



CUI

UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 3000.1K
G-3

18 JUL 2002

DEPOT ORDER 3000.1K

From: Commanding General
To: Distribution List

Subj: DISASTER PREPAREDNESS

Ref: (a) MOU btwn CG, MCRDPI/ERR and Surrounding Counties
(b) MOU btwn CG, MCRDPI/ERR and CG, MCLB Albany
(c) DepO 3440.1B - Emergency Operations Center Procedures
(d) Joint Federal Travel Regulations, Vols. I & II
(e) MCO 12271 - Telework for Civilian Marines
(f) MOU btwn CG, MCRDPI/ERR and CO, Navy Medicine Readiness and Training Command (NMRTC)

Appx: (A) Personnel Rosters
(B) Emergency Generator Locations
(C) Tier Letter Format Example

1. Situation. Marine Corps Recruit Depot/Eastern Recruiting Region Parris Island (MCRDPI/ERR) is located in an area vulnerable to disastrous weather, certain plans and procedures are in place to prepare personnel aboard the Depot.

2. Cancellation. DepO 3000.1J, Change 1.

3. Mission. The purpose of this order is to publish policies and procedures (per references a-f) for coordinating disaster preparedness and subsequent operations resulting from destructive weather or other natural disasters.

4. Execution

a. Commander's Intent and Concept of Operations. This order will be a practical reference for the staff of this command and for subordinate commands. This order identifies various forms of expected natural disasters, directs certain actions to be taken by MCRDPI/ERR staff, and tasks subordinate commands to prepare for and take actions in the event of an impending Tropical Cyclone Condition (TCC).

b. Coordinating Instructions

(1) Numerous changes have been made to this order since DepO 3000.1J was signed, requiring significant updates. All personnel are required to review and read this order.

(2) Recommendations for changes or modifications to this order will be provided to the Adjutant for staffing to the Assistant Chief of Staff, Operations and Training (AC/S) G-3.

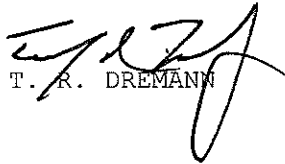
CUI

5. Administration and Logistics.

- a. The AC/S G-3 is the sponsor for this order.
- b. All commands will identify/review vital records to ensure sustainability of operations during and after a natural disaster. These records are an integral part of the Continuity of Operations Plan. All unclassified vital records will be consolidated and posted on the command SharePoint site under the "Vital Records" folder. Additionally, commands are to ensure no personal identifications information is posted in the "Vital Records" folder

6. Command and Signal

- a. Command. This order is applicable to the MCRDPI/ERR.
- b. Signal. This order is effective on the date signed.


T. R. DREMANN

DISTRIBUTION: A

CUI

DepO 3000.1K

LOCATOR SHEET

Subj: DISASTER PREPAREDNESS

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	OPERATIONS.....	1-1
1.	General.....	1-1
2.	Planning Considerations.....	1-2
3.	Command Relationships.....	1-3
4.	Notification of Destructive Weather.....	1-4
5.	Tropical Cyclone Conditions (TCC).....	1-5
6.	Crisis Management Team/Emergency Operation Center	1-6
7.	Training.....	1-6
8.	Depot Evacuation.....	1-7
9.	Personnel Assignment and Accountability.....	1-10
10.	Storing Privately Owned Vehicles (POV).....	1-10
11.	Protection of Personal Property.....	1-10
12.	Fiscal.....	1-11
13.	Reporting.....	1-13
14.	Information Management.....	1-14
15.	Actions in Lieu of Evacuation.....	1-14
16.	Recovery Operations.....	1-15
17.	Veterinary Operations.....	1-15
Figure 1-1	Notional Timeline.....	1-16
Chapter 2	TASKS.....	2-1
1.	General.....	2-1
2.	Concept.....	2-1
3.	Pre-June 1 Tasks.....	2-2
4.	Pre-Tropical Cyclone Condition IV Tasks.....	2-9
5.	Tropical Cyclone Condition IV Tasks.....	2-11
6.	Tropical Cyclone Condition III Tasks.....	2-19
7.	Tropical Cyclone Condition II Tasks.....	2-21
8.	Tropical Cyclone Condition I Tasks.....	2-23
9.	Tropical Cyclone Condition V Tasks.....	2-25
Chapter 3	ORGANIZATION AND RESPONSIBILITIES.....	3-1
1.	General.....	3-1
2.	AC/S G-3.....	3-1
3.	Organization for Evacuation.....	3-1
Chapter 4	MOVEMENT PLAN FOR EVACUATION OF RECRUITS, RECRUIT TRAINERS, AND SUPPORT PERSONNEL.....	4-1
1.	General.....	4-1
2.	Tasks.....	4-1
3.	Supply and Distribution.....	4-1
4.	Maintenance.....	4-2
5.	Medical Services.....	4-2
6.	Command and Control.....	4-2
7.	Evacuation Routes.....	4-2

Figure 4-1	Evacuation Route # 1 to MCLB Albany.....	4-3
Figure 4-2	Evacuation Route # 2 to MCLB Albany.....	4-4
Chapter 5	Coordination of Evacuation with Beaufort County.....	5-1
1.	General.....	5-1
2.	Evacuation.....	5-1
Figure 5-1	Evacuation Routes from Beaufort County.....	5-2
Chapter 6	Communications/Electronics.....	6-1
1.	Purpose.....	6-1
2.	Organization.....	6-1
3.	Execution.....	6-1
4.	Emergency Operations Check List.....	6-2
Figure 6-1	Check List.....	6-4
Chapter 7	Relocation Plan to Navy Medicine Readiness and Training	
Command (NMRTC).....		7-1
1.	General.....	7-1
2.	Billeting Spaces.....	7-1
3.	Personal Security.....	7-1
4.	Communications.....	7-1
5.	Transportation to NMRTC.....	7-1
Chapter 8	Reports.....	8-1
1.	General.....	8-1
Figure 8-1	Commanders Situation Report.....	8-2
Figure 8-2	Casualty Report.....	8-3
Chapter 9	Command and Control/Command Relationships During	
	Evacuations.....	9-1
1.	General.....	9-1
2.	Commands.....	9-1
3.	Control.....	9-1
Chapter 10	Tornado Notifications/Warnings/Preparation/Actions....	10-1
1.	General.....	10-1
2.	Notifications.....	10-1
3.	Warnings.....	10-1
4.	Preparation.....	10-1
5.	Actions.....	10-2
Figure 10-1	Building 700 Tornado Shelter.....	10-4
Figure 10-2	Building 144/145 Tornado Shelter.....	10-5
Figure 10-3	Building 6007 Tornado Shelter.....	10-6

Appendix A	Task Organization of Advance Party, Tier 1 (TIER 1) and Forward Command Post/Main Command Post.....A-1
Appendix B	Emergency Generator Locations.....B-1
Appendix C	Tier Letter Format Example.....C-1

Chapter 1

OPERATIONS

1. General. The geographical location of MCRDPI/ERR, as part of the barrier islands on the southern coast of South Carolina, makes the Depot unusually vulnerable to hurricanes, or TCCs. The island has a very low elevation, on average only 5-10 feet above sea level, with the highest point being 17 feet above sea level. The Port Royal Sound, with its wide inlet bordered by extensive areas of low marsh, contributes to the potential for damage caused by TCCs. The unfavorable bathymetry of shallow ocean depths for great distances offshore could generate a high ocean surge. These factors, along with the significant range between high and low tides (on average 8 feet), makes MCRDPI/ERR particularly susceptible to flooding and storm surge damage associated with TCCs. Another form of destructive weather, thunder storms, are an additional threat; recruits have been killed aboard MCRDPI/ERR by lightning strikes. Furthermore, tornadoes present a significant threat to life and property aboard the Depot and have killed residents on surrounding islands. Destructive weather poses a significant threat to personnel and property, and may endanger life, destroy property, and require resources and lost training time for repair. Extensive damage may be caused by flying debris, flooding, storm surges, sudden wind shifts, gusts, squalls, lightning, hail, and ice storms.

a. The AC/S G-3 has staff cognizance for destructive weather coordination. As such, the AC/S G-3 Operations Officer (Ops) is assigned as the Depot Disaster Preparedness Officer (DDPO) and is responsible for destructive weather preparation measures. The Installation Emergency Manager, under the cognizance of the AC/S G-3, is the principle Disaster Preparedness planner. The AC/S, G-4, when designated, will assume staff cognizance for recovery operations.

b. Hurricane season is in effect from 1 June to 30 November.

c. During hurricane season the DDPO will continually monitor the southern latitudes for tropical waves, tropical depressions, and tropical storms that may develop into TCCs.

d. When a TCC threatens the Beaufort County and MCRDPI/ERR operational area, the DDPO will begin attending all meetings held by the Beaufort County Emergency Management Division (EMD) and subsequently will brief the Commanding General (CG), Commanders, and staff.

e. Note: The Beaufort County EMD uses the term "operational area", which is the area that gale force winds and/or a TCC is expected to pass through within 72 hours. This does not necessarily mean the Depot will establish TCC IV. It means that the storm may affect the area and needs to be observed closely. The "operational area" may change in size and location based on storm category, direction, and forward speed.

f. Based on the track of the TCC and the prediction of landfall, several decisions must be made and subsequent actions taken. The following sequence of events will generally take place. Details of these actions are contained in the chapters and appendices of this Order:

(1) Prepare the Depot for destructive weather.

(2) The Depot will deploy an Advanced Party (Task Force Albany) to Marine Corps Logistics Base (MCLB) Albany, Georgia (GA) to set conditions for the evacuation of the main body.

(3) A decision must be made as to whether the TCC will require an evacuation of the Depot.

(4) Recruit training will cease and the AC/S, Recruiting will cease shipping poolies to recruit training at MCRDPI/ERR.

(5) Family members will evacuate.

(6) Recruits will be evacuated by commercial/school buses to MCLB Albany, GA.

(7) Selected Tier 1 personnel will remain behind aboard the Depot, or evacuate to NMRTC.

(8) After the TCC passes, damage assessment and recovery operations begin.

g. Figure 1-1 provides a graphical representation of the decisions/actions required during the approach of destructive weather.

2. Planning Considerations. In the event of destructive weather, some or all of the following conditions may occur:

a. Short and long-term disruption of normal Depot operations, to include recruit training, graduation, and outpost activities.

b. Structural damage to buildings and facilities.

c. Extensive flooding, due to rain, high tides, and/or storm surge.

d. Downed trees and utility poles.

e. Debris that may impede movement around the Depot.

f. Personnel casualties.

g. Damage or destruction to personal property.

h. Destroyed or damaged roads, causeway, and bridges.

i. Loss or disruption of essential utilities, such as electrical power, gas, steam, potable water, and sewage.

j. Loss of electronic and telephone communications for an extended period of time.

k. Evacuation of recruits, permanent personnel, and family members from government quarters and MCRDPI/ERR.

1. Lost training time as a result of recovery operations.

m. Oil or hazardous material released to the environment may have occurred requiring special handling.

n. Loss of funding supporting normal operations.

3. Command Relationships

a. The organizations with which MCRDPI/ERR would coordinate with during an emergency include Marine Corps Air Station (MCAS) Beaufort; NMRTC Beaufort; MCLB Albany, GA; the Beaufort County EMD and Emergency Operations Center (EOC); South Carolina Department of Education (SCDE); the Beaufort County School District (BCSD); Hampton County School District (HCSD); Marine Air Training Support Group (MATSG) 23; Naval Air Station (NAS) Jacksonville, Florida; and U.S. Army Garrison (USAG) Fort Knox, Kentucky.

b. The three local military installations of the Tri-Command (MCRD, MCAS, and NMRTC) are each governed by different higher headquarters. Each local command responds to guidance promulgated by its designated higher headquarters. However, each of the local commands also coordinates and cooperates with the other in order to ensure local coordination and unity of effort.

c. Local Coordination

(1) The AC/S G-4 coordinates with the NMRTC to stage heavy Depot equipment and garrison mobile equipment (GME) vehicles, and to billet the equipment operators on NMRTC in order to minimize damage to the equipment that would occur on MCRDPI/ERR from flooding and storm surge. This equipment will be vital during recovery operations. The AC/S G-4 will liaise with MCAS Beaufort for the staging of privately owned vehicles (POV) on Laurel Bay for those personnel evacuating to MCLB Albany and for those remaining on MCRDPI/ERR. The AC/S G-4 will liaise with the City of Waycross, GA and the U.S. Air Force Base, Warner Robins, to establish a rest stop and refuel location along the determined evacuation route to MCLB Albany.

(2) The CO, MCAS Beaufort is responsible for Laurel Bay, which includes the Department of Defense (DOD) schools located at Laurel Bay that are attended by MCRDPI/ERR dependents. The MCAS Commanding Officer (CO) will identify if and when personnel living in Laurel Bay are required to conduct a mandatory evacuation. Close coordination must exist between MCAS Beaufort and MCRD

PI/ERR to reduce confusion and to provide support for our Marines, Sailors, and their families living at Laurel Bay.

(3) NMRTC provides medical support for MCRDPI/ERR. The Navy Medicine Readiness and Training Unit (NMRTU) is a tenant unit of MCRDPI/ERR but falls under the command of CO, NMRTC. Medical support will be requested through CO, NMRTC.

(4) The Beaufort County EMD/EOC and MCRDPI/ERR coordinates closely before, during and after any destructive weather. The EMD/EOC will assist MCRDPI/ERR with destructive weather information, evacuation direction, and support, as may be requested. The Beaufort County EMD/EOC is MCRDPI/ERR's primary source for detailed destructive weather information.

(5) Per reference (a), the SCDE, BCSD, HCSD, and Beaufort County EMD/EOC will, if required, provide county school buses to augment the commercial buses to transport recruits in the event an evacuation to MCLB Albany is directed.

(6) MCRDPI/ERR, when requested and appropriately authorized, may support Beaufort County with emergency Meal Ready to Eat (MRE) support during an imminent tropical cyclone encounter. The County will reimburse MCRDPI/ERR for any MREs consumed. The county's estimated requirement is approximately 700 cases of MREs. MCRDPI/ERR Food Services Officer will ensure sufficient stocks of MREs are on hand to provide for the necessary provisioning required for the evacuation of Marines, Sailors, and Recruits stationed aboard the Depot during hurricane season.

(7) Reference (b) establishes MCLB Albany, GA as the primary evacuation site for MCRDPI/ERR's recruits and delineates support requirement responsibilities and procedures for both commands.

(8) See Chapter 10, page 10-1 for the details of the command structure that will exist during an evacuation of MCRDPI/ERR.

4. Notification of Destructive Weather

a. The Cherry Point Regional Meteorological and Oceanographic Center (METOC) will notify the AC/S G-3 of lightning conditions, thunderstorm conditions, tornado conditions, tropical weather advisories, and freeze warnings. The AC/S G-3 will then notify the staff and subordinate commands. METOC utilizes an automated notification system to inform the MCRDPI/ERR EOC and Dispatch Center of any pending severe weather. In turn, the EOC will notify Depot-populace via the AtHOC system. Dispatch or EOC will utilize the giant voice for Tornado Warnings.

b. The EOC is solely responsible for setting or changing TCCs based on guidance from the AC/S G-3, C/S, and CG.

c. The most common weather warnings and actions required are:

(1) Thunderstorm Condition II: Destructive wind and accompanying thunderstorms are within 25 nautical miles or expected to form within six hours. Associated lighting/thunder, torrential rain, hail, severe

downbursts, and sudden wind shifts are possible. Personnel should take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(2) Thunderstorm Condition I: Destructive wind and accompanying thunderstorms are within 10 nautical miles or expected to form within 1 hour. Associated lighting/thunder, torrential rain, hail, severe downbursts, and sudden wind shifts are possible. Personnel should take precautions that will

permit establishment of an appropriate state of readiness on short notice. No disruption of training is required. If lighting is within five miles, all outdoor activity will cease and personnel moved indoors.

(3) Severe Thunderstorm Condition II: Severe Thunderstorms are within 25 nautical miles or expected to form within six hours. Severe thunderstorms are defined as having gust of wind greater than 57 miles per hour (mph), hail with diameter greater than three quarters of an inch, and/or tornadoes. Personnel should take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(4) Severe Thunderstorm Condition I: Severe Thunderstorms are within 10 nautical miles or expected to form within 1 hour. Severe thunderstorms are defined as having gusts of wind greater than 57 mph, hail with diameter greater than three quarters of an inch, and/or tornadoes. If lighting is within 5 miles, all outdoor activity will cease and personnel are moved indoors.

(5) Severe Thunderstorm Watch (National Weather Service): The National weather service defines Severe Thunderstorms as storms that are capable of producing hail that is an inch or larger or wind gusts over 58 mph. Hail this size can damage property such as plants, roofs, and vehicles. Wind this strong is able to break off large branches, knock over trees or cause structural damage to trees. A Severe Thunderstorm means conditions are favorable to produce a Severe Thunderstorm.

(6) Severe Thunderstorm Warning (National Weather Service): A Severe Thunderstorm Warning is issued when a storm has been indicated on radar or has been reported by a storm spotter.

(7) Lightning within 5 miles: Lighting is occurring or is imminent within 5 miles of MCRDPI/ERR. All outdoor activity will cease and personnel moved indoors.

(8) Tornado Watch: Tornadoes are within 25 nautical miles or are expected within six hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

(9) Tornado Warning: Tornadoes are within 10 nautical miles or expected within one hour. All outdoor activity will cease and personnel are moved indoors.

(10) Frost/Freeze Warning: This condition will exist at any time temperatures are forecasted to fall below 32 degrees Fahrenheit.

(11) Hard Freeze Warning: The condition will exist when temperatures are forecast to be below 32 degrees Fahrenheit for more than 24 hours or the temperature is forecast to fall below 20 degrees Fahrenheit.

(12) Freezing Precipitation Advisory: This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of up to ¼" of ice or snow.

(13) Freezing Precipitation Warning: This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of ice or snow greater than ¼".

(14) Light to Moderate Snow Advisory. This condition will exist when temperatures are forecasted to be 32 degrees Fahrenheit or lower with an accumulation of up to 1" of snow in 12 hours; or up to 2" of snow in 24 hours.

5. Tropical Cyclone Condition (TCC). This order revision will utilize TCCs vs. Hurricane Conditions to synchronize with State and County Emergency Management Agency evacuation plans. The key difference is the onset of 39 mph sustained winds vs. previously 58 mph standard. Additionally access across local bridges may be restricted by county officials at 39 mph. This can thwart emergency vehicles passage. Hurricane season lasts from 1 June until 30 November. The Depot staff and subordinate commands will prepare for and conduct disaster preparation and recovery operations during and after destructive weather conditions. When all commands and staff sections report to the AC/S G-3 that all tasks listed as Pre-1 June tasks have been completed, the AC/S G-3 will then place MCRDPI/ERR in TCC and will remain in this condition until the threat of a hurricane dictates otherwise. Chapter 2 of this order lists the overall tasks and responsibilities that are to be accomplished when TCCs IV, III, II, I and V are set. TCCs for MCRDPI/ERR will be established by the CG, MCRDPI/ERR and disseminated by the EOC. The measures outlined in Chapter 2 are general guides as each command are tasked with preparing a disaster order that encompasses their command. Each type of destructive weather event, or individual storm, must be taken as a unique threat and preparation measures adjusted accordingly to each threat/storm. The Depot will promulgate those tasks and measures applicable to each unique situation. For example, the Depot may establish TCC IV with implementation of all tasks for TCC IV, plus designated tasks for TCC III.

a. TCC IV. Destructive sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 72 hours. This condition advises personnel that a tropical storm/hurricane may become a possible threat to MCRDPI/ERR. Commands should inform their personnel of the threat and begin to take precautionary measures, as directed.

b. TCC III. Destructive sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 48 hours. The tropical storm/hurricane continues to threaten MCRDPI/ERR and increased readiness measures will be directed. The necessity for evacuation may be ordered.

c. TCC II. Destructive sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 24 hours. The tropical storm/hurricane is expected to make landfall in the MCRDPI/ERR area and evacuation may have begun.

d. TCC I. Destructive sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 12 hours. The tropical storm/hurricane is going to or has made landfall. All preparatory measures/required evacuations must be finished.

e. TCC V. Secure from previous destructive weather condition. Threat has passed. Report all storm damage to the EOC. Damage assessment will begin to determine the extent of damage in order to return to normal operations as soon as possible.

f. South Carolina Emergency Management Division operates on a three Operational Conditions (OPCON) system. The OPCONs are associated with conditions of readiness and although can be assigned timelines for a specific incident, they are not preassigned specific timelines. SC OPCON 1 (Full Alert); a disaster or emergency is imminent or occurring. The state EOC is fully activated. SC OPCON 2 (Enhanced Awareness) a Disaster or Emergency is likely to affect the state Emergency operations plans are implemented. The state EOC is partially activated if necessary. SC OPCON 3 (Normal Daily Operations). MCRDPI will use reported OPCONs for situational awareness and not change TCCs to a three tier system. MCRDPI will maintain constant communications with Beaufort County EOC to ensure our TCCs are adjusted accordingly.

