

b. Portable speakers to plug into each of the two computers for audio portions of training. Speakers need to be large enough to fill the room with sound.

c. Extension cord and power strip able to reach each projector, computer, and speakers.

d. Table or stand to support projector, laptop, and speakers in each room.

e. Whiteboard or flip chart, pens, and eraser at the front of each room, separate from the projection screen.

f. Lectern in each room.

g. Two side tables to display and distribute training materials and handouts, in the large room only.

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h. It is also desirable to have a table with coffee, water, cups, and napkins available for all, if possible.

i. Microphones are not required.

OSCAR Team Training - Advanced Preparation Checklist

Advanced Preparation:

One Month Before Training Course:

- Schedule in-brief with Squadron Commander and staff
- Work with S-3 and provide a LOI (Encl (4))
- Check two locations to ensure they meet the requirements
- Confirm travel plans and lodging
- Find maps and directions to location of training, hotels, etc.

One Week Before Training Course:

- Ensure relevant course documents are transmitted to commands to be trained (LOI, course schedule)
- Update course presentation file (insert unit logo)
- Load two computers with presentation files, videos, templates and handouts from the OSCAR Team Training CD. Confirm that each file opens and plays correctly.
- Prepare handouts, Participant Workbooks, Quick Series books, wallet cards, pre-printed certificates, copies of pre and post training evaluation forms, instructor binders
- Obtain participant list
- Create participant sign-in sheet
- Prepare advance logistics for room requirements
- Contact Instructors
- Advise on participant status
- Advise on facility and potential issues
- Confirm equipment
- Confirm roles and responsibilities

On-site Coordination:

One Day Before Training Course:

- In-brief for Commanding Officer, Executive Officer and Sergeant Major
- Visual check of rooms
- Furniture configured correctly for the primary sessions; furniture on hand for the panel discussion at the end of the day
- Temperature of the room (test air conditioning/heating etc.)
- Clean and tidy
- Layout materials
- Instructor binders

**OSCAR Team Training - Advanced Preparation Checklist
(Continued)**

- One for each instructor plus one extra as back-up
- Participant sign-in sheet
- Pre-training evaluation
- Participant Workbooks
- Quick Series books (Combat and Operational Stress Control and Leaders Guide)
- Wallet cards
- Post-training evaluation
- Certificates
- Pens
- Snacks and drinks
- Test equipment
- Computers
- Projectors
- Projector screens
- Speakers (test that they are audible in the back of the room)
- Whiteboard and marking pens (or substitute - large format paper, easel and felt markers)
- Plugs and cables to connect computers to projectors and/or monitors (test computer connection - both audio and video)
- Ensure visibility of course materials (especially videos by adjusting lighting, curtains, etc. as required)

Day of Training Course:

- Prepare rooms before participants arrive
- Check room temperature
- Review registration set up, sign-in sheets present
- Use the sign-in sheets to obtain correct rank and names for printing certificates
- Retest sound and projection equipment
- Conduct training
- Administer pre-training evaluation
- At lunch: Meet with the SgtMaj to organize participants for the leader panel. Ensure they are prepared to share their personal experiences of combat and operational stress.
- Complete close of course procedures
- Administer post-training evaluation
- Collect unused participant materials
- Secure equipment

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**OSCAR Team Training - Advanced Preparation Checklist
(Continued)**

After Training:

- Compile answers and comments from pre- and post-training evaluations
- Send summary of pre- and post-training evaluations to COSC-HQMC:

Headquarters, U.S. Marine Corps
COSC Program
M&RA/MRC
3280 Russell Road
Quantico, VA 22134
COSC@USMC.MIL

SAMPLE LOI FOR OSCAR TEAM TRAINING



UNITED STATES MARINE CORPS
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G-3
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From: Commanding General, 2d Marine Aircraft Wing
To: Commanding Officer, _____
Via: Commanding Officer, Marine Air Group _____
Subj: LETTER OF INSTRUCTION (LOI) FOR OPERATIONAL STRESS
CONTROL AND READINESS (OSCAR) TEAM TRAINING AT _____
Ref: (a) II MEF LOI 1500 G-3 dtd 21 Jul 2010, Training II MEF
OSCAR Trainers
Encl: (1) Training Agenda
(2) Training Support Requirements