6. Crisis Management Team (CMT)/Emergency Operation Center (EOC)

a. Upon establishment of TCC, or as required, based on the direction of the CG, the AC/S G-3 will establish the CMT and EOC. Detailed organization and functioning of the CMT/EOC is outlined in reference (c).

b. The CMT will consist of commanders, AC/S, and special staff officers from MCRDPI, representatives from NMRTC, Marine Corps Community Services (MCCS), and MCLB Albany, GA. The CMT is the CG's primary advisory team. The G-3 OPSO will consult with the EOC on Depot status, in turn, brief the CMT on key preparedness and/or recovery actions. The G-3 OPSO will brief the CG/CMT and execute all decisions.

c. Additionally, the G-3 OPSO will dispatch a liaison officer to the Beaufort County EOC.

7. Training. Prior to the start of hurricane season, the Depot will conduct hurricane preparation training on all levels.

a. Individual. Marines and Sailors assigned/attached to MCRDPI/ERR will attend at least one hurricane brief given by the Installation Emergency Manager (IEM). This brief will include individual/family preparation measures and the procedures used by the Depot during Category I through Category V hurricanes. Dependents should be highly encouraged to attend this brief since many dependent spouses may have to evacuate on their own. It is each individual Marine/Sailor's responsibility to ensure his/her family members are prepared to evacuate if necessary. AtHOC will be emphasized during the brief. Self-registration procedures will be reviewed. Personnel contact information will be highly encouraged.

b. Commands. Prior to the Depot hurricane practical application exercise, commands will conduct a Concept of Operations (CONOPS) Rehearsal of Concept (ROC) drill prior to the scheduled Depot Exercise. Commands will ensure all personnel are familiar with their responsibilities, this Order, and unit orders. Personnel will be assigned to required teams and trained to carry out their required assignments. Key billets will be identified for each functional area. Primary and Alternates need to be assigned, ideally

with personnel who will not PCS, retire, or separate prior to the end of Hurricane Season. Key billets include CMT members, EOC representatives, and those personnel necessary to conduct evacuation efforts. The EOC will have at least two representatives identified from Fire and Emergency Services, Provost Marshal, G-3, G-6, Depot Safety, Headquarter and Service Battalion (HQSVCBN), Navy Medicine Readiness and Training Unit, G-1, G-4, Recruit Training Regiment (RTR), and Weapons and Field Training Battalion (WFTBN). Additionally, one on call representative needs to be identified from the 6th Marine Corps District (MCD), AC/S Recruiting, Communications and Strategy (COMMSTRAT) Department, Chaplain, and Staff Judge Advocate (SJA).

c. Depot

(1) AC/S G-3 will conduct at least one hurricane exercise annually that will either be a tabletop exercise or a functional exercise. During the tabletop exercise, a scenario will be presented, and each command, AC/S, or section will discuss actions to be taken during each TCC. The AC/S G-3 will invite representatives from the Beaufort County EMD, MCAS Beaufort, and NMRTC to attend. During a functional exercise, a specific set of functional responses will be rehearsed and evaluated in greater depth. Additional exercises may be scheduled as required. Real-world TCC response within the fiscal year will be counted as credit for an exercise.

(2) The IEM will provide hurricane briefs to individual units and to the Depot as a whole, to include civilians and dependents. These briefs will be completed prior to hurricane season, and provided periodically during June, July, and August to account for new joins during the summer.

8. Depot Evacuation Plan

a. Concept. When directed by the CG, MCRDPI/ERR will evacuate to MCLB Albany in order to preserve and safeguard personnel and equipment from a hurricane. The evacuation will be conducted with a composited Task Force, Task Force Albany (TFA), formed largely around an WFTBN core with attachments from HQSVCBN, NMRTC, and the RTR; the Main Body, comprised largely of the RTR and later deploying elements of TFA; the Main Command Post (CP), which will transition to either a Forward CP (in Albany), or a Rear CP (in Beaufort, SC), along with the Tier 1 to facilitate regeneration of MCRDPI operations after the storm. TFA will deploy to MCLB Albany no later than Strike -96 to set conditions in Albany and to conduct Reception Staging Onward Movement & Integration (RSO&I) and sustainment operations to facilitate the arrival and sustainment of the remaining MCRDPI/ERR elements. The Main Body, using Government assets and commercial/school buses, as required, should commence evacuation no later than Strike-54. The departure of the Main Body will be controlled by the Depot Movement Control Center (DMCC)/EOC and all of its personnel and equipment will complete evacuation by Strike-42; movement control will be coordinated between the DMCC and the TFA Deployed EOC (DEOC) on MCLB Albany. Prior to the Main Body's departure, WFTBN will deploy a rest stop team to either Waycross, GA or to Warner Robins Air Force Base (AFB) to coordinate refuel and rest stop operations. The Tier 1 will be staged and quartered at the NMRTC no later than Strike-24 so that personnel and equipment will be safeguarded and available immediately after the storm has passed to conduct the initial assessment of MCRDPI/ERR and to commence recovery operations. The MCRDPI/ERR Fire Department will deploy two (2) ambulances with staff to MCLB Albany to support limited recruit training

and will relocate the remainder of their assets no later than Strike -24 to the NMRTC. Upon arrival in Albany, the deployed ambulances and staff will be under operational and administrative control of TFA. The F&ES will leave one (1) Fire Truck and one (1) Ambulance at Parris Island up until the PI gate is closed, at which time these assets will stage at NMRTC. The Rear CP EOC will remain aboard MCRDPI/ERR and will control all activity aboard MCRDPI/ERR during the conduct of the evacuation and at the commencement of recovery operations. The Forward CP, at the discretion of the CG, will depart MCRDPI/ERR at a time and for a location as specified by the CG and fall in on TFA Command and Control (C2) capabilities. The DMCC in Beaufort will coordinate movement control in conjunction with the DEOC in Albany in support of retrograde operations.

b. Terminology

(1) Storm Threat. Storm Threat is a combination of the effects of impending weather, coupled with the timing and location of the potential storm strike with local tides and the conditions that pre-existed due to previous weather conditions that have recently impacted the area. Similar to Beaufort County and the State of South Carolina, the EOC will only use two terms when referring to personnel evacuating the Depot or the county as a result of destructive weather. Those two terms are Voluntary Relocation and Mandatory Evacuation.

(2) Voluntary Relocation. A hurricane threatens the Beaufort County/ MCRDPI/ERR operational area and may make landfall in our area. As a precautionary measure, some individuals may elect to depart MCRDPI/ERR and surrounding area. These individuals will not be reimbursed for travel and expense until the CG orders a mandatory evacuation. If a mandatory evacuation is ordered, expenses will only be reimbursed from the date the CG ordered the evacuation to the date declared safe to return to the area.

(3) Mandatory Evacuation. A hurricane threatens the Beaufort County/ MCRDPI/ERR operational area and is predicted to make landfall with significant storm threat concerns. The CG may issue orders for a mandatory evacuation of MCRDPI. Minus the rear party personnel, all personnel assigned for duty aboard MCRDPI, and families living aboard MCRDPI will execute the CG's evacuation order. Generally, coordination with MCAS Beaufort and the NMRTC will have been conducted, and these areas will also mandate evacuation of families. Families living off-base are strongly encouraged to evacuate, but any mandate from the local area will emanate from state and county direction.

c. Emergency, Delayed Release/Early Return, Deployed and Non-Emergency Personnel

(1) Tier 1 personnel are emergency essential personnel that are also referred to as the Remain Behind Element(RBE). These personnel will stay aboard either the Depot or at NMRTC during destructive weather. They are referred to as emergency personnel because of their technical expertise, their assignment to a destructive weather team, or their ability to provide emergency services to the Depot. Emergency personnel will not be released during destructive weather and must make advance preparations for family members to evacuate without them. Military and civilian personnel may be designated as emergency personnel. Prior to hurricane season, commanders and

staff officers will notify personnel as to their status using the formats outlined in Chapter 9 of this order. Subsequent to the evacuation of the Depot, designated personnel/elements will remain aboard the Depot. Enclosure (2) identifies these personnel. The AC/S G-4 is the TIER 1 OIC.

(2) Tier 2 personnel (formerly known as Delayed release/early return personnel) are directed to remain with their assigned unit until released, or when recalled to assist in recovery. Supervisors will ensure that delayed release/early return personnel are identified and notified.

(3) Tier 3 personnel are those personnel who leave the Depot and report to another facility in order to support the movement, training, or sustainment of recruits elsewhere. Example would be Task Force Albany Personnel. Supervisors will ensure Tier 3 personnel are identified and notified.

(4) Tier 4 personnel (formerly referred to as Non-essential personnel) are not required during destructive weather. They will be released at a time to be determined prior to arrival of destructive weather. Supervisors will ensure Tier 4 personnel are identified and notified.

(5) Mission Critical Teleworkers are assigned to functions whose omission would negatively impact the ability of MCRDPI/ERR to perform its Mission Essential Functions. Civilian employees who perform these critical duties may be required to telework from home or an alternate worksite during an emergency situation.

d. Evacuation of Recruits. A critical consideration during hurricane planning is the safety of recruits. Commercial buses will be the primary means for the evacuation of recruits. The DMCC will coordinate the contracting of commercial buses with the Defense Transportation Management Office (DTMO). If required, commercial buses will be supplemented with Beaufort County school buses. Contracting of school buses will be per reference (a). Prior to recruits being moved by bus, TFA will be dispatched from the Depot to MCLB Albany in order to make preparations to receive the contingent from MCRDPI/ERR. Instruction and responsibility for TFA are contained in reference (b). The DMCC in coordination with EOC and DEOC will control and coordinate the movement of recruits, recruit trainers and support personnel to MCLB Albany. Initially, MCLB Albany is primarily a safe haven for recruits. If it is determined that training cannot be resumed at MCRDPI/ERR, the CG will direct the Depot to execute a COOP. The specific location for the COOP will be situationally dependent based on availability the threat of possible options to storm damage, etc. Tentatively, the COOP calls for the use of USAG Fort Knox, Kentucky.

e. Evacuation of Quarters. At the direction of the CG, the EOC issues all evacuation orders, coordinates emergency family transportation, and ensures security requirements for the Depot. If mandatory evacuation is a possibility, Tri-Command Housing will, based on the situation and upon receiving guidance from AC/S G-3 and AC/S, G-4, alert all Depot residents to prepare to evacuate within 24-48 hours.

f. Evacuation Expense Reimbursement. In the event the CG directs a mandatory evacuation of the MCRDPI, Marines, Sailors, and DoD civilian employees who are assigned to MCRDPI/ERR and their dependents will be

reimbursed for all authorized evacuation expenses in accordance with the applicable travel regulations. The evacuation order will specify the radius in which travel expenses will be paid (generally within a 400-mile radius, or one days drive). Military personnel and dependents that voluntarily evacuate will only become entitled if and when the CG directs a mandatory evacuation of MCRDPI. Evacuation expenses may be reimbursed for the mandatory evacuation period only. The MCRDPI Finance officer will provide additional guidance regarding reimbursement of evacuation expenses.

g. ERR Evacuation Expense Reimbursement. In the event destructive weather occurs within the ERR, the need may arise for elements of the Recruiting Districts to evacuate personnel and family members. In such cases, Chapter 6, Paragraph U6051-B of the Joint Travel Regulations (JTR), reference (d), applies, in that it states: "The following officials are responsible for authorizing/ordering and evacuation of limited evacuation of a uniformed member's dependent/s from any CONUS location: The Commander, Director, Chief or Supervisor of a U.S. Government Organization or Office." This section of the JTR provides the necessary authorization to the District Commanding Officers to order an evacuation not requiring the evacuation to be ordered by the Commanding General of MCRDPI. However, District Commanding Officers should conduct the necessary coordination with the Depot Headquarters prior to ordering an evacuation of personnel and dependents.

h. Navy-Marine Corps Relief Society (NMCRS). The NMCRS will be available to provide financial assistance to Service Members and their families for both pre-storm evacuation and post storm recovery assistance. This assistance will be distributed from a single site, to be determined, before each storm.

(1) When mandatory evacuation is directed by military authorities, pending government reimbursement of expenses, the NMCRS can provide a no-interest loan for evacuation assistance. The Service Member's consent is required. In the absence of direct consent, NMCRS can accept appropriate Powers of Attorney or, if already arranged with a NMCRS office, a pre-authorization.

(2) When voluntary evacuation is recommended, upon request of the CG, NMCRS can provide, as a no-interest loan, evacuation assistance. Service Members may not be reimbursed by the Government for expenses.

(3) The Depot will provide the following support in conjunction with NMCRS:

(a) The DDPO will include NMCRS information in the hurricane briefs given to Depot personnel.

(b) The DDPO will coordinate with the NMCRS Parris Island Director or a representative appointed by NMCRS HQ for a site to distribute assistance before each storm.

(c) Annually, AC/S G-1 will provide two Marines to assist the NMCRS office with evacuation and post storm support. NMCRS will provide systems training.

9. Personnel Assignment and Accountability

a. Personnel assignment and accountability are among the highest priorities in preparation for destructive weather and in recovery operations/return to normalcy.

b. Chapter 3 and Appendix A of this order provide detailed guidance on teams required for evacuation. The composition of the required teams are contained in this enclosure. Commanders will ensure that accurate rosters are maintained for all teams designated per Appendix A. All Command recall procedures must be updated.

c. Once designated, personnel will be notified which Tier they fall in per para 8c. of this order. Notification letters will be generated by the Depot Human Resources Office (HRO) and distributed by AC/S G-1 to each AC/S and commander, as required. The AC/S or commander will inform personnel as to which of the above categories the individual will be assigned and obtain an employee signature acknowledging they have been notified. The signed receipt will be maintained on file with the AC/S or commander and a roster of all three civilian categories submitted to AC/S G-1 prior to 1 June, annually.

d. Commanders will establish means to ensure positive identification of the location and status of all assigned personnel.

e. 1st, 4th, and 6th MCDs will conduct accountability of their personnel following a severe weather event in their area. District Antiterrorism Officers will report status to ERR and Marine Corps Recruiting Command (MCRC).

10. Storing POVs. All military and civilian personnel remaining aboard the Depot or evacuating to MCLB Albany during activation of this plan will be given the opportunity to park POVs at the primary designated parking lot aboard MCAS Beaufort. Legal Service Support Team (LSST), under the cognizance of the Depot AC/S G-4, is responsible for establishing and operating this primary POV staging location. The Depot G-4 will provide return shuttle transportation support from MCAS Beaufort. If required, the Depot G-4 will establish a secondary POV staging lot at the old Third Battalion physical training (PT) field, parallel to Wake Blvd.

11. Protection of Personal Property

a. In order to maximize protection of personal property in government quarters aboard the MCRDPI/ERR, Tri-Command Housing has provided hurricane shutters for all newly constructed housing. It is the responsibility of the resident to install shutters that can be reached without the use of a ladder. Tri-Command Housing is responsible for installing all shutters that require the use of a ladder. Housing protective measures will be established by AMCC at Tri-Command and the Depot Housing Office.

b. Additionally, in order to protect their personal property, residents are provided renters insurance via Tri-Command Housing Offices and can, if they desire, purchase additional renters insurance.

c. In the event of damage, Depot residents should refer to JAG INSTRUCTION 5890.1A, Encl. (6) for the submission of claims. The Depot Law

Center will assist in filing damage claims. Depot residents should be referred to the Law Center.

12. Veterinary Operations. Personnel with pets aboard the Depot or Laurel Bay will ensure the pets are adequately cared for during an evacuation. Pets will not be authorized to be evacuated to MCLB Albany, Ga, with exception of the Depot Mascot. The Depot veterinarian will not provide shelter. Personnel leaving pets unattended in base quarters during an evacuation may be subject to disciplinary action.

13. Fiscal

a. The emergent nature of disaster preparedness requires that required contracts and fiscal documents be prepared as completely as possible, awaiting only final execution data. Contracts/fiscal data will be coordinated with outside agencies by the AC/S G-4, Regional Contract Office (RCO), and the AC/S G-8 for procurement of county school and commercial buses; TAD for TFA to MCLB Albany; support for the conduct of recruit training at MCLB Albany subsequent to evacuation, and initial recovery operations. Commanders and department heads are encouraged to maximize the utilization of the Government Travel Charge Card (GTCC) Program for all military personnel and DoD civilian employees. Commanders will ensure that all personnel possesses or apply for a GTCC prior to the start of Hurricane Season on 1 June.

14. Reporting

a. The Marine Common Operating Picture (MCOP) will be used as the enterprise system of record to document and keep higher headquarters apprised of emerging events/actions. NOTE: MCRDPI G-3 will relay information from 1MCD, 4MCD, and 6MCD to the EOC, who will in turn input MCOP data on their behalf.

b. The G-3 OPSO will send Operational Reports (OPREP) and include Training and Education Command (TECOM), Marine Corps Installations Command (MCICOM), and MCRC in the addressee lines. TFA will provide input to the OPREPs on a battle rhythm as specified by the G-3.

c. If resources are needed that cannot be sourced organically, or through Memorandums of Agreement (MOA), the EOC will submit a Request for Services (RFS) through MCOP.

d. If HQMC releases an event that mandates Marine Online (MOL) reporting, all personnel will annotate their location and their family's location.

15. Information Management

a. The Beaufort County EOC conducts briefs for key personnel every six hours when the county sets their OPCON 2 or less. These briefs occur at 0500, 1100, 1700, and 2300. The briefing times are based on National Hurricane Center and National Weather Service Advisories. These briefings are also conference calls with the State of South Carolina Emergency Preparedness Division and county disaster managers in the coastal counties. The DDPO will attend each brief. Due to restricted space and access to the

Beaufort County EOC, the CG, C/S, and the AC/S G-3 are the only other authorized personnel to attend these briefs, if they so desire.

b. Upon return from the Beaufort County EOC brief, the DDPO will conduct a brief for the CMT. The briefing times will be 0700, 1300, and 1900 or as directed by the CG.

c. The format for the CG's brief is contained in reference (c). The DDPO will present the brief in the EOC Conference Room.

d. Information Updates to the Depot

(1) Upon the setting of TCC IV, the Communications and Strategy (COMMSTRAT) Office will update the MCRDPI/ERR social media platforms. The COMMSTRAT Office will also update the 1-800 Weather Hotline (1-800-343-0639). All information updates will be approved by the AC/S G-3 before being posted.

(2) TCCs will also be updated on the MCCR marquee located on Malecon Drive. The direction to update conditions will come from the EOC. The EOC is the only authorized agency aboard the Depot to set or change TCCs.

e. Reports to higher and adjacent headquarters are per reference (c) and Chapter 8 of this order.

16. Actions in Lieu of Mandatory Evacuation. If the CG decides the severity of the impending hurricane is not sufficient to warrant a mandatory evacuation of the Depot and the recruits, the Depot will conduct only the applicable tasks outlined in Chapter 2. In addition, the following actions will be directed:

a. The CG may authorize voluntary evacuations of all non-essential personnel. Those personnel voluntarily evacuating will receive no government reimbursement of associated expenses.

(1) Commands will decide which members of the TFA, Main Body, and Main CP now become non-essential personnel.

(2) Tier 1, Forward CP, and the RBE will remain aboard Parris Island in order to quickly begin recovery operations.

b. Messhall operations will continue until ordered closed by the CG via a recommendation by the AC/S G-4.

c. All units will request and draw a minimum of seven Days of Supply (DOS) of MREs from the AC/S G-4 for all recruits and permanent personnel residing in the barracks who remain aboard MCRDPI/ERR.

d. Units will ensure a minimum of seven DOS of potable (drinking) water is available for personnel and recruits in the barracks. Commands needing water containers should identify their requirements and submit their requests to AC/S G-4/Director of Supply and Services (SAS). Commands are responsible for filling the required number of water containers per command for use either to support the remain-in-place option or enough to support movement per bus if the evacuation is executed.

CUI

DepO 3000.1K

e. NLT Strike-8, units will move all permanent personnel and recruits residing in barracks to the second and third decks. Units are to ensure personnel are protected from the effects of potential high winds, like broken windows/glass, by propping mattresses against windows.

f. Stage equipment and prepare for Depot Recovery Operations.

17. Recovery Operations. Once the storm has passed and TCC V is set, recovery operations will begin. The EOC, under the cognizance of the AC/S G-4, will coordinate all recovery efforts. A separate recovery plan will be published by the AC/S G-4.

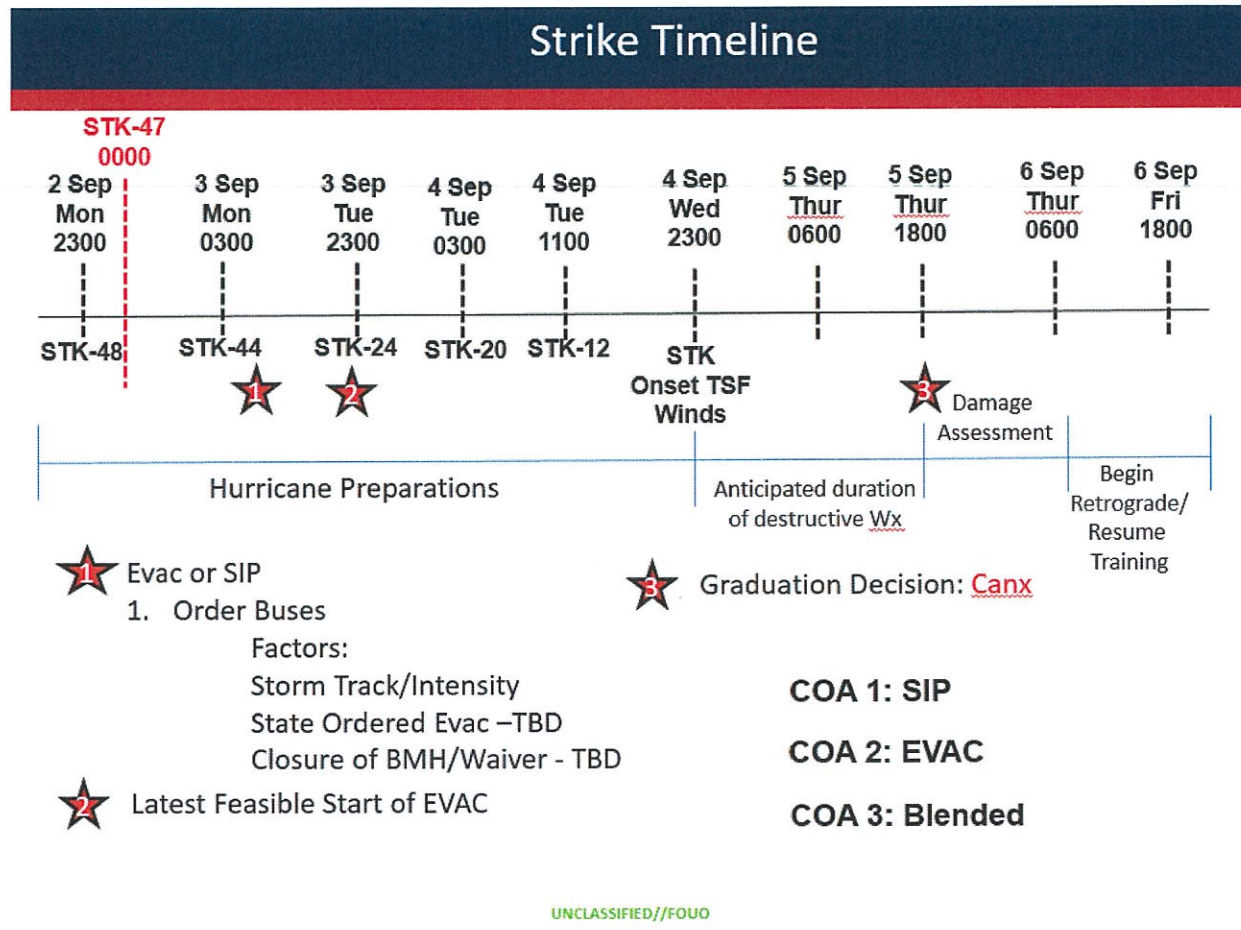


Figure 1-1. Adjusted Decision Timeline Example

NOTE: Above figure displays notional timeline. All times are flexible.

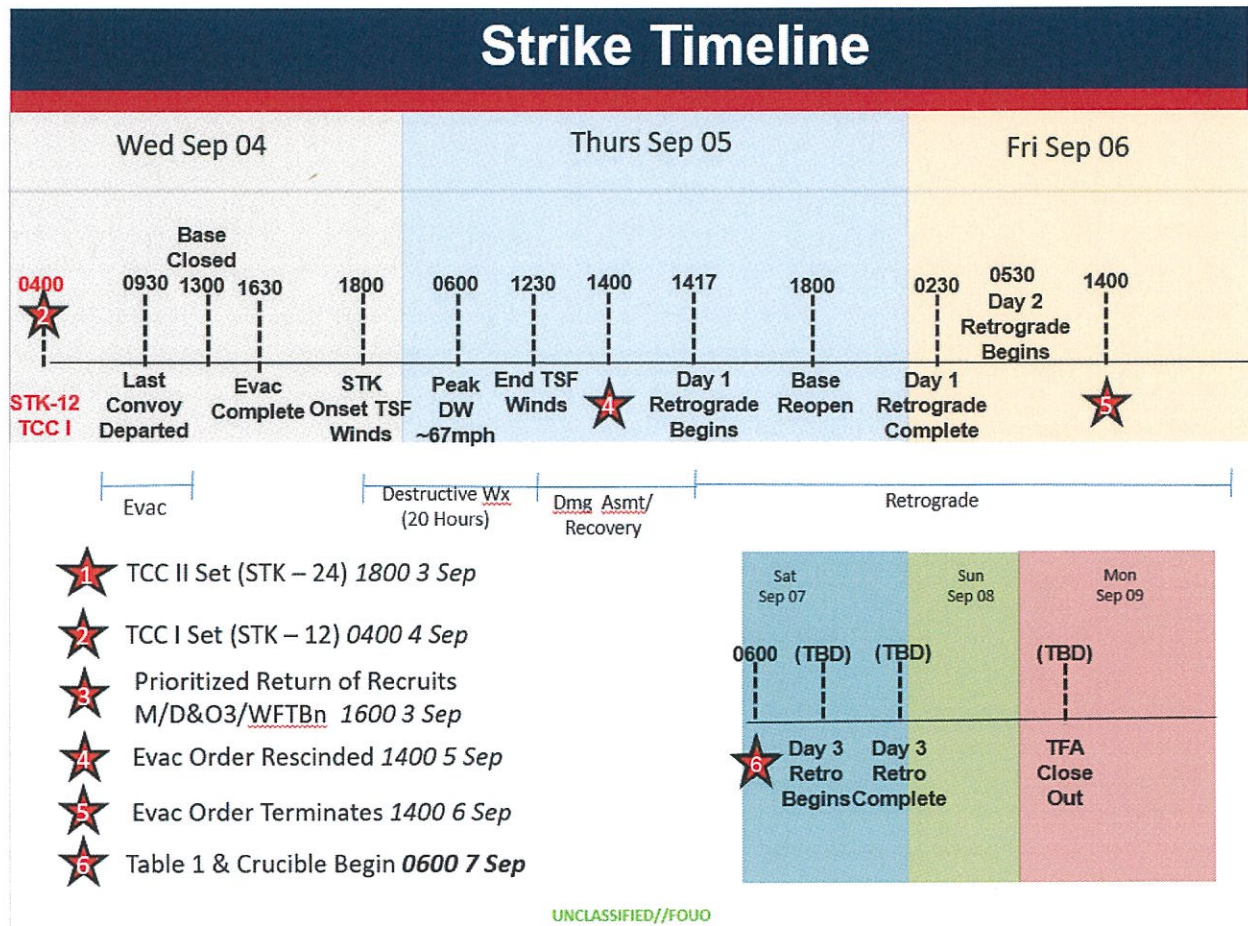


Figure 1-2 Adjusted Strike Timeline Example 2

Chapter 2

Tasks1. General

a. MCRDPI/ERR will conduct operations to minimize damage, prepare all personnel for hurricane season, continue essential operations, evacuate the Depot if necessary, conduct recovery operations, render authorized assistance to local military, federal, and civil authorities before, during, and after destructive weather.

b. This chapter will delineate tasks for successful preparation, response, and potential evacuation of MCRDPI/ERR. Detailed recovery operations will be addressed in a separate plan. The mission for MCRDPI/ERR includes:

- (1) The protection of life and property.
- (2) The provision of authorized emergency assistance in the local area.
- (3) The preservation of equipment.
- (4) The establishment of procedures for the dissemination of weather advisories and the setting of conditions of readiness.
- (5) The continuous increase in the levels of preparedness to withstand destructive weather as it approaches the Depot.
- (6) The operation of essential and emergency management services.
- (7) The evacuation of recruits and non-emergency personnel.
- (8) The orderly curtailment of operations and services in the interest of the safety of personnel and property.
- (9) The protection and safety of the entry teams from environmental hazards, to include protection of the environment related to hazardous material releases.

2. Concept. MCRDPI/ERR conducts operations in preparation for and during Hurricane Season, 1 June to 30 November. Preparation for Hurricane Season commences prior to 1 June and is continuous until the end of the Hurricane Season. If an evacuation is ordered, the Depot's focus is to ensure the safety and the lives of all personnel assigned; however, due to the unique mission of MCRDPI/ERR and the complexity of conducting an evacuation of all recruits, the primary focus of this order is on evacuating recruits to MCLB Albany. If damage as the result of the storm does not permit the return of the recruits to MCRDPI/ERR in excess of two (2) weeks or more, a COOP will be put into effect at United States Army Garrison (USAG) Ft. Knox, KY and will remain in effect until operations can be resumed at MCRDPI/ERR. If gaining locations are unavailable, i.e. weather affecting MCLB Albany, Risk Management (RM) will be factored in as to their usage. The tasks outlined below are organized by Commands, Sections and Special Staff Sections that

make up the command structure of MCRDPI/ERR; furthermore each assigned task is affiliated with TCCs and the potential Strike of the Hurricane timeline. The generic hurricane timeline is at figure 1-1. The tasks cover the preparation, evacuation and the return/recovery of MCRDPI/ERR.

3. Pre - June 1 Tasks

a. Depot and District Commands, Depot Staff Sections, and MCRDPI Navy Medicine Readiness and Training Unit (NMRTU)

- (1) Develop and publish supporting plan.
- (2) Submit evacuation rosters to the AC/S G-1. Depot Staff Sections submit evacuation rosters to the Commanding Officer (CO) HQSVCBN. During hurricane season, rosters are required to be updated on the 15th of each month. (MCRDPI Only)
- (3) Per Chapter 9, inform civilians in writing, of their Tier assignment.
- (4) Submit Equipment Density List (EDL) to AC/S G-4. (MCRDPI only)
- (5) Identify requirements for Transportation of Things (TOT) and Transportation of Personnel (TOP) to AC/S G-4. (MCRDPI only)
- (6) Identify/verify to AC/S G-6, all computers, government issued cellphones, and radios to be deployed. All responsible individuals should ensure operability of identified assets. (MCRDPI only)
- (7) Maintain accountability of the evacuation plans of all personnel.
- (8) Ensure all personnel attend a disaster preparedness brief.
- (9) Ensure all personnel develop an individual destructive weather plan.
- (10) Per Appendix A, Encl (1), identify individuals for TFA. (MCRDPI only)
- (11) Per Appendix A, Encl (1), identify individuals & equipment for Tier 1. (MCRDPI Only)
- (12) MCRDPI/ERR Table of Organization (T/O) for evacuation is contained in Appendix A, Encl (1). Verify/validate billets for each section. (MCRDPI only)
- (13) Units or departments shall perform Risk Management (RM) assessments in accordance with MCO 3500.27B and submit assessment to the Safety Officer for review.

b. AC/S G-3

- (1) Review all MOA/Memorandums of Understanding (MOU) and Inter Service Support Agreement (ISSA) that support this plan in cooperation with the Depot Support Agreements Manager (SAM).

(2) Ensure all Commands aboard MCRDPI/ERR receive a disaster preparedness brief prior to the start of Hurricane Season each year and at regular intervals for new joins throughout the season.

(3) Ensure alternate training schedules are prepared to support limited recruit training during evacuation.

(4) Secure a sufficient number of MREs and water to support EOC operations for a 72-hour period.

(5) In coordination with RTR and WFTBN, develop a concept plan to conduct as much recruit training as is feasible at the safe haven site, MCLB Albany.

(6) In coordination with RTR and WFTBN identify medical personnel requirements to support training designated to be accomplished while at the safe haven site, MCLB Albany.

(7) Ensure class material and Automated Data Processing Equipment (ADPE) is prepared to support limited recruit training during evacuation.

(8) Conduct at least one hurricane exercise annually that will either be a tabletop exercise or a functional exercise. During the tabletop exercise, a scenario will be presented, and each command, AC/S, or section will discuss actions to be taken during each TCC. The AC/S G-3 will invite representatives from the Beaufort County EMD, MCAS Beaufort, and NMRTC to attend. During a functional exercise, a specific set of functional responses will be rehearsed and evaluated in greater depth. Additional exercises may be scheduled as required. Real-world TCC response within the fiscal year will be counted as credit for an exercise.

(9) Coordinate with Beaufort County Emergency Management Officer.

(10) Identify personnel for EOC staffing NLT 1 May and conduct EOC training. EOC training may be accomplished during the first day of the hurricane exercise.

(11) Review all Command's supporting plans.

(12) Ensure a liaison trip to MCLB Albany, GA is conducted by the Commander, TFA, to review and confirm support requirements established in the MOA between MCRDPI/ERR and MCLB Albany, GA. Appropriate representation from Depot Commands and AC/S will attend. CO WFTBN, in conjunction with AC/S G-3, has staff cognizance to organize the trip.

(13) Ensure a liaison trip to USAG Ft. Knox, KY is conducted by the Commander, Task Force Ft. Knox (TFFK), to review and confirm support requirements established in the MOA between MCRDPI/ERR and USAG Ft. Knox, KY. Appropriate representation from Depot Commands and AC/S will attend. CO HQSVCBN, in conjunction with AC/S G-3, has staff cognizance to organize the trip.

(14) Confirm with AC/S G-4 that sufficient bus drivers have been trained to drive county school buses in the event of evacuation.

CUI

DepO 3000.1K

(15) Determine and identify to the AC/S G-4, ammunition requirements for weapons security elements (Security Augmentation Force (SAF)).

(16) Coordinate the ammunition requirements for the SAF storage with the Provost Marshal's Office (PMO).

(17) Coordinate with Depot Fire Dept to ensure one (1) paramedic is designated to support the EOC during evacuation.

c. AC/S G-1

(1) Develop and disseminate evacuation roster format to subordinate commands.

(2) Consolidate evacuation rosters generated by the subordinate commands to include civilian personnel. From 1 June to 30 November, rosters are required to be updated on the 15 of each month.

(3) Provide two Marines to support the NMCRS. Training should be completed no later than 1 June.

(4) Collect morning reports during an evacuation to ensure full accountability for all personnel.

(5) Provide guidance on HHQ MOL reporting requirements.

d. AC/S G-4

(1) Establish and validate the T/O and Table of Equipment (T/E) for the following movement control teams:

(a) Depot Movement Control Center (DMCC)

(b) Depot Marshalling Area

(c) Unit Marshalling Area Assist Team

(d) POV Staging Team

(e) Route Rest Stop Team

(2) Consolidate Commands' EDL and ensure appropriate amount of lift is planned for and develop a TOP and TOT order of march.

(3) Consolidate Commands' TOT and TOP and ensure appropriate amount of lift is planned for. Liaise with MCRDPI/ERR Distribution Management Office (DMO) to ensure TOP/TOT lift requirements are coordinated with the Defense Transportation Management Office (DTMO).

(4) Prepare armory and fulfill ammunition requirements to meet MCRDPI/ERR training requirements at both MCLB Albany and USAG Ft. Knox (as required).

(5) Develop movement plan for Commercial/school buses and tractor

trailers to include:

- (a) Staging/marshalling areas.
- (b) Traffic control points.
- (c) Embarkation points.
- (d) Mission control numbers.
- (e) Break down and recovery procedures.
- (f) Refueling and rest stops.

(6) Be prepared to establish DMCC co-located with EOC. This will be approximately three personnel temporarily operating out of the EOC. The DMCC will keep EOC apprised of movement actions.

(7) Establish and maintain bus driver training program and licensed drivers from throughout the Depot to ensure a minimum of 180 licensed bus operators. The drivers will go through a local bus driving course. The training will be annotated on Form OF-36.

(8) Coordinate with the City of Waycross, GA civil authorities and Warner Robins Air Force Base to provide for rest stop and refuel locations along the two potential evacuation routes.

(9) Coordinate and identify command GSA vehicle requirements for use at MCLB Albany and USAG Ft. Knox. Confirm with MCRDPI/ERR commands, tenant commands, and staffs for the proper accountability, staging and transport to MCLB Albany of the GSA/GME assets.

(10) Ensure a minimum seven DOS of food are on hand for hurricane season.

(11) Coordinate with MCAS Beaufort to arrange for the staging of approximately 400-600 POVs from MCRDPI/ERR.

(12) Coordinate with NMRTC for billeting, storage and messing of TIER 1, Appendix A, Encl (1). The TIER 1 at NMRTC consists of elements from Facilities Maintenance, WFTBN, Fire Dept, MCCA, PMO and the SAF.

(13) Execute an operations check to ensure all emergency backup generators are operational.

(14) Train, equip and oversee the deployment of support teams (POV Staging/Rest Stop/DMA/UMA) See Enclosure 1, Appendix A.