1. Situation. Per reference (a), The Operational Stress Control and Readiness (OSCAR) Program is being implemented throughout the operating forces to assist commanders in preventing, identifying, and managing combat and operational stress problems in their Marines and units as early as possible in order to proactively address stress related issues that negatively impact personnel readiness within units. OSCAR capability is now being extended across the MAGTF down to the battalion/squadron level to address not only the demands of distributed operational deployment in Afghanistan, but also the increasing need for early intervention in garrison. This extended capability is being accomplished by training selected Marines (OSCAR Mentors) and existing support staff (medical and religious ministry personnel - OSCAR Extenders) throughout the chain of command. Training of 2d MAW personnel is provided by authorized OSCAR trainers and started in September 2010 with a goal of training all 2d MAW squadrons before the end of CY 2011.

2. Mission. On _____, the 2d MAW OSCAR Training Team will provide OSCAR training to _____ to enhance the command's ability to mitigate and leverage the impacts of combat and operational stress in order to improve unit readiness.

Enclosure (4)

3. Execution

a. Commander's Intent/Concept of Operations

(1) Commander's Intent. Enhance commanders' ability to manage and use combat and operational stress to build stronger Marines physically, emotionally, spiritually, and socially by providing OSCAR Team training to key leaders throughout 2d MAW. The envisioned endstate is a Wing with increased personnel readiness and reduced misconduct resulting from more timely and effective engagement by trained leaders throughout the chain of command along with improved perceptions of command climate in the arena of operational stress and mental health.

(2) Methodology. Unit OSCAR training consists of six hours of training in one day. The training consists of classroom instruction, role-playing, discussion, and a leadership panel.

(3) Concept of Operations. The Squadron's designated OSCAR team will be trained as a group in order to allow the team to become more familiar with each other, develop common understanding and procedures within the unit and to allow leadership to begin shaping team dynamics. Unit training will be facilitated by a team of 4-6 certified 2d MAW OSCAR Team Trainers. OSCAR training for squadrons in the 2d MAW is envisioned to take place approximately annually and upon request as scheduled by 2d MAW G-3 training.

b. Coordinating Instructions

(1) OSCAR Team Personnel. Squadron commanders will select OSCAR Team personnel who will maximize the effectiveness of the team. OSCAR is a leadership-based program supported by medical and religious personnel. Marine officers, SNCOs and NCOs selected should have deployment experience and be leadership role models within the unit. A minimum of 1/10 of the squadron's overall T/O should receive OSCAR Team training, although higher densities are encouraged if OpTempo permits. Marine participation in the mentor program is the key to OSCAR since it is a leadership program. OSCAR Team personnel will consist of:

(a) Squadron level. Executive Officer, Sergeant Major, selected officers, SNCOs, NCOs, squadron surgeon, chaplain, religious program specialists, and selected Corpsmen.

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(b) Company/Department level. Executive Officer, First Sergeant/Senior Enlisted Advisor, selected officers, SNCOs, NCOs.

(2) Training Material. The 2d MAW OSCAR training team will provide all necessary training materials.

(3) Training Support. Unit provided training support requirements are listed in Enclosure (2).

(4) Training Schedule. OSCAR Team Training agenda for the day of unit training is listed in Enclosure (1).

4. Administration and Logistics

a. Local Logistic Support. Local support and facility requirements are listed in Enclosure (2).

b. Local Admin Support

(1) Be prepared to assist with the preparation of certificate of completion during the day of training.

(2) Upon training completion the following code shall be entered into MCTFS via MOL (Marine on Line) or the unit diary. Report as follows:

TTC 483 000 TRAINING EVENT 01 ED YYYYMMDD

5. Command and Signal

a. Command. Point of contact for 2d MAW OSCAR Program is Lieutenant Colonel Paul W. Miller, 252-466-6237, paul.w.miller@usmc.mil. Alternatively, contact 2d MAW G-3 training.

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b. Signal. Request identification of unit POC for scheduling and coordination to Wing OSCAR point of contact above.

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Distribution:

Squadron _____

MAG _____

2d MAW G-3 (Training)

2d MAW OSCAR Coordinator