(15) Ensure sufficient sandbags are on hand to allow for critical facility destructive weather preparations.

e. AC/S G-8

- (1) Ensure destructive weather related MOA/MOUs and ISSA are current.
- (2) Identify proper funding source(s) to support evacuation.

(3) Be prepared to publish guidance regarding the capturing, recording, and reporting of destructive weather related costs.

f. MCCS Director

(1) Coordinate and develop with RTR a list of recruit PX items for evacuation and deployment to MCLB Albany.

(2) Be prepared to support early graduation.

(3) Coordinate to establish exchange and barber services at MCLB Albany in support of evacuation.

(4) Ensure MCFTB supports units by providing evacuation assistance to Depot Families.

g. AC/S Recruiting

(1) Be prepared to delay or reroute shipping, as required.

(2) Coordinate with MCRC and 1ST, 4TH and 6th MCDs the move to the Atlanta vicinity in order to continue the recruiting mission.

h. AC/S G-6

(1) Coordinate with MCLB Albany S-6 for computer and radio support.

(2) Be prepared to execute and provide updates to communication plan at Chapter 6.

(3) Prepare/update and distribute Communications Smart Package to Commands and Staff Sections. The Smart package should include the following documents: Radio Plan, Radio Cards, Communications Frequency Plan, Communications Drops at Albany, and an E-LMR Guide.

j. AC/S Religious Ministries. Prepare to provide services during Disaster Evacuation.

k. AC/S Command Inspector. Assign personnel to monitor the planning effectiveness of this order and report the results to the CG.

l. Staff Judge Advocate (SJA)

(1) Develop damage claims packets and guidance.

(2) Publish Use of Force policy for SAF and, as required, support SAF training.

(3) Ensure Use of Force training is conducted and completed for designated RTR personnel that will carry security weapons and ammo during evacuation.

m. COMMSTRAT

(1) Ensure the 1-800 hurricane hotline is working.

(2) In May, and at various times throughout hurricane season, provide information that addresses disaster preparedness, including weather conditions, evacuation procedures, and other pertinent information on destructive weather on social media platforms.

(3) Ensure procedures are in place with RTR so that if a decision is made to cancel/graduate early, graduating Marine families are informed of the decision

(4) Develop and publish a Media strategy plan in support of evacuation operations to synchronize Depot and TFA/TFFK messaging. Provide the guidance to relevant stakeholders.

n. Safety Officer

(1) Provide oversight for all safety-related matters during preparation and evacuation of MCRDPI/ERR during a hurricane.

(2) Ensure unit safety officers and unit safety representatives are assigned in accordance with MCO 5100.29B and DepO 5100.16F.

(3) Ensure RM worksheets are completed, and then obtain, review, refine and return Major Subordinate Elements (MSE) RM plan/worksheet prior to displacement for MSE Safety Officer signature.

(4) Conduct site survey at MCLB Albany and USAG Ft. Knox.

(5) Ensure Tier 1 personnel draw gear from supply.

(6) Ensure safety site survey and mishap investigation deployment kits are readily available and complete.

(7) Provide safety supervisors for the evacuation, to include to TFA in support of RSO&I operations at the evacuation site.

o. PMO

(1) Develop security evacuation plan that incorporates confirmation of MCRDPI/ERR being cleared of all unauthorized personnel prior to gate closure.

(2) Coordinate ammunition requirement for SAF with G-3, MCRDPI/ERR.

(3) Provide ammunition to SAF, if required.

p. CO, HQSVCBN

(1) Commander of TFFK/Headquarters Commandant, USAG Ft. Knox:

(a) Conduct site survey.

(b) Review and update MOA between MCRDPI/ERR and USAG Ft. Knox in coordination with AC/S G-3 and the Depot Support Agreements Manager (SAM).

(c) Prepare and publish TFFK plan.

(d) In coordination with AC/S G-1, collect TFFK rosters.

(2) Identify personnel to man the TFA and the POV Staging Lot Team (See Enclosure 1, Appendix A).

(3) Develop and publish a plan that delineates the Battalion's actions for disaster preparation and response.

q. CO, RTR

(1) Develop and publish a plan that delineates the Regiment's actions for disaster preparation and response.

(2) Ensure 180 bus drivers are designated and trained to operate county school buses in the event of an evacuation.

(3) Identify personnel to man TFA (see Appendix A).

r. CO, WFTBN

(1) Commander of TFA/Headquarters Commandant, MCLB Albany:

(a) Conduct site survey.

(b) Review and update MOA between MCRDPI/ERR and MCLB Albany in coordination with AC/S G-3.

(c) Prepare and publish TFA plan.

(d) In coordination with AC/S G-1, collect TFA rosters.

(2) Develop and publish a plan that delineates the Battalion's actions for disaster preparation and response. The plan should include training support to RTR if an evacuation occurs to MCLB Albany and support for continuing operations.

(3) Conduct a ROC drill prior to the Depot practical application exercise in order to validate internal procedures.

(4) Identify boats and boat teams that will be moved to NMRTC as part of the TIER 1 in the event of an evacuation.

(5) Identify personnel to man TFA and Route Rest Stop Team (see Enclosure 1, Appendix A).

(6) Ensure all required SAF training is complete, to include annual weapons qualification.

(7) Ensure SAF has a complete equipment kit.

(8) Coordinate SAF status with PMO.

s. OIC, NMRTU

(1) Prepare support plan for evacuation to MCLB Albany.

(2) Identify personnel to support RTR evacuation to MCLB Albany. Ensure the TFA manning document is populated with deploying Sailors.

(3) Review and update internal organization and procedures to respond to mass casualties, as required.

(4) Coordinate with and provide necessary support to RTR in case of early graduation.

(5) Coordinate with the Officer-in-Charge (OIC), NMRTU, Albany, GA to coordinate with off-installation providers for emergency medical and dental care to evacuated recruits. Prepare Medical and Dental personnel serving as the Recruit Evacuation Team to evacuate when the order is received. Billeting at Albany will be provided for the Recruit Evacuation Team with the evacuated MCRDPI/ERR staff personnel.

4. Pre-TCC IV Tasks (Strike-120 to Strike-73). Pre-TCC IV tasks anticipates that sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 120 hours. If a credible forecast supports decisions to "lean ahead" and accomplish the below tasks. Caveat; due to uncertainty of landfall strike on some storms, these items may move to TCC IV.

a. All Commands, Staff Sections, and NMRTU Strike-120. Ensure TFA personnel are identified per Appendix A

b. AC/S Recruiting. Recommend ceasing shipping to MCRDPI IOT facilitate RTR evacuation preparation tasks.

c. AC/S G-4

(1) Strike-120

(a) Distribute motor pool assets to units and TFA. Pulling vehicles could possibly impact training evolution.

(b) Temporarily set up POV staging lot for TFA personnel

(2) Strike-84

(a) Order commercial buses and coordinate with AC/S G-8 to verify sufficient funding exists before placing the order.

(b) Stage armory for movement to MCLB Albany.

(c) If used, coordinate school buses from Beaufort County; stage buses on parade deck in conjunction with RTR.

(d) Distribute one DOS of MREs per Marine/Sailor to UMAs.

(3) Strike-74

(a) Coordinate with RTR and issue 30 rounds/person of 5.56 ammunition to each bus commander to use for bus security.

d. AC/S G-1(1) Strike-84

(a) When directed by AC/S G-3, promulgate the order authorizing the release of non-emergency civilian employees through the HRO.

(b) Coordinate with the CG for signing the letter releasing non-emergency civilians from duty.

e. AC/S G-3 Strike 84. Request CG decision on mandatory evacuation.f. RCO

(1) Strike-120. Coordinate with the A/CS G-8 to ensure sufficient funding is available for support contracts at MCLB Albany, GA in the event MCRDPI/ERR evacuates.

(2) Strike-84

(a) Award support contracts in priority order.

(b) Establish contracting cell at MCLB Albany.

(2) Strike-80. Award support contracts.

g. CO, WFTBN

(1) Strike-120. Conduct TFA confirmation brief.

(2) Strike-96. Dispatch MCLB Albany TFA

(3) Strike-84. Prepare Albany convoy for movement, deploy convoy NLT Strike-40. This convoy will consist of internal GME assets and will be loaded with equipment that can immediately support training at MCLB Albany/USAG Ft. Knox or MCRDPI/ERR.

(4) Strike-83.

(a) Commence TOT pack out of vehicles scheduled for Albany.

(b) SAF reports to PMO and received use of force training; OPCON.

(c) Designate boat coxswains to move WFTBN boats to NMRTC Beaufort; ADCON to PWD.

h. CO, RTR.

(1) Strike-120. Cease all transfer of recruits to other companies.

(2) Strike-96.

(a) Provide finalized accountability rosters to the G-4.

(b) Cease treaining.

(3) Strike-84. Activate RMCC

(3) Strike-83.

(a) Collect bus manifests and report the number of PAX to the EOC.

(b) Pack all equipment and supplies for evacuation.

(c) Fill all water cans, canteens, and camelbacks.

(4) Strike-74

(a) Draw ammunition from ASP for use by Bus Security Elements (30 rounds per each bus commander).

(b) Ensure bus security personnel receive a use-of-force briefing.

5. TCC IV Tasks (Strike-72 to Strike-49). TCC IV identifies that sustained winds in excess of 39 miles per hour associated with a tropical system are anticipated at MCRDPI/ERR within 72 hours.

a. All Commands, Staff Sections, and NMRTU

(1) Strike-72

(a) Ensure all essential operating data from hard drives are backed up to the shared drive.

(b) Start preparation for destructive weather in your respective areas; obtain necessary sandbags from the AC/S G-4.

(c) Secure loose item such as trash cans, outdoor furniture, and unconfined objects inside or attach them firmly to the ground.

(d) Confirm disaster supply kits/hurricane evacuation lockers are fully stocked.

(e) Ensure evacuation rosters are current and submitted to AC/S G-1.

(f) Provide personnel to EOC per Appendix A.

(g) Capture and track hurricane contingency costs using the LOA and SIC published by the G-8.

(2) Strike-71

(a) Suspend all training aboard MCRDPI/ERR.

(b) If required, prepare for early graduation.

(c) Identify bus drivers to receipt for busses and stage at MCRDPI/ERR DMA on the parade deck.

b. AC/S G-3 Strike-72

- (1) Notify CMT, MSCs, adjacent and higher commands of TCC IV.
- (2) Activate EOC, conduct operational checks and prepare EOC for potential 24 hour operations.
- (3) Conduct briefs for the CG and CMT.
- (4) Advise the Marine Corps Command Center of current conditions.
- (5) Send Depot representative to Beaufort County EOC.
- (6) Advise the Disaster Preparedness Officer at MCLB Albany, GA that MCRDPI/ERR may evacuate.
- (7) Activate the SAF.
- (8) Ensure all SAF have received use of force training.
- (9) Order removal of COMSEC equipment from G-6 and CG building by G-6 personnel prior to Strike-71.
- (10) Cancel all visits to MCRDPI/ERR and notify any visiting groups of the impending storm.
- (11) Conduct "Town Hall Meetings", if required.
- (12) Prepare and deploy two FD ambulances with crew in order to support RTR at MCLB Albany.

c. AC/S, G-1 Strike-72

- (1) On order, cease reception operations at Savannah Airport.
- (2) Inventory all Recruit Service Record Books (SRB) on-hand, confirm all checked-out Recruit SRBs throughout the Depot, and plan to recall them if TCC worsens.
- (3) Identify and screen all Marines pending orders for potential modification.
- (4) Marines not able to execute End of Active Service (EAS) as a result of destructive weather will be run on the unit diary for the convenience of the government status until such time as orders may be executed.
- (5) On order, issue evacuation travel orders to effected personnel.
- (6) Ensure evacuation rosters are updated. Ensure that emergency, delayed release/early return, and non-emergency rosters are updated.
- (7) On order, contact the local USPS to hold mail until notified by MCRDPI/ERR postal officials and provide assistance to commands IOT collect, secure, and process all undeliverable mail.

(8) Release previously assigned Marines to NMCRS to assist with evacuation.

(9) Coordinate with HQMC to establish a crisis event in MOL; publish guidance to Depot commands on its use.

d. AC/S, G-4

(1) Strike-72

(a) Coordinate with civilian construction contractors to cease construction activities, secure construction sites and evacuate.

(b) Begin hardening Facilities Maintenance Division (PWD) facilities and secure all non-essential equipment.

(c) Coordinate with DMO for approved contract available TOT/TOP (flat beds and buses).

(d) Ensure all equipment, generators and vehicles are refueled; order fuel to top-off Depot safe storage capability.

(e) Activate the DMCC.

(f) Ensure storm drains are clear.

(g) Ensure seven DOS of Class I (water and food) are on hand, along with filling and staging 10 water bulls.

(h) Coordinate with Beaufort Jasper Sewer and Water Authority (BJSWA) to ensure waste water lift stations are topped off with propane.

(i) Coordinate with AC/S G-3 to establish traffic control points and staging/marshalling areas aboard the Depot.

(j) Coordinate with Tri-Command Military Housing to provide updates to housing occupants.

(k) Ensure commands take necessary actions to secure HAZMAT.

(l) Be prepared to issue 700 cases of MREs to Beaufort County EOC. Beaufort County EOC will pick-up and transport MREs.

(m) Ensure contractors remove all trash, debris, and other materials they cannot secure against high winds (Regional Contracting Office will verbally instruct contractors on responsibilities.

(n) Prepare to establish Route rest stop plan on prescribed evacuation route.

(o) Be prepared to issue MREs to MCAS and NMRTC.

(p) Stage SPT BN personnel and equipment at their UMA/Begin embarkation.

(q) Secure Ammunition Supply Point (ASP) magazines.

(r) Oversee the establishment of the POV staging lot at MCAS Beaufort.

(2) Strike-71

(a) Coordinate with local authorities for potential overflow TOP bus requirements and conduct Limited Technical Inspections (LTI).

(b) Muster at the Depot Marshalling Area (DMA) the designated school bus drivers needed to execute county school bus LTI Plan only.

(c) Establish the DMA on the parade deck and ensure Unit Marshalling Areas (UMA) are established.

(d) As required, provide mobile refueling services aboard MCRDPI/ERR.

(e) Generate and distribute strip maps of route to MCLB Albany.

(3) Strike-70

(a) Order TTs with HQSCVBN and SPTBN gear to depart.

(b) Order SPTBN serials to depart.

(c) Stage 4TH RTBN personnel at UMA; start embarkation.

(d) Ensure Armory is secured after movement of all equipment and personnel has commenced.

(4) Strike-68

(a) Order 4TH RTBN serials to depart.

(b) Stage 1ST RTBN personnel and equipment at UMA and begin embarkation.

(5) Strike-66

(a) Order 1ST RTBN serials to depart for MCLB Albany.

(b) Stage 2ND RTBN personnel and equipment at UMA and begin embarkation.

(6) Strike-64

(a) Issue warning order to NAVFACLANT contingency engineering group for recovery operations.

(b) Order 2ND RTBN serials to depart.

(c) Stage 3RD RTBN personnel and equipment at UMA and begin embarkation.

(7) Strike-62

(a) Order 3d RTBN serials to depart.

(b) Stage RTR personnel and equipment at UMA and begin embarkation.

(8) Strike-60. Order RTR HQ and HQSVCBN to depart for MCLB Albany.

e. AC/S G-8 Strike-72

(1) Coordinate potential funding issues with TECOM G-8, MCRC G-8, MCICOM/MCI-East G-8, and DC P&R, as appropriate.

(2) Coordinate with on-base financial institution(s) to ensure that ATMs have sufficient cash to support increased withdrawals.

(3) Coordinate financial issues with the MCLB Albany G-8 in the event MCRDPI/ERR evacuates.

(4) Distribute "Reimbursement of evacuation/expenses" newsletter via Depot wide e-mail. Upon request provide a Finance Officer representative to brief Marines/Sailors and their families concerning the reimbursement of evacuation expenses during any town hall meetings.

(5) Provide guidance to MCRDPI/ERR commanders and fund managers for capturing, recording, and reporting destructive weather related costs.

f. Director, MCCA Strike-72

(1) Place TCC notices on Main PX marquee.

(2) Prepare to close all MCCA facilities.

g. AC/S, Recruiting Strike-64.

(1) Issue a warning order to the ERR, Western Recruiting Region (WRR), MCRC, Military Entry Processing Command (MEPCOM), and HQMC informing them that recruit shipping will stop at TCC III.

(2) Consider stopping recruit shipping.

h. COMMSTRAT Strike-72

(1) Release appropriate information to the news media on MCRDPI/ERR's action in TCC IV.

(2) Place disaster information message on 1-800 Weather Hotline system and to the extent possible, ensure the MCRDPI/ERR social media platforms are updated with the latest weather related information.

(3) Coordinate with MCAS Beaufort and NMRTC Public Affairs to synchronize unified severe weather message.

i. SJA Strike-72

(1) Conduct liaison with U.S. Attorney and federal court officials regarding the possible continuation of Special Assistant United States Attorney cases.

(2) Conduct Use of Force training for SAF and RTR personnel responsible for weapons security during movement to MCLB Albany.

j. AC/S G-6 Strike-66. Ensure RTR is prepared for evacuation with adequate and operational communication assets to include per-stick government issued cellphone and radios provided from RTR owned assets. G-6 will supplement as required.

k. AC/S Religious Ministries Strike-72. Take action, as directed.

l. AC/S Command Inspector Strike-72. Take action, as directed.

m. Safety Officer

(1) Strike-72

(a) Ensure safety specialist inspector assists in the tour of MCRDPI/ERR prior to destructive weather once TCC IV is set. Emphasis is to eliminate potentially hazardous situations of outdoor items/equipment. Solicit corrections from responsible units or request assistance from EOC, to meet impromptu requirements.

(b) Review MSEs RM plans/worksheets.

(c) If Beaufort County school buses are used, review staging of buses on parade deck for possible safety hazards.

(2) Strike-71

(a) Review established traffic control points and staging/marshalling areas aboard the Depot for possible safety hazards.

(b) Review DMA on parade deck and UMAs for possible safety hazards.

(c) Survey staging of buses at designated staging area aboard the Depot for possible safety hazards.

(d) Review command actions to secure HAZMAT for possible safety hazards.

(3) Strike-64

(a) Ensure safety specialist attends the TFA confirmation brief.

(b) Dispatch safety specialist with the TFA to MCLB Albany.

(c) Ensure TFA performs a safety site survey of all areas to be utilized by permanent personnel and recruits on MCLB Albany. Ensure all

billeting, mess halls, workspaces, and training areas are safe and free from all hazards as well as disembarkation points on MCLB Albany.

o. COMMSTRAT Strike-72. Take action, as directed.

p. PMO

(1) Strike-72. Accept SAF Operational Control (OPCON) to PMO.

(2) Strike-71. Coordinate with AC/S G-4 to draw 75 rounds/person for the SAF.

q. OIC, NMRTU Strike-72

(1) Assist in preparing Branch Health Annexes (BHAs) for evacuation with RTR, with five days of medical supplies. NMRTU personnel will convoy versus riding on contracted/school busses.

(2) Ensure prioritized sick call to permanent personnel and recruits occurs until CG orders evacuation.

(3) Coordinate with and provide necessary support to RTR in order to graduate new Marines as early as possible, if it becomes required.

(4) Evaluate recruits assigned to Support Battalion, RTR for feasibility to travel per normal assigned evacuation means (commercial/school bus) and

(5) Prepare dental officer and technicians to evacuate with RTR if TIER 1 officer remains behind.

(6) To the extent possible, ensure those recruits that graduate early are world-wide deployable.

(7) On order, detach assigned teams for evacuation with RTR.

(8) Transfer, transport and account for recruits that are unable to travel via normal evacuation means (commercial/school bus) to the NMRTC for the duration of the evacuation.

r. CO, RTR

(1) Strike-72

(a) Coordinate with COMMSTRAT to ensure graduating Marine families are informed of graduation status.

(b) Be prepared to secure gear and move to 2ND and 3RD deck of barracks, if decision is made to remain at MCRDPI/ERR.

(c) BPT provide bus drivers to receipt for school buses and stage on MCRDPI.

(d) Stage SPTBN personnel and equipment at their UMA. Begin embarkation.

(2) Strike-70

(a) In coordination with the DMCC, SPTBN Serials depart.

(b) Stage 4TH RTBN personnel at UMA; start embarkation.

(3) Strike-68

(a) In coordination with the DMCC, 4TH RTBN Serials depart.

(b) Stage 1ST RTBN personnel and equipment at UMA and begin embarkation.

(4) Strike-66

(a) In coordination with the DMCC, 1ST RTBN Serials depart for MCLB Albany.

(b) Stage 2ND RTBN personnel and equipment at UMA and begin embarkation

(5) Strike-64

(a) In coordination with the DMCC, 2ND RTBN Serials depart.

(b) Stage 3RD RTBN personnel and equipment at UMA and begin embarkation.

(6) Strike-62

(a) In coordination with the DMCC, 3RD RTBN Serials depart.

(b) Stage RTR HQ personnel and equipment at UMA and begin embarkation.

(7) Strike-60. RTR HQ and rear party depart for MCLB Albany.

s. CO, WFTBN

(1) Strike-66

(a) Complete TOT pack out, stage vehicles and flatbed trailers.

(b) Release Field Training Platoon (FTP); FTP will link-up with Main Body at MCLB Albany, NLT Strike-24 and commence training area set-up after reporting to DMCC Albany and Headquarters Commandant.

(2) Strike-64

(a) Deploy convoy to Albany; co-locate convoy (15 vehicles) and (personnel 30) with TFA.

(3) Strike-62

(a) Move boats and boat teams to NMRTC.

(b) Complete preparation and release all personnel not designated

as Tier 1.

t. CO, WFTBN/TFA OIC Strike-72. Operate and manage forward base operations and the DEOC aboard MCLB Albany in support of RSO&I, sustainment, and limited recruit training while aboard MCLB Albany. Report arrival of all serials at MCLB Albany to DMCC MCRDPI/ERR.

6. TCC III Tasks (Strike-48 to Strike-25). This is when destructive sustained winds in excess of 39 miles per hour or greater associated with a tropical system are anticipated at MCRDPI/ERR within 48 hours.

a. All Commands, Staff Sections and NMRTU. Strike-48. Prepare remain behind computers for destructive weather.

b. AC/S G-3

(1) Strike-48

(a) Notify CMT, MSEs, adjacent, and higher commands of TCC III.

(b) If not already in position, dispatch liaison officer to Beaufort County Emergency Preparedness Center.

(c) Authorize NMCRS to issue checks to evacuees.

(d) If not done so already, issue Beaufort County Early Re-entry Passes to designated personnel.

(e) Recall all off-duty fire fighters.

(2) Strike-40. Notify CMT, MSEs, adjacent and higher commands of the mandatory evacuation.

c. AC/S, G-1 Strike-48. Pack and be prepared to move Recruit SRBs to Albany upon evacuation order.

d. AC/S G-4

(1) Strike-48

(a) Stop all construction activities on base.

(e) Board windows of the Recruit and Depot Chapels.

(c) Load all MCRDPI/ERR Motor Transport Division tractor trailers.

(d) Check operation of all emergency generators and distribute.

(e) Check housing area to ensure that loose materials are secure and all windows are boarded up.

(f) Ensure all construction materials are ready for tie-down and adequate tie-down materials are available.

(g) Provide GME vehicles as required to Depot Staff and MSEs. (RTR BHAs, one van per battalion; G-3/EOC, one van and one stakebed truck; NMRTU, one TT and one refrigeration truck)

(h) Natural Resources and Environmental Affairs Office ensure that all areas of environmental concern are secured.

(i) If all permanent personnel weapons have not been turned into the armory, notify units.

(2) Strike-40

(a) Cancel all incoming food orders in coordination with food service contractor.

(b) Instruct Depot Laundry to stop delivery of dry cleaning services.

(c) Render decision as to when dining facilities and all services will be shut down.

e. AC/S G-8 Strike-48. Take action, as directed.

f. Director, MCCA Strike-48

(1) Inspect areas for loose items and secure outside areas.

(2) Close all base clubs and secure outside recreational activities.

(3) Close the child development center/youth center.

g. AC/S Recruiting Strike-48

(1) Stop recruit shipping if not done so already.

(2) Coordinate alternative shipping plans to San Diego.

(3) Deploy AC/S Recruiting Staff to Atlanta, GA in order to continue recruiting effort.

h. AC/S, Religious Ministries Strike-48. Secure all Depot chapels and the Religious Ministry Center (RMC).

i. AC/S, Command Inspector Strike-48. Take action, as directed.

j. SJA Strike-48. Take action, as directed.

k. Safety Officer Strike-48

(1) Assist in the tour of MCRDPI/ERR once again for loose items.

(2) Survey recruit embarkation for possible safety hazards.

(3) Dispatch safety specialist with forward CP.

1. COMMSTRAT(1) Strike-48

(a) Release appropriate information to the news media on MCRDPI/ERR's action in TCC III. Provide an updated strategic communication message to TFA to allow for unified messaging.

(b) Update disaster information message on the 1-800 Weather Hotline and the Parris Island social media platforms with TCC III information.

(2) Strike-40. After evacuation order is given, ensure press release is disseminated to media and Weather Hotline and social media platforms are updated appropriately.

o. PMO

(1) Strike-48. Prepare to assist in disseminating evacuation orders and conduct security sweeps of base.

(2) Strike-40. Patrol housing areas informing residents of mandatory evacuation.

p. OIC, NMRTU Strike-36. Conduct last sick call, close all BHAs.

q. CO, RTR

7. TCC II Tasks (Strike-24 to Strike-13). This is when destructive sustained winds in excess of 39 miles per hour or greater associated with a tropical system are anticipated at MCRDPI/ERR within 24 hours.

a. All Commands, Staff Sections and NMRTU. Strike-24.

(1) Complete evacuation ensuring strict accountability of all personnel, while taking other actions as directed.

(2) All classified material will be returned and/or remain stowed in the area approved for its storage, i.e., the CMS secure room located in building 286, 2ND floor, Emergency Operations Center (EOC). This requires all material located in building 159, room 110 (G-6 secure room), to be moved to the CMS secure room located in the EOC immediately upon setting TCC II.

(a) Custodial personnel will conduct an inventory of all classified and CMS gear prior to any anticipated evacuation.

(b) If custodial personnel are instructed to evacuate by competent authority, they will take copies of all unclassified inventories with them and responsibility for the vault will then rest with the senior Marine (with appropriate security clearance) who remains in the EOC.

b. AC/S G-3 Strike-24. Notify CMT, MSCs, adjacent and higher commands of TCC II.

c. AC/S, G-1 Strike-24. Provide accurate roster of Tier 1 to C/S.

d. AC/S, G-4 Strike-24

- (1) Confirm all contractors are off base.
- (2) Coordinate with food service contractor to secure all mess halls.
- (3) Make recommendation to CG concerning power plant shut down if evacuating.
- (4) Secure building fire alarms and disconnect battery back-up.
- (5) Provide housing preparation reports to the EOC.
- (6) Ensure construction sites are secure.
- (7) Dispatch one 25-ton trailer to the Facilities Maintenance Engineer Officer (FMEO)
- (8) Connect generators to buildings and check operation per Appendix B.
- (9) Deliver one full water bull to the NMRTU, and one to building 286.
- (10) Deliver two passenger vans to the EOC to facilitate EOC evacuation to NMRTC.
- (11) Close portable toilets and dumpsters not in use.
- (12) Move heavy equipment needed for recovery to NMRTC.
- (13) Secure commissary upon order of CG or C/S.

e. AC/S, G-8 Strike-24. Ensure finance officer secures building 11.f. Director, MCCA Strike-24. Secure all activities.g. AC/S, Recruiting Strike-24. Continue recruiting effort from alternate location (if evacuated).h. AC/S, G-6 Strike-24

- (1) Ensure phone switches remain operational.
- (2) Power down and relocate non-essential servers.

i. Safety Officer Strike-24

- (1) Ensure safety specialist surveys the disembarkation of Depot personnel at MCLB Albany in order to identify possible safety hazards.
- (2) Ensure forward safety specialist continues to report all unit mishaps via the Risk Management Initiative (RMI). Ensure the Depot Safety Office is informed of all entries.

(3) Ensure forward CP safety specialist continues reporting according to current procedure. Should the need arise to alter or modify safety reporting the safety specialist forward will ensure all unit safety officers are informed of the new procedures.

j. COMMSTRAT Strike-24

(1) Release appropriate information to the news media on MCRDPI/ERR's action in TCC II.

(2) Update disaster information message on the 1-800 Weather Hotline and the Parris Island social media platforms with TCC II information.

k. PMO Strike-24. Start conducting security sweep of MCRDPI/ERR to ensure all personnel unauthorized to remain behind have departed.

l. OIC, NMRTU Strike-24

(1) Release all unassigned staff to NMRTC for reassignment.

(2) Cease operations at the NMRTU; Medical Care will be diverted to NMRTC or other designated emergency facilities.

(3) Provide updated total number and roster of STC stay behind recruits (those recruits who are medically unable to evacuate to MCLB Albany).

m. CO, HQSCVBN Strike-24. Report status of evacuation.

n. CO, RTR Strike-24. If decision is made to remain at MCRDPI/ERR, secure remaining recruit gear in footlockers and move them to the upper deck of the barracks.

o. CO, WFTBN Strike-24. Report status of evacuation.

8. TCC I Tasks (Strike-12 to Strike). This is when destructive sustained winds in excess of 39 miles per hour or greater associated with a tropical system are anticipated at MCRDPI/ERR within 12 hours.

a. All Commands, Staff Sections and NMRTU. Strike-12. Take action as directed.

b. AC/S G-3

(1) Strike-12. Notify CMT, MSCs, adjacent and higher commands of TCC I.

(2) Strike-8

(a) Report evacuation complete and secure main gate.

(b) Order all personnel to upper decks of buildings four hours prior to forecasted flooding and destructive winds.

c. AC/S, G-1. Strike-12. Shift reporting responsibilities to MCLB

Albany.

d. AC/S, G-4

(1) Strike-12

(a) Make recommendation on electrical power shutdown.

(b) Secure fuel oil and propane gas lines.

(c) Secure all motor transport operations except those of an emergency nature.

(2) Strike-8. Shut power off.

e. Safety Officer. Strike-8. Continue to oversee all safety related concerns and issues.

f. COMMSTRAT Strike-12

(1) Release appropriate information to the news media on MCRDPI/ERR's action in TCC I.

(2) Update disaster information message on the 1-800 Weather Hotline and the Parris Island social media platforms with TCC I information.

g. PMO Strike-8. Ensure security sweep is complete and secure front gate on order from the EOC.

h. OIC, NMRTU Strike-12. If decision is made to not evacuate, move and consolidate assigned medical staff to the 2ND deck of Bldgs. 670 (Clinic) & 674 (Dental), if landfall is imminent. Continue to provide safety and first aid, as required. Unassigned medical personnel will report to NMRTC for standby purposes and be recalled as deemed necessary.

i. CO, HQSVCBN Strike-12.

(1) If decision is made not to evacuate, ensure all personnel and gear are safeguarded in upper decks of the barracks.

(2) If required, be prepared to deploy and execute COOP at USAG Ft. Knox, KY as CO, TFFK.

j. CO, WFTBN Strike-12

(1) If decision is made not to evacuate, ensure all personnel and gear are safeguarded in upper decks of the barracks.

(2) If required, be prepared to support COOP at USAG Ft. Knox, KY.

k. CO, RTR Strike-12. If decision is made not to evacuate, ensure recruits and gear are safeguarded in upper decks of recruit barracks.

9. TCC V Tasks. This is when the threat has passed and an assessment of MCRDPI/ERR has been completed and recovery operations have commenced.

- a. All Commands, Staff Sections and NMRTU. Take action as directed by the OIC of the Tier 1.
- b. AC/S G-1. Coordinate for the submission of evacuation travel claims.
- c. AC/S G-3
 - (1) Notify CMT, MSEs, adjacent and higher commands of TCC V.
 - (2) Operate EOC under staff cognizance of the AC/S G-4.
 - (3) With CG approval, notify CMC of damage assessment and request appropriate recovery assistance.
- d. AC/S G-4
 - (1) Activate/recall appropriate teams in order to commence recovery operations based off of the completed assessment.
 - (2) Assess damage and coordinate the activities of recovery teams during recovery operations.
 - (3) Collect damage reports.
 - (4) Prioritize, coordinate, and assign assets for recovery operations.
 - (5) Report progress to higher headquarters.
 - (6) Reopen commissary as soon as feasible.
 - (7) When directed by EOC, reopen the Depot.
 - (8) Have Environmental Division assist as required and collate information for HAZMAT release reports.
- e. AC/S, G-8
 - (1) Process evacuation travel claims.
 - (2) Collect and report disaster-related costs to HQMC via higher headquarters' G-8 staff.
- f. Director, MCCC. Take action, as required.
- g. AC/S, Recruiting. Coordinate with MCRC, MEPCOM, ERR and WRR relative to the CG's decision to resume shipping.
- h. AC/S, G-6. Begin restoration of services.
- i. AC/S, Religious Ministries. In conjunction with guidance from the C/S, begin coordinating disaster relief efforts through the EOC, where needed and/or requested.
- j. COMMSTRAT

(1) Provide media information about cleanup activities and assistance provided by MCRDPI/ERR to the civilian community, if authorized by appropriate federal/state/local agencies. In conjunction with Beaufort County Emergency Preparedness media representative, release appropriate information to the news media on MCRDPI/ERR's actions in TCC V.

(2) Update disaster information message on 1-800 Weather Hotline system and the Parris Island social media platforms with TCC V information.

k. OIC, NMRTU

(1) Assist, as required.

(2) Prepare to return to normal operations aboard MCRDPI/ERR.

l. CO, HQSVCBN. Be prepared to return and activate damage recovery teams internal to your command.

m. CO, RTR. Be prepared to activate and return damage recovery teams internal to your command to commence recovery of the areas for which you are responsible and occupy. Be prepared to assist Tier 1 recovery team efforts if required.

n. CO, WFTBN. Be prepared to activate and return damage recovery teams internal to your command to commence recovery of the areas for which you are responsible and occupy. If required, be prepared to assist Tier 1 recovery team efforts.

CHAPTER 3

ORGANIZATION AND RESPONSIBILITIES

1. GENERAL. The AC/S G-3 will establish all Tropical Cyclone Conditions (TCC) of readiness as directed by the CG and as coordinated with the MCAS Beaufort and the Beaufort County Emergency Operations Center (EOC). The AC/S G-3 will disseminate this information through the Depot EOC. The Depot EOC is the only section authorized to establish TCCs for the Depot. Staff sections and subordinate commands will ensure compliance with assigned responsibilities and notify the Depot EOC of task accomplishment. The Depot EOC will activate on order and assume operational control (OPCON) of the Depot during all natural disasters and recovery operations. For weather terms and condition definitions, see Chapter 1 of this order.

2. AC/S G-3. Establishes the Depot EOC and coordinates all disaster preparedness through the Depot EOC.

a. EOC. Coordinates all Depot destructive weather preparations, maintains graphic plots of destructive weather, effects voice radio communications with subordinate commands, and, when directed by the CG, initiates emergency reaction and evacuation procedures and recovery operations. The EOC may be task organized and manned, based upon the situation and requirements. All personnel listed in Appendix A may not be required for the duration of the threat.

b. Location-EOC. Bldg. 286, second deck.

c. Composition. Per Appendix A of this order.

d. Equipment. Per reference (c).

3. Organization for Evacuation. The organization for the evacuation is contained in Appendix A of this order. This enclosure addresses the elements of this command that are required in order to implement the evacuation of all recruits from MCRDPI/ERR, sustain the force at MCLB Albany, provide accountability of all personnel during destructive weather and the evacuation of MCRDPI/ERR and assist in the recovery of MCRDPI/ERR when it is feasible. Adherence to this organization is critical in order to ensure strict accountability is maintained before, during and post natural disaster.

Chapter 4

MOVEMENT PLAN FOR EVACUATION OF RECRUITS, RECRUIT TRAINERS, AND SUPPORT PERSONNEL1. General

a. Purpose. To provide guidance for the movement of recruits, Marines, and support personnel in the evacuation from MCRDPI/ERR, SC to a designated safe-haven aboard MCLB Albany, as directed by the CG.

b. Concept of Operations

(1) The movement of recruits and Marines will require motor transport assets from the Beaufort County School District (BCSD), surrounding school districts, and commercial sources.

(2) The Depot will establish the Depot Movement Control Center (DMCC) under the staff cognizance of the AC/S, G-4. The DMCC will be co-located in the EOC. The DMCC will coordinate, supervise, and control the movement of recruits, trainers, and support personnel to MCLB Albany, GA. The DMCC will coordinate directly with the Regimental Movement Control Center (RMCC) and the Task Force Albany (TFA) Deployed EOC (DEOC), and will keep the EOC informed.

2. Tasksa. AC/S, G-4

(1) Establish and provide personnel for a DMCC in order to coordinate and control the movement of RTR and support assets to the safe haven.

(2) Develop a detailed plan for embarkation and movement of recruits, recruit trainers, and equipment to MCLB Albany to support the order of movement listed in the table below:

Movement Order	Training Week	Type	Unit
1	N/A	RSP/PEB/PCP/EHP/MRP	Support BN
2	Wk 6	Grass Week Marksmanship Training	TBD
3	Wk 5	2 nd Phase	TBD
4	Wk 3	1 st Phase	TBD
5	Wk 2	1 st Phase	TBD
6	Wk 1	Forming / 1 st Phase	TBD
7	Wk 11	Marine Week 1	TBD
8	Wk 9	Basic Warrior Training (BWT)	TBD
9	Wk 4	Swim Qualification	TBD
10	Wk 8	Table 2 Marksmanship Training	TBD
11	Wk 7	Table 1 Marksmanship Training	TBD
12	Wk 10	Crucible	TBD
13 (TBD)	Wk 12	Graduation Week (as needed)	TBD

c. CO, WFTBN. As the OIC, TFA, coordinate (via the Deployed EOC) with the DMCC to ensure awareness of all movements to and from MCLB Albany to

allow for preparations for RSO&I operations in Albany, GA. Be prepared to conduct RSO&I operations from Albany, GA in support of evacuated personnel.

b. CO, HQSVCBN. Be prepared to provide assistance as required to support the evacuation of MCRDPI/ERR.

c. CO, RTR

- (1) Coordinate plans with AC/S, G-4.
- (2) Assist in staging of buses in designated areas.
- (3) Identify transportation shortfalls to AC/S, G-4.
- (3) Provide copies of vehicle manifests to the DMCC.

3. Supply and Distribution

a. Distribution and Allocation. Commercial/school buses will be assigned to the following staging areas:

- (1) Serial #1. Guantanamo Street. Assigned to 1ST RTBN.
- (2) Serial #2. Panama Street. Assigned to 2ND RTBN.
- (3) Serial #3. Atsugi Street. Assigned to 3RD RTBN.
- (4) Serial #4. 4TH RTBN Parade Deck. Assigned to 4TH RTBN.
- (4) Serial #5. In front of Receiving Barracks (yellow foot prints). Assigned to SPTBN.
- (5) Serial #6. Palmyra Street. Assigned to PAPA Company or RTR units quartered IVO WFTBN Range area.
- (6) Each serial will be assigned additional vehicle assets for the movement of field gear (e.g., "782-gear") and miscellaneous equipment.

b. Petroleum, Oils, and Lubricants (POL). There will be no POL resupply traveling with the convoy. Each serial will report to the designated refuel point for refueling. Every government vehicle will be refueled regardless of amount left in tanks. Emergency refueling can be conducted enroute utilizing the government credit cards issued to the serial/march unit commanders.

4. Maintenance

a. A Joint Limited Technical Inspection (JTLI) will be performed by the Depot Motor Transport Division (Motor-T) maintenance personnel on all vehicles and school buses before turnover of vehicles to RTR.

b. Vehicle recovery efforts will be the responsibility of Motor-T from MCRDPI/ERR. MCLB Albany may assist if coordinated with G-4.

c. When and where feasible, disabled vehicles should pull to the shoulder of the road or into an area that will allow safe maintenance and

offload of personnel.

d. Minor repairs can be obtained at the refuel point at the discretion of the GME Fleet Manager.

e. Upon arrival at MCLB Albany, provide required maintenance to vehicles to ensure safe return to MCRDPI/ERR.

5. Medical Services

a. A medical force will deploy with TFA. TFA will provide MREs, equipment, supplies and a vehicle for transportation of medical supplies, Battalion Medical Officer (BMO) and potential patient transport. Vehicle will be used for patient transport upon arrival at Albany, as well as in transit to Albany in case of emergency.

b. NMRTU support services will require vehicles for transport of support personnel. In addition, they will require a refrigeration truck and tractor-trailer to transport medical supplies and equipment to Albany.

6. Command and Control. The OIC, RMCC/Convoy Control Officer will assume operational control of the convoy.

7. Evacuation Routes. The routes in figures 4-1 and 4-2 are the two planned routes for the execution of the evacuation of MCRDPI/ERR. Determination of which route to be used will be based on the current situation at the time of execution. However, it should be understood that based on the situation these routes can be altered in order to accommodate established state and federal traffic patterns designated for evacuation.

EVAC ROUTE 1 - 279 miles

CHECKPOINT 1: INTERSECTION OF RT 278 AND I-95

CHECKPOINT 2: INTERSECTION OF I-95 AND RT 82

CHECKPOINT 3: REST STOP IN WAYCROSS

CHECKPOINT 4: INTERSECTION OF RT 82 AND I-75 (REMAIN ON RT 82)

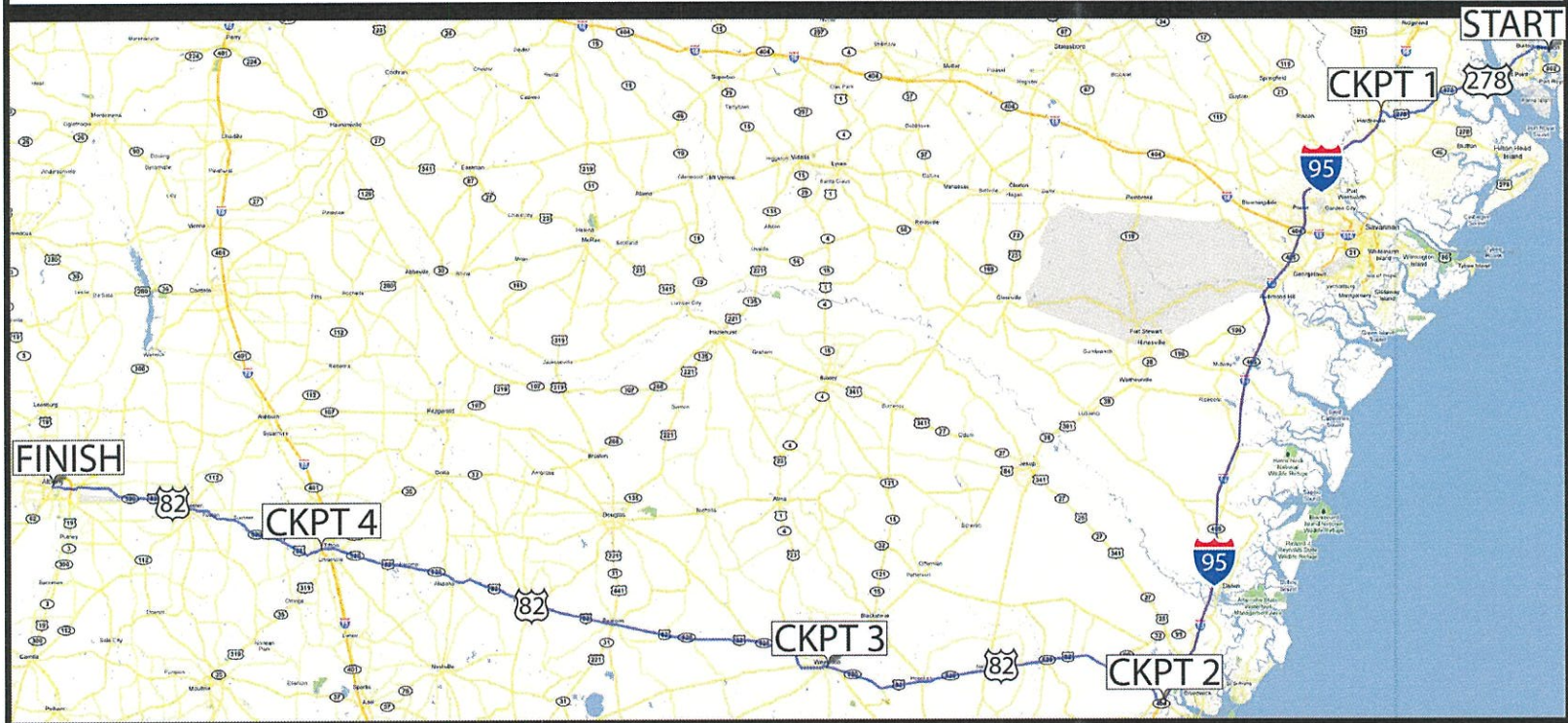


Figure 4-1.--Parris Island to MCLB Albany Strip Map

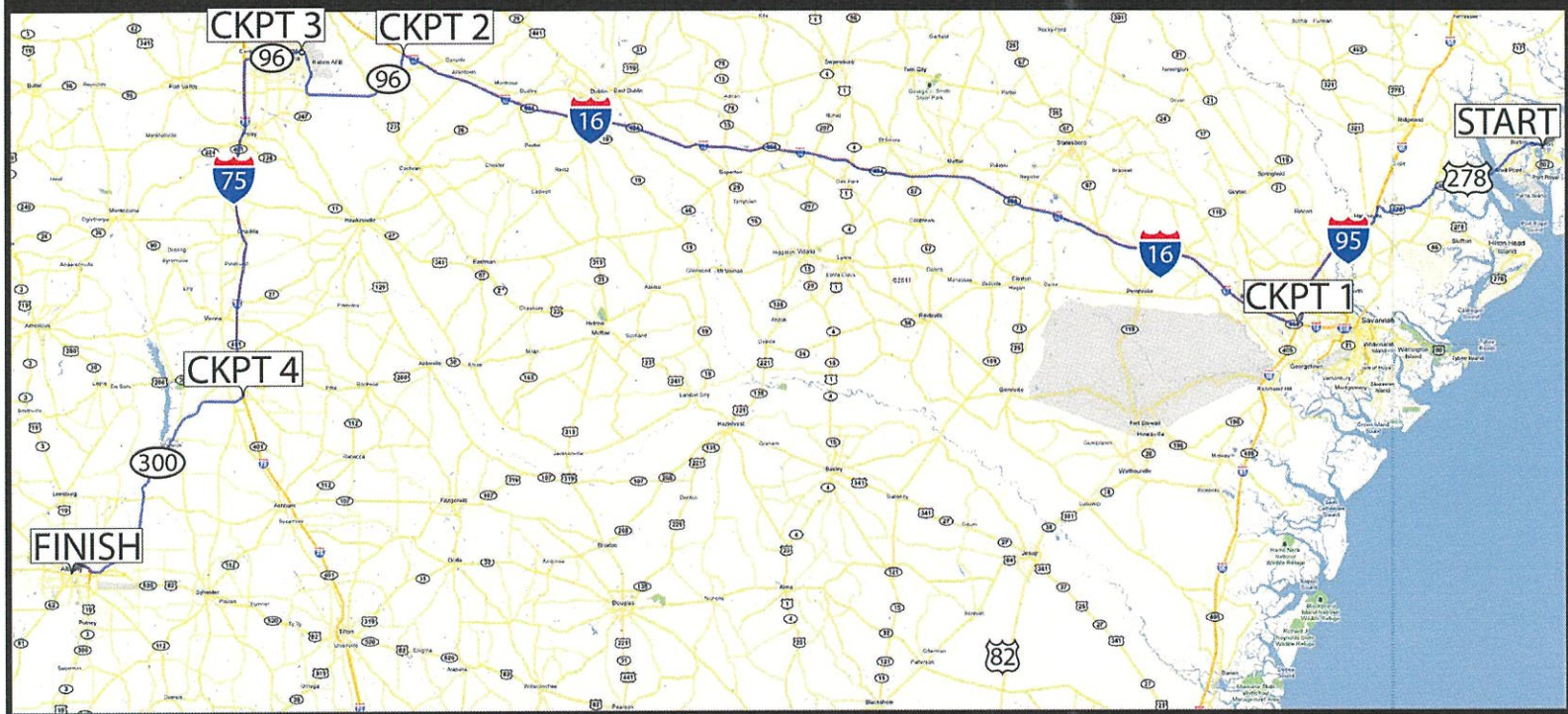
EVAC ROUTE 2 - 302 miles

CHECKPOINT 1: INTERSECTION OF I-95 AND I-16

CHECKPOINT 2: INTERSECTION OF I-16 AND RT 96

CHECKPOINT 3: REST STOP AT INTERSECTION OF RT 96 AND US 129/GA 247

CHECKPOINT 4: INTERSECTION OF I-75 AND GA 300



Chapter 5Coordination of Evacuation with Beaufort County

1. General. Coordination with Beaufort County is critical to ensure a safe, timely, and efficient evacuation of the Depot. Prior to Hurricane Season, AC/S G-3 personnel will conduct a planning meeting with Beaufort County Emergency Management Director. The purpose of this meeting is as follows:

- a. To identify to Beaufort County any changes/updates to Parris Island's evacuation plan.
- b. To review changes to the Beaufort County/State evacuation plan.
- c. To review and update current MOU/MOAs with Beaufort County.
- d. To ensure HURREVAC program is updated with latest versions of the plans and MOU/MOA.
- e. To verify planned evacuation routes to MCLB Albany are coordinated with all local and state officials to include SC and GA. Additionally, to verify planned police escort support.
- f. To verify planned civilian evacuation routes.
- g. To confirm timeline for requesting school buses.
- h. To confirm Beaufort County battle rhythm once a named storm threatens the operational area.
- i. To ensure the point of contact list is up to date.

2. Evacuation

a. As outlined in Chapter 1, the Governor of South Carolina may order a mandatory evacuation of the area expected to be impacted by a hurricane. Such an evacuation will have significant implications for decision-makers aboard the Depot, as evacuation routes leading away from the area will be clogged with local residents fleeing the hurricane. Additionally, local authorities may restrict egress over commonly used routes. For example, as a hurricane making landfall appears imminent, the Broad River Bridge will be closed to civilian traffic. Constant coordination with county authorities is required to ensure that the bus convoy evacuating recruits to MCLB Albany is not hindered by civilian evacuation.

- b. Figure 5-1 depicts Beaufort County evacuation routes.

Evacuation Route Legend
 ↑ Direction of Travel
 — Evac Route

NORTHERN ROUTES
 Follow US 21 to Yemassee. Motorists going to Columbia, Spartanburg or Greenville areas should take US 21 to I-26 in Orangeburg. Motorists heading to Aiken/Augusta areas should take SC 68 to Hampton, then SC 69 and US 278 into the Augusta area. Motorists heading south should take I-95.

HILTON HEAD
 When US 278 reaches SC 170, the left lane will be directed onto SC 170 south, to SC 46 which leads to I-95 and US 321 north up the Savannah River. The right lane will stay on US 278 leading to Allendale or I-95 north or south.

IMPORTANT !
 Motorists should not use the I-95 to I-26 route to get to Columbia, because that roadway is reserved to evacuate the Charleston area. Motorists should go to Orangeburg via US 21 before getting on I-26. Or take SC 68 to Fairfax and then SC 321 to Columbia. Also, I-16 is reserved for Savannah area evacuees, so motorists heading for Atlanta should take SC 278 to Augusta, GA, then take I-20 east.

COPIES OF THIS EVACUATION MAP CAN BE OBTAINED FROM THE AC/S G-3 (OPS) OFFICE

Figure 5-1.--Evacuation Routes From Beaufort County

Chapter 6Communications-Electronics

1. Purpose. This chapter provides general tasks, responsibilities and assignments for the Emergency Operation Procedures for Command and Control assets maintained by MCRDPI/ERR AC/S, G-6. Page 6-4 of this chapter is a checklist for all MCRDPI personnel to execute prior to evacuation in order to preserve communications capabilities and safeguard communications equipment.

2. Organization. The AC/S, G-6 has assigned Telecommunications Information System Department into three functional areas for purposes of Disaster Preparedness:

- a. MCRDPI/ERR G6 Operations (RBE Support)
- b. MCLB Albany, GA TFA
- c. MCRDPI/ERR Telecommunications Information Systems Department

3. Execution. The tasks, responsibilities and procedures contained herein will be employed to ensure effective operational control over the communication links, assets and other facilities within the communication network in accordance with references of this chapter. The AC/S G-6 is responsible for ensuring the execution of all Emergency Operating Procedures contained herein.

a. G-6 Operations

(1) Exercise operational control of all communications assets in support of the daily operations used aboard MCRDPI/ERR. Provide the EOC Watch Officer with clear timelines and properly track the evacuation of all G-6 personnel and equipment.

(2) In coordination with the EOC Watch Officer, AC/S G-6, and supported Battalions, ensure that all checklists are properly supervised and finished according to timelines established by the EOC.

(3) Brief the EOC Watch Officer on the status of all tasks, to include the communication links between the EOC, WFTBN, RTR and HQSVCBN and their separate sections.

(4) Provide two watch standers for 24 hour operations in support of the EOC. Ensure that each watch stander is briefed on all system responsibilities and understand the assigned tasks that are identified in this enclosure.

(5) In the event of total Beaufort County evacuation, The Fire and Emergency Services contingent of the element will relocate to Alendale, SC in accordance with the MOA on this subject. The remainder of the Tier 1 will evacuate to the individual's safe haven location. Travel order and JTR rules will apply.

b. MCLB Albany TFA

(1) As directed by the WFTBN CO, BPT to stand up TFA communications detachment. This includes ensuring proper assets are assigned and that proper coordination with MCLB Albany CISD is executed.

(2) Provide a SNCOIC and four Marines to support the Camp Commandant and the WFTBN CO with seamless and reliable communications. This includes but is not limited to radio, data, and telephone communications in route to MCLB Albany and during the operational phase at MCLB Albany.

(3) Ensure that the Equipment Density List (EDL) is correctly submitted to the AC/S G-6 EOC watch to include data, radio, and telephone equipment used in support of the evacuation to MCLB Albany.

(4) Verify the Albany Emergency Check list at least quarterly to confirm that all information and requests are accurate and provide reliable and understood wording.

(5) Verify that the MOA with MCLB Albany Director CISD is updated and approved by MCRDPI/ERR EOC prior to June each calendar year.

c. Telecommunications Information Systems Department

(1) Provide a sound and reliable communications network in support of the EOC. This includes the primary and redundant systems and the correct procedures for the operation of both.

(2) Identify two (2) Marines to be assigned as EOC Support; these Marines will work for and report directly to the AC/S G-6 EOC Watch Stander. The assigned task will be to support the evacuation of all MCRDPI/ERR personnel and to also provide the technical expertise in order to do a proper system shut down when the EOC Watch Officer, via the AC/S G-6 Watch stander, requests this action. This Marine will be a Late Release/Early Return and will be notified via the EOC AC/S G-6 Watch Stander of times and locations.

(3) Properly complete the portions of the AC/S G-6 checklist that applies to Computer Information Systems. This includes the evacuation, safeguarding, and system backups recommended by the AC/S G-6 Watch Stander.

4. AC/S G-6 Emergency Operations checklist. This checklist (see figure 6-1 for the checklist) is provided to offer assistance in preparing the Depot for an emergency. This checklist is a working document and should be updated as information/requirements change; it is not an all-inclusive checklist. Different situations and emergencies will change the tasks identified in this list.

a. Notify all AC/S G-6 personnel that the EOC is being activated.

(1) This will be done when the EOC identifies a situation or crisis that will require the principle staff sections to combine efforts to assist the CG in decision making and execution.

(2) There will be two main watch standers in the EOC. One will be the primary and the other as a secondary watch in relief. Both watch standers need to be familiar with the OpPlan for Emergency Operations.

(3) Once the EOC is activated, the daily operations of AC/S G-6 will shift to Emergency Operations Planning. All sections will return to appropriate work sections for assignments.

b. Assignments will be tasked by appropriate personnel only.

(1) The EOC Watch Standers will be selected and tasked by the AC/S G-6, Operations Officer. All tasks will come from the EOC and the timelines briefed will be established per the EOC Watch Officers timelines. In the case of a hurricane this will be established per the estimated strike time and adjusted as weather permits.

(2) The TFA G-6 SNCOIC assigned to TFA is responsible for the preparation of necessary communications support to RSO&I and sustainment operations aboard MCLB Albany. The G-6 SNCOIC will report to the TFA Camp Operations Officer-in Charge to discern necessary communications supporting requirements and tasks. The SNCOIC will report the communication status of all communications at MCLB Albany to the Deployed Emergency Operations Center (DEOC) on MCLB Albany, GA.

(3) Tier 2, 3 and 4 personnel will directly report to the G-6 Operations Officer.

G-6 Evacuation Checklist for MCRDPI Personnel

Below is a list of items to be completed before evacuation of work spaces.

- ☐ Ensure that Wi-Fi is enabled on laptop.
- ☐ Back up all required documents on OneDrive, Sharepoint, and Desktop.
- ☐ Upon evacuation, take laptop, docking station, power cable and network cable.
- ☐ Forward desk phone to and OPED (government issued cell phone) or personal cell phone.
- ☐ Take OPED charging cable.
- ☐ Take external hard drives.
- ☐ Desk phones are to be waterproofed with plastic bags and placed in the highest spot in office. DO NOT UNPLUG FROM WALL OUTLET.
- ☐ Monitors are to be waterproofed with plastic bags and placed in the highest spot in office, if not taken.
- ☐ Monitors that are taken must include the associated cables / power cables.
- ☐ All personnel will ensure the safe transport of equipment in the appropriate carrying cases, if applicable.

Figure 6-1.--Evacuation Checklist for MCRDPI Personnel

Chapter 7RELOCATION PLAN TO NAVY MEDICINE READINESS AND TRAINING COMMAND BEAUFORT
(NMRTC)

1. General. The EOC, Communications, Security and the Fire/Rescue Teams outlined in Appendix A, will remain aboard MCRDPI/ERR at the locations designated in the enclosure. The Facilities Maintenance Teams, the WFTBN Boat Teams, the MCCS Team, the Security Augmentation Force, and the MCRD Fire Department, when ordered, will deploy to the NMRTC in order to stage identified equipment and remain until TCC V has been set by the EOC at MCRDPI/ERR.
2. Billeting Spaces. The billeting spaces required for the quartering of these teams have been identified by the NMRTC; the location is the Auditorium located on the 2ND floor of the hospital. The locations for staging of the equipment are contained in reference (f), MOU between MCRDPI/ERR and the NMRTC.
3. Personal Security. Routine base security shall remain the responsibility of the NMRTC Security Department.
4. Communications. The Senior Facilities Maintenance Officer will mobilize with a full contingency of communications equipment (cellphone and laptop computer). In addition to those devices deployed by MCRDPI/ERR, NMRTC will make available telephones and assist in computer network access.
5. Transportation to NMRTC. Personnel requiring transportation to NMRTC will utilize the Depot white buses, organic vehicles assigned to their sections (vans assigned to the EOC, for example), or by driving their POVs directly to NMRTC.

Chapter 8

REPORTS

1. General. All reports required for release to higher and adjacent commands should be prepared in the Naval Message format. The Senior Watch Officer (SWO) in the EOC will review and release the messages. Reference (c) will serve as the SWO guide pertaining to report submissions. The SWO, upon direction to fully man and stand up the EOC for a particular occurrence/natural disaster, will submit notification of such to MCRDPI/ERR higher headquarters; those headquarters are: HQMC, MCRC and TECOM.

2. Subordinate Command Report Submission. Major subordinate commands and units designated in Appendix A of this order will be required to submit the following reports: (1) Commander's Situation Report and if required (2) Casualty Report. The report formats are at Figure 8-1 (Commander Situation Report) and Figure 8-2 (Casualty Report). The Commander's Situation Report will be submitted upon request, upon arrival at the evacuation site and every twenty-four hours until the completion of the evacuation/return to Parris Island. Casualty Reports will be submitted when required. The consolidated Commander's Situation Report and any Casualty Reports from MCLB Albany will be generated by the TFA Deployed Emergency Operations Center (DEOC) as the single deployed reporting conduit for evacuated MCRDPI personnel.

COMMANDER'S SITUATION REPORT

1. TASK ORGANIZATION: (COMMAND/UNIT)
2. UNIT LOCATION: (PHYSICAL LOCATION OF UNIT, EX:ALBANY, NMRTC BEAUFORT)
3. PERSONNEL: (TOTAL NUMBERS OF PERSONNEL AT LOCATION)
4. OPERATIONS SUMMARY: (WHAT UNIT HAS BEEN DOING THE LAST 24 HOURS)
5. CHANGES TO EXISTING PLANS: (ANY ALTERATION OF PREVIOUS REPORTS PLANS)
6. PLANS FOR THE NEXT 24 TO 48 HOURS: (DESCRIPTION OF TRAINING/OPERATIONS)
7. LOGISTICS: (REQUIREMENTS NECESSARY TO SUSTAIN FORCE)
8. FORCE PROTECTION: (MEASURES IMPLEMENTED OR REQUIRED)
9. COMMANDER'S INTENT/COMMENT: (SHORT DEPICTION OF WHAT UNIT COMMANDER'S FUTURE INTENTIONS ARE)
10. DTG: (USE EASTERN STANDARD TIME (EST))

FIGURE 8-1

CASUALTY REPORT
(CASREP)

1. UNIT: (UNIT NAME)
2. LOCATION: (PHYSICAL LOCATION OF UNIT)
3. GRADE: (RANK OF INDIVIDUAL)
4. NAME: (INDIVIDUAL'S FULL NAME)
5. SSN: (LAST FOUR DIGITS ONLY)
6. CASUALTY TYPE: (TYPE OF MEDICAL EMERGENCY)
7. EVACUATION REQUIRED/TYPE EVAC/WHERE: (YES/NO/AIR OR GROUND/LOCATION)
8. DTG: (USE EASTERN STANDARD TIME(EST))

FIGURE 8-2

Chapter 9Command and Control/Command Relationships During Evacuation

1. General. The Command and Control of MCRDPI/ERR rests with the CG and the CG's Staff. This function will be carried out from the EOC. All orders/commands will come from the EOC that pertain to the actions of the subordinate commands during a potential or actual evacuation of MCRDPI/ERR. If the CG and the Forward CP evacuate, command and control will shift to the Forward CP in MCLB Albany, GA.

2. Commands. Additional subordinate elements will be created in addition to those inherent to Parris Island in order to enhance the evacuation and the return of forces from/to MCRDPI/ERR.

a. Task Force Albany, MCLB Albany. The designated commander for this element is the CO WFTBN, MCRDPI/ERR. The TFA Commander will assume the role of Headquarters Commandant in MCLB Albany when all evacuees have arrived MCLB Albany. In this capacity, the following responsibilities fall under his/her cognizance in MCLB Albany: management of Deployed Emergency Operations Center (DEOC); deployment and retrograde Reception, Staging, Onward movement and Integration (RSO&I) operations; life support operations to the evacuated force; and provision of support to limited recruit training operations.

b. Tier 1 (Tier 1), MCRDPI/ERR. The designated commander for this element is the AC/S, G-4. The AC/S, G-4 will assume command of the Tier 1 once the CG has evacuated from MCRDPI/ERR. The forces the AC/S, G-4 will operationally control are those located aboard MCRDPI and those located at the NMRTC.

3. Control. When an evacuation is ordered, the Depot Staff must be prepared to evacuate. In order to accomplish the evacuation of the CG and the Depot Staff, the CG's staff has been organized into two separate and distinct Command Posts to provide the CG the most flexibility possible. The Depot Staff will be formed into a Forward Command Post and a Main Command Post. (See Appendix A for a breakdown of each staff's composition.)

a. Forward Command Post. This C2 element is comprised of designated staff officers deemed necessary to provide the CG the ability to exercise command and control over the subordinate commands in an austere environment. The CG, upon the recommendation of the G-3, decides when and where the CP will evacuate to best ensure control over the subordinate elements of MCRDPI/ERR. The Forward Command Post will evacuate via U.S. government vehicles supplied by the MCRDPI/ERR, Base Motor Pool.

b. Main Command Post. This command and control element is comprised of those selected staff members that will enhance command and control of the Forward Command Post once a location is decided upon to temporarily command the Depot and the Eastern Recruiting Region. The Main Command Post may be ordered to MCLB Albany via government transportation with the main body or they may be released for evacuation via privately owned vehicles (POVs) with the designation as "early returnees". These personnel must stand ready to

CUI

DepO 3000.1K

either be ordered to MCLB Albany or MCRDPI if they are released for evacuation as "early returnees".

Chapter 10Tornado Notifications/Warnings/Preparation/Actions

1. General. Tornadoes are a major threat to MCRDPI/ERR and can occur at any time of year when weather conditions favorably exist for their formation. It is commonly known that the primary tornado season runs from March until August of each year, with the greatest frequency of tornadoes occurring in the months of April, May, and June. In addition, tornadoes can be spawned in conjunction with a hurricane, which magnifies the threat to MCRDPI.

2. Notifications. MCRDPI/ERR will utilize the common accepted notification/warning system utilized by the National Weather Service and these are:

a. Tornado Watch: Tornadoes are within 25 nautical miles or are expected with six hours. Take precautions that will permit establishment of an appropriate state of readiness on short notice. No disruption of training is required.

b. Tornado Warning: Tornadoes are within 10 nautical miles or expected within 1 hour. All outdoor activity will cease and personnel moved indoors.

3. Warnings. MCRDPI/ERR will utilize phone and the Mass Notification System (MNS) in order to relay the fact that a tornado/tornadoes may impact operations at Parris Island. The types of warning to be utilized are:

a. Tornado Watch: Commands will be notified via phone call from the EOC in order to increase their situational awareness and it is up to each command to then ensure all of their assigned personnel are promptly notified, the MNS will not be utilized to announce a Tornado Watch.

b. Tornado Warning: Commands will be notified via phone call from the EOC and in addition a verbal message will be announced via the MNS. The message will refer to the fact that MCRDPI/ERR is now under a Tornado Warning and this verbal message will be repeated every five (5) minutes until the warning is cancelled.

4. Preparation. Normally there is not a lot of time to prepare for the onset of a tornado as they are random, fast moving storms. So the best preparation for a storm of this nature is individual/family preparation. Some steps to take before and during a storm are:

a. Before a Tornado

(1) Learn the warning signals.

(2) Put together an emergency kit that includes, a transistor radio, flashlight w/batteries and a simple first-aid kit.

(3) Make a complete inventory of your possessions for insurance purposes.

(4) Conduct family drills with your family for at home procedures and ensure each family member knows the correct procedures for their work or school.

b. During a Tornado

(1) Go at once to a windowless, interior room, storm cellar, basement; or lowest level of the building.

(2) Get away from all windows by going to an inner hallway or smaller inner room without windows; such as a bathroom or closet.

(3) Get under a piece of sturdy furniture.

(4) If outside and if possible get inside a building; if no time lie in a ditch or low-lying area covering your neck and head area as best as possible.

(5) If you live in a mobile home seek safe shelter elsewhere.

(6) If driving and you see a funnel cloud, stop your car, get out of vehicle; seek a safe structure or lie down in a low area with your hands covering the back of your head and neck.

c. Designated Shelters Aboard Parris Island. If you live aboard Parris Island, the Depot has authorized and made available to housing residents who feel unsafe in their homes shelters. These shelters will be made available when a "TORNADO WARNING" is issued for the Depot. The shelters are located near the three housing areas of Weapons Sound, Wake Village and Marsh Landing aboard Parris Island. The locations of the shelters are:

(1) WFTBN HQ and Barracks (Bldg. 700) - Weapons Sound Housing Area.
(See Figure 10-1)

(2) HQSVCBN HQ and Barracks (Bldgs. 144/145) - Marsh Landing Housing Area. (See Figure 10-2)

(3) Depot Clothing (Bldg 6007 (Support Bn Area/Adjacent to Armory and Receiving)). (See Figure 10-3)

5. Actions

a. AC/S, G-3

(1) Take appropriate action upon notification of Tornado Watch/Warning.

(2) Ensure EOC personnel publish the required notifications when required.

(3) Coordinate with the G-4 and Commands for the opening of shelters upon sounding a Tornado Warning.

(4) Periodically conduct tests of the MNS system, in order for base

personnel to become familiar with the announced notification.

(5) Coordinate with PAO to ensure the Depot Website is updated to reflect actions contained in this order before the start of Tornado Season - this should occur during March of each year.

(6) Coordinate with PMO when a "Tornado Warning" is sounded to have patrol cars enter all housing areas, and the RV Park at Elliot's Beach in order to make back-up vehicle loudspeaker announcements about the issued tornado warning.

b. AC/S, G-4

(1) During receipt of a "Tornado Watch" notification contact all agencies aboard the Depot to ensure their areas are free of debris and that all potential projectiles are secured.

(2) Ensure Depot Clothing, Bldg. 6007 is opened during a "Tornado Warning" and that personnel can readily gain access to the building.

c. COMMSTRAT. Ensure that on a yearly basis the Depot Website is updated to reflect the dangers of a Tornado threat and actions to take described in this order.

d. PMO. When directed by the G-3/EOC conduct patrol car loudspeaker notifications of a "Tornado Warning" at all housing areas and at the RV Park at Elliot's Beach.

e. CO, HQSVCBN

(1) During receipt of a "Tornado Watch", ensure your Bn Areas are free of debris.

(2) Ensure your personnel are aware of the dangers of a tornado and that they take the necessary preparation steps.

(3) Ensure Bldgs. 144/145 are opened during a "Tornado Warning" and that personnel can readily gain access to the building.

f. CO, WFTBN

(1) During receipt of a "Tornado Watch", ensure your Bn areas are free of debris.

(2) Ensure your personnel are aware of the dangers of a tornado and that they take the necessary preparation steps.

(3) Ensure Bldg. 700 is opened during a "Tornado Warning" and that personnel can readily gain access to the building.

g. CO, RTR

(1) During Receipt of a "Tornado Watch", ensure your Bn areas are free of debris.

CUI

DepO 3000.1K

(2) Ensure your personnel are aware of the dangers of a tornado and that they take the necessary preparation steps.

Bldg 700 Tornado Shelter

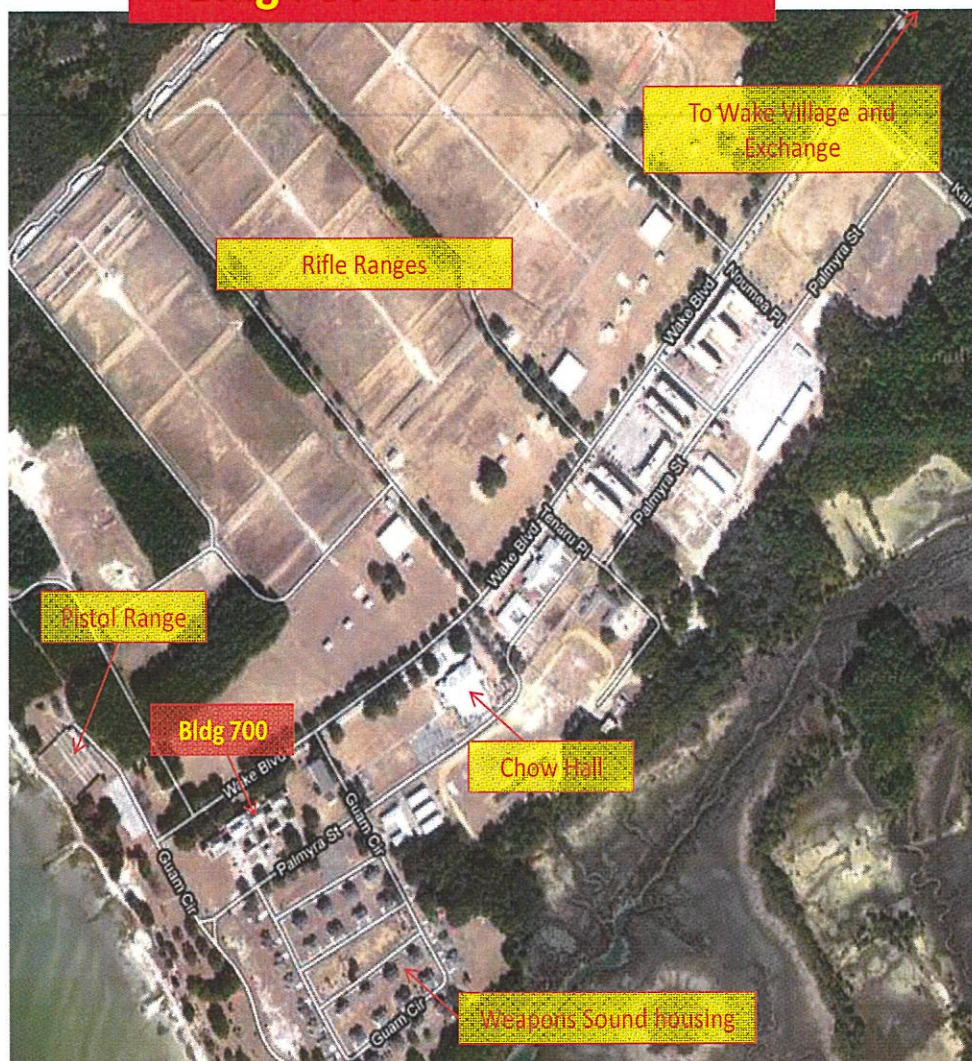


FIGURE 10-1

Bldg 144 / 145 Tornado Shelter



FIGURE 10-2

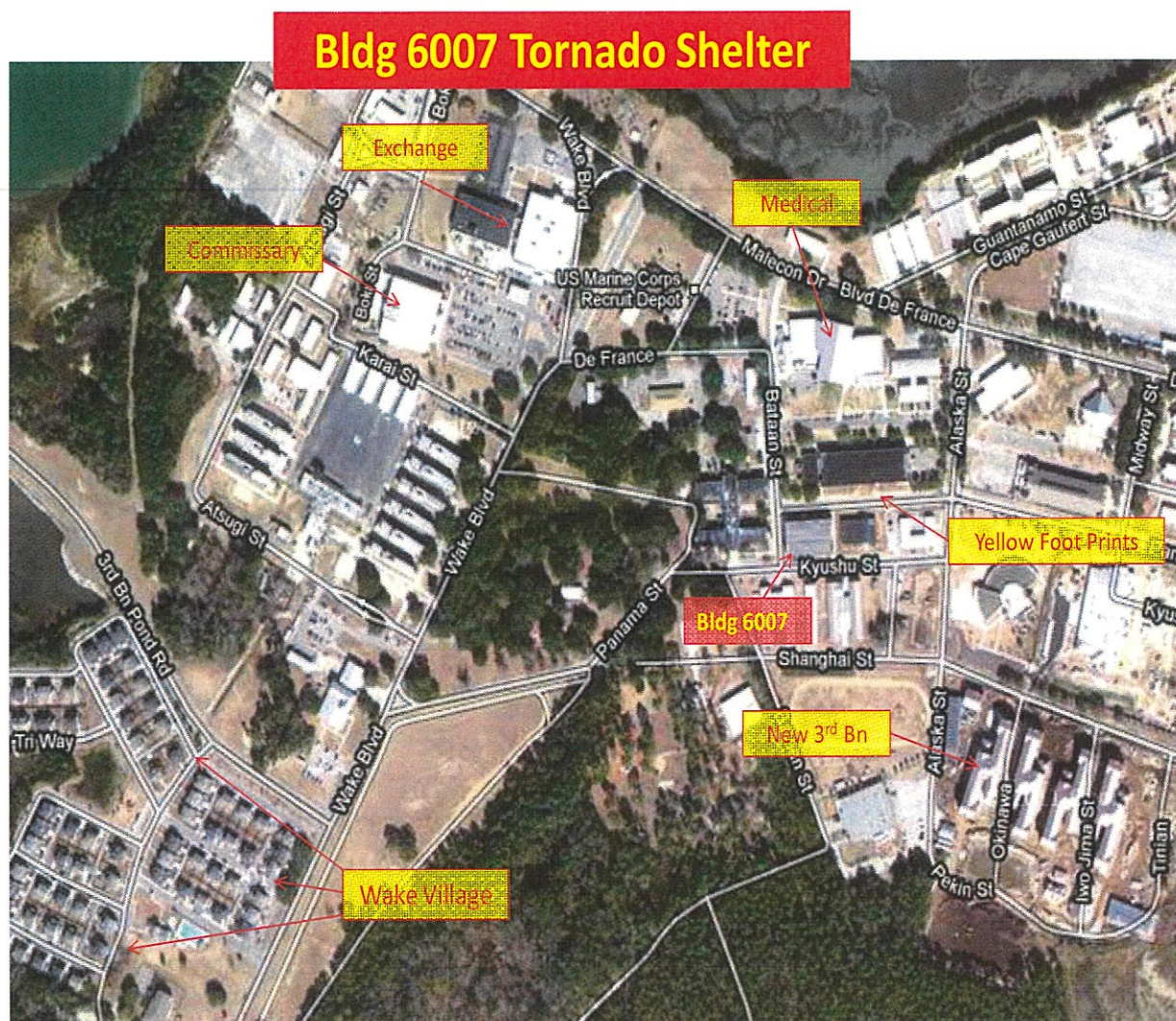


FIGURE 10-3

Hurricane Teams

Legend	Elements	QP	ADVON	MB	Total
Green	HQ	4	*26 (4)	11 (9)	*41 (13)
Red	JRC	4 (2)	32 (12)	8	44 (14)
Blue	Camp Ops	6 (2)	18 (2)	20 (4)	50 (8)
Total		14 (4)	76 (18)	39 (13)	*129 (35)
*1 Depot Mascot (dog) included in numbers **numbers in parenthesis are attachments from RTR, WFTBN, NMRTU					

TFA QUARTERING PARTY:

Line #	BILLET	RANK		UNIT	COMPANY	SECTION
1	QP OIC/CE LNO	MAJ		WFTBN	H&S	CE
2	OPERATIONS CHIEF	MSGT		WFTBN	FTC	RCO
3	CONTRACT SPECIALIST	SGT		HQSVCBN	HQ	RCO
4	FINANCIAL TECHNICIAN	CPL		HQSVCBN	SVC	G-8
5	BILLETING NCO	SGT		HQSVCBN	SVC	SAS
6	HQ COGYSGT	GYSGT/SSGT		HQSVCBN	HQ	HQ
7	RTR S-3 OPSO	CAPT		RTR	HQ	HQ
8	RTR S-4 CHIEF	GYSGT/SSGT		RTR	HQ	HQ
9	G-6 OPS CHIEF	GYSGT/SSGT		HQSVCBN	SVC	G-6
10	G-6 DATA COMMUNICATIONS	CIV		HQSVCBN	SVC	G-6
11	G-6 TELEPHONE INSTALLATION	CIV		HQSVCBN	SVC	G-6
12	QP LPO	HM1		NMRTC		MED
13	QP PMT	HM3		NMRTC		MED
14	SVC COGYSGT	GYSGT/SSGT		HQSVCBN	SVC	HQ

TFA ADVON:

1	COMMANDING OFFICER	COL		WFTBN	HQ	CE
2	SERGEANT MAJOR	SGTMAJ		WFTBN	HQ	CE
3	OPERATIONS OFFICER	MAJ		WFTBN	HQ	S-3
4	OPERATIONS CHIEF	MSGT		WFTBN	HQ	S-3
5	ADJUTANT	CPL		WFTBN	HQ	S-1
6	S-3 CLERK	LCPL		WFTBN	HQ	S-3
7	S-4 CLERK	CPL		WFTBN	HQ	S-4
8	DEOC WATCH OFFICER (DAY SHIFT)	OFF		WFTBN		

9	DEOC WATCH OFFICER (NIGHT SHIFT)	OFF		WFTBN		
10	DEOC WATCH CHIEF (DAY SHIFT)	SNCO		WFTBN		
11	DEOC WATCH CHIEF (NIGHT SHIFT)	SNCO		WFTBN		
12	DEOC JOURNAL CLERK (DAY SHIFT)	CPL/LCPL		WFTBN		
13	DEOC JOURNAL CLERK (DAY SHIFT)	CPL/LCPL		WFTBN		
14	DEOC JOURNAL CLERK (NIGHT SHIFT)	CPL/LCPL		HQSVCBN		
15	COMMSTRAT	NCO		HQSVCBN	HQ	COMMSTRAT
16	COMMSTRAT	NCO		HQSVCBN	HQ	COMMSTRAT
17	DOG HANDLER	CPL		HQSVCBN	HQ	HQ
18	DEPOT MASCOT	LCPL-SGT		HQSVCBN	HQ	HQ
19	VIDEOGRAPHER	LCPL		HQSVCBN	HQ	COMMSTRAT
20	SAFETY SPECIALIST	GS11		HQSVCBN	HQ	SAFETY
21	SAFETY SPECIALIST	GYSGT		HQSVCBN	HQ	SAFETY
22	RELIGIOUS PROGRAM SPECIALIST	RP		HQSVCBN	HQ	HQ
23	OIC	CAPT		WFTBN	FTC	
24	SNCOIC	GYSGT/SSGT		WFTBN	FTC	
25	FIELD INSTRUCTORS	SGT		WFTBN	RANGE	
26	PMI	SGT +		WFTBN	RANGE	
27	RSOI OIC	CAPT		HQSVCBN	HQ	HQ
28	DMCC OIC/SNCOIC (RSOI COC)	CAPT/GYSGT		HQSVCBN	SVC	G-4
29	DMCC CLERK (RSOI COC)	CPL		HQSVCBN	SVC	G-4
30	DMCC CLERK (RSOI COC)	CPL		HQSVCBN	SVC	G-4
31	AMMO TECH (RSOI COC)	SGT/CPL		HQSVCBN	SVC	ASP
32	CLERK (RSOI COC)	CPL		HQSVCBN	HQ	IPAC
33	S-1 CLERK (RSOI COC)	LCPL/CPL		RTR	HQ	IPAC
34	MOTOR TRANSPORT LIASON	SSGT		HQSVCBN	SVC	MT
35	DMO CLERK (MT LNO)	CPL		HQSVCBN	SVC	G-4
36	JRC OIC	CAPT/LT		HQSVCBN	HQ	G-1
37	JRC CHIEF	SNCO		HQSVCBN	HQ	G-1
38	JRC OPS TEAM LEADER	NCO		HQSVCBN	HQ	IPAC
39	JRC OPS TEAM LEADER	NCO		HQSVCBN	HQ	IPAC
40	JRC OPS	LCPL		HQSVCBN	HQ	IPAC
41	JRC OPS	LCPL		HQSVCBN	HQ	IPAC
42	JRC OPS	LCPL		HQSVCBN	HQ	IPAC
43	JRC OPS	LCPL		HQSVCBN	HQ	IPAC

44	JRC OPS	LCPL		HQSVCBN	HQ	IPAC
45	JRC OPS	LCPL		HQSVCBN	HQ	IPAC
46	S-1 CLERK (JRC OPS)	LCPL		HQSVCBN	HQ	S-1
47	S-1 CLERK (JRC OPS)	CPL		HQSVCBN	HQ	S-1
48	S-3 REP (JRC)	OFF/SNCO		RTR	HQ	S-3
49	SPT BN S-3 REP (JRC)	OFF/SNCO		SPT BN	HQ	S-3
50	1ST RTBN S-3 REP (JRC)	SSGT/SGT		1ST RTBN	HQ	S-3
51	2ND RTBN S-3 REP (JRC)	SSGT/SGT		2ND RTBN	HQ	S-3
52	3RD RTBN S-3 REP (JRC)	SSGT/SGT		3RD RTBN	HQ	S-3
53	4TH RTBN S-3 REP (JRC)	SSGT/SGT		4TH RTBN	HQ	S-3
54	SPT BN S-4 REP (JRC)	OFF/SNCO		SPT BN	HQ	S-4
55	1ST RTBN S-4 REP (JRC)	SSGT/SGT		1ST RTBN	HQ	S-4
56	2ND RTBN S-4 REP (JRC)	SSGT/SGT		2ND RTBN	HQ	S-4
57	3RD RTBN S-4 REP (JRC)	SSGT/SGT		3RD RTBN	HQ	S-4
58	4TH RTBN S-4 REP (JRC)	SSGT/SGT		4TH RTBN	HQ	S-4
59	CAMP OPS OIC	CAPT		HQSVCBN	SVC	HQ
	CAMP OPS CLERK/SVC CO					
60	CLERK	LCPL		HQSVCBN	SVC	HQ
61	CAMP OPS CLERK	LCPL		HQSVCBN	SVC	G-4
62	CAMP OPS CLERK	LCPL		HQSVCBN	SVC	G-4
63	CAMP OPS CLERK	LCPL		HQSVCBN	SVC	G-4
64	G-4 SNCOIC	SNCO		HQSVCBN	SVC	G-4
	SUPPLY NCO/POLICE					
65	SERGEANT	SGT-LCPL		HQSVCBN	SVC	SAS
	SUPPLY NCO/POLICE					
66	SERGEANT	SGT-LCPL		HQSVCBN	SVC	SAS
67	FOOD SERVICE OIC/SNCOIC	CAPT/MSGT		HQSVCBN	SVC	DFS
68	FOOD SERVICE NCO	SGT-LCPL		HQSVCBN	SVC	DFS
69	FOOD SERVICE NCO	SGT-LCPL		HQSVCBN	SVC	DFS
	G-6 TELEPHONE					
70	INSTALLATION	SGT		HQSVCBN	SVC	G-6
71	G-6 COMM TECH	LCPL		HQSVCBN	SVC	G-6
72	G-6 DATA COMMUNICATIONS	CIV		HQSVCBN	SVC	G-6
73	OIC FORWARD/OPSO	LT		NMRTU	ADMIN	MED
74	ADVON LCPO	HMC		NMRTU	DPH	MED
75	AOIC	LT		HQSVCBN	HQ	BISOG
76	DENTAL CPO	CPO		HQSVCBN	HQ	BISOG

TFA MAIN BODY (1ST WAVE):

1	ASSISTANT CHIEF OF STAFF FOR RELIGIOUS MINISTRIES	CAPT (O6)		HQSVCBN	HQ	RMC
2	CHAPLAIN	LT		HQSVCBN	HQ	RMC
3	CHAPLAIN	LT		RTR	HQ	RMC

4	FIELD INSTRUCTORS	SGT/CPL		WFTBN	FTC	
5	FIELD INSTRUCTORS	SGT/CPL		WFTBN	FTC	
6	PMI	SGT/CPL		WFTBN	RANGE	
7	PMI	SGT/CPL		WFTBN	RANGE	
8	PMI	SGT/CPL		WFTBN	FTC	
9	SUPPLY	CPL		WFTBN	HQ	
10	S-4 CLERK	CPL		WFTBN	HQ	
11	S-4 CHIEF	SSGT		WFTBN	HQ	
	MT OPERATOR (FUEL TRUCK)	CIV		HQSVCBN	SVC	MT
5	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
6	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
7	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
8	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
9	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
10	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
11	MT OPERATOR (BUS)	CIV		HQSVCBN	SVC	MT
12	MCCS	SSGT		HQSVCBN	HQ	HQ
13	MCCS	SSGT		HQSVCBN	HQ	HQ
14	FIRE/TRAINING/EMS CHIEF	GS-11		HQSVCBN	HQ	PI -FES
15	FIREFIGHTER	GS-07		HQSVCBN	HQ	PI -FES
16	FIREFIGHTER	GS-07		HQSVCBN	HQ	PI -FES
17	PARAMEDIC	GS-07		HQSVCBN	HQ	PI -FES
18	PARAMEDIC	GS-07		HQSVCBN	HQ	PI -FES
19	FIREFIGHTER/PARAMEDIC	GS-07		HQSVCBN	HQ	PI -FES
20	FIELD ARMORER	SGT		HQSVCBN	SVC	ARM
21	FIELD ARMORER	LCPL-CPL		HQSVCBN	SVC	ARM
22	FIELD ARMORER	LCPL-CPL		HQSVCBN	SVC	ARM
23	FIELD ARMORER	LCPL-CPL		HQSVCBN	SVC	ARM
24	FIELD ARMORER	LCPL-CPL		HQSVCBN	SVC	ARM
25	FIELD ARMORER	LCPL-CPL		HQSVCBN	SVC	ARM
34	SMO	CDR		NMRTU	SMART	MED
35	ADVON ALPO	HM2		NMRTU	ACA	MED
36	SUPPLY PETTY OFFICER	HM3		NMRTU	BHA	MED
37	NURSE	LT		NMRTU	BHA	MED
38	OIC	CDR		HQSVCBN	HQ	BISOG
39	DENTAL TECH	HN2		HQSVCBN	HQ	BISOG

TIER 1:

Legend	Elements	Total
Red	Hq Co	43
Blue	Svc Co	80

White	WFTBN	38
Total	161	

Line #	BILLET	RANK	UNIT	COMPANY	SECTION
	HQSVCBN TIER 1 HQ				
1	EXECUTIVE OFFICER	MAJ	HQSVCBN	HQ	HQ
2	CO 1STSGT	1STSGT	HQSVCBN	HQ	HQ
3	CO 1STSGT	1STSGT	HQSVCBN	SVC	HQ
4	S-1 CHIEF	SGT	HQSVCBN	HQ	S-1
5	S-4 CHIEF	SGT	HQSVCBN	HQ	S-4
6	S-1 CLERK	LCPL	HQSVCBN	HQ	S-1
7	POLICE SERGEANT	CPL/LCPL	HQSVCBN	HQ	HQ
8	POLICE SERGEANT	CPL/LCPL	HQSVCBN	HQ	HQ
9	CHAPLAIN	LT	HQSVCBN	HQ	RMC
10	CHAPLAIN	CMDR	HQSVCBN	HQ	RMC
11	RP	PO1	HQSVCBN	HQ	RMC
	G-4 SECTION				
12	OIC TIER 1	COL	HQSVCBN	SVC	G-4
13	PWD TIER 1 OIC AND ENGINEER COORDINATION TEAM	CDR	HQSVCBN	SVC	PWD
14	PWD TIER 1 OIC AND ENGINEER COORDINATION TEAM	CIV	HQSVCBN	SVC	PWD
15	SAS DIRECTOR	LTCOL	HQSVCBN	SVC	SAS
16	G-4 CHIEF	MGYSGT	HQSVCBN	SVC	G-4
17	DFS	OFF/SNCO	HQSVCBN	SVC	SAS
18	DFS	OFF/SNCO	HQSVCBN	SVC	SAS
19	DFS	SNCO	HQSVCBN	SVC	SAS
20	DFS	NCO	HQSVCBN	SVC	SAS
	DMCC				
24	DMCC DAY WATCH OFFICER	CAPT/MAJ	HQSVCBN	SVC	G-4
25	DMCC DAY WATCH SNCOIC	SNCO	HQSVCBN	SVC	DMO
26	DMCC DAY WATCH CLERK	NCO	HQSVCBN	SVC	DMO
27	DMCC Night Watch Officer	OFF	HQSVCBN	SVC	SAS
28	DMCC Night Watch SNCOIC	SNCO	HQSVCBN	SVC	SAS
29	DMCC Day Watch Clerk	NCO	HQSVCBN	SVC	SAS
	ENGINEER COORDINATION TEAM				
30	OIC	GS	HQSVCBN	SVC	PWD
31	AST OIC	GS	HQSVCBN	SVC	PWD

32	SUPERVISORY FAC OP SPEC	GS	HQSVCBN	SVC	PWD
33	OPERATION OFFICER	MAJ/CAPT	HQSVCBN	SVC	PWD
34	FAC MANAGER	GS	HQSVCBN	SVC	PWD
35	EMERG MAINT SNCOIC	SNCO	HQSVCBN	SVC	PWD
36	PUBLIC WORKS OFFICER	LT/LCD	HQSVCBN	SVC	PWD
	PLANNING & ESTIMATION TEAM				
37	SUPV ENGINEERING TECH	GS	HQSVCBN	SVC	PWD
38	MECHANICAL ENGINEERING	GS	HQSVCBN	SVC	PWD
39	MECHANICAL ENGINEERING (HVAC)	GS	HQSVCBN	SVC	PWD
40	MECHANICAL ENGINEERING (STEAM)	GS	HQSVCBN	SVC	PWD
	ROADS AND GROUNDS TEAM				
41	TEAM LEADDER	GS	HQSVCBN	SVC	PWD
42	TEAM LEADER	GS	HQSVCBN	SVC	PWD
43	EQUIPMENT OPERATOR	GS	HQSVCBN	SVC	PWD
44	EQUIPMENT OPERATOR	NCO	HQSVCBN	SVC	PWD
45	LABORERS	NCO	HQSVCBN	SVC	PWD
46	LABORERS	NCO	HQSVCBN	SVC	PWD
	CARPENTER TEAM				
47	Carpenter	WG-09	HQSVCBN	SVC	PWD
	ELECTRIC REPAIR TEAM 1				
48	TEAM LEADER	GS	HQSVCBN	SVC	PWD
49	HIGH VOLTAGE TECH	GS	HQSVCBN	SVC	PWD
50	HEATING VEN AIR COND MECH	GS	HQSVCBN	SVC	PWD
51	ELECTRICIAN	NCO	HQSVCBN	SVC	PWD
52	ELECTRICIAN	NCO	HQSVCBN	SVC	PWD
	ELECTRIC REPAIR TM 2				
53	TEAM LEADER	GS	HQSVCBN	SVC	PWD
54	HIGH VOLTAGE TECH	GS	HQSVCBN	SVC	PWD
55	HEATING VEN AIR COND MECH	GS	HQSVCBN	SVC	PWD
56	ELECTRICIAN	NCO	HQSVCBN	SVC	PWD
	PLUMBING REPAIR TEAM				
57	TEAM LEADER (WELDER)	WG	HQSVCBN	SVC	PWD
58	PIPE FITTER	GS	HQSVCBN	SVC	PWD
59	MAINTENANCE	NCO	HQSVCBN	SVC	PWD
60	WELDER	WG	HQSVCBN	SVC	PWD
	UTILITIES TEAM				
61	UTILITIES SUPERVISOR	GS	HQSVCBN	SVC	PWD
62	BOILER OPERATOR	WG	HQSVCBN	SVC	PWD
63	HEATING EQUIP MECHANIC	WG	HQSVCBN	SVC	PWD

64	ELEC INDUSTRIAL CONTROL SUP	WG	HQSVCBN	SVC	PWD
65	MECHANIC HELPER	WG	HQSVCBN	SVC	PWD
66	ELECTRICAL CONTROLLER	WG	HQSVCBN	SVC	PWD
67	BOILER OPERATOR	WG	HQSVCBN	SVC	PWD
	EMERG MAINT MARINES				
68	OIC	CAPT/MAJ	HQSVCBN	SVC	PWD
69	SNCOIC	SNCO	HQSVCBN	SVC	PWD
70	WORKERS	NCO	HQSVCBN	SVC	PWD
71	WORKERS	E3-E1	HQSVCBN	SVC	PWD
72	WORKERS	E3-E1	HQSVCBN	SVC	PWD
73	WORKERS	E3-E1	HQSVCBN	SVC	PWD
74	WORKERS	E3-E1	HQSVCBN	SVC	PWD
75	WORKERS	E3-E1	HQSVCBN	SVC	PWD
	MOTOR T				
76	MTD FLEET MANAGER	CIV	HQSVCBN	SVC	MT
77	MOTOR VEHICLE OPERATOR	WG-08	HQSVCBN	SVC	MT
78	MOTOR VEHICLE OPERATOR	WG-08	HQSVCBN	SVC	MT
79	MOTOR VEHICLE OPERATOR-REFUELER	WG-07	HQSVCBN	SVC	MT
	ENVIRONMENTAL DIV TEAM				
80	ENVIRONMENTAL COORDINATOR	GS	HQSVCBN	SVC	ENV DIV
81	ENVIRONMENTAL COORDINATOR	GS	HQSVCBN	SVC	ENV DIV
	G-6 TIER 1				
82	SUPERVISOR IT	CIV	HQSVCBN	SVC	G-6
83	COMMUNICATION INFORMATION OFFICER	MAJ	HQSVCBN	SVC	G-6
84	INFORMATION TECHNOLOGY SPECIALIST	CIV	HQSVCBN	SVC	G-6
85	NETWORK/SYSTEM ADMINISTRATOR	CIV	HQSVCBN	SVC	G-6
86	TELECOM SPECIALIST	CIV	HQSVCBN	SVC	G-6
87	TELECOM MECHANIC	CIV	HQSVCBN	SVC	G-6
88	TELECOM REPAIRER/INSTALLER	SGT	HQSVCBN	SVC	G-6
89	COMPUTER TECHNICIAN	CPL			
90	GROUND COMM SYSTEMS REPAIR	GS-14/OFF	HQSVCBN	SVC	G-6
	EOC				
91	DAY WATCH OFFICER	CAPT/MAJ	HQSVCBN	SVC	G-4 ARM
92	G-4 EOC DAY CLERK	CPL/LCPL	HQSVCBN	SVC	G-4 SAS
93	NIGHT WATCH OFFICER	SNCO/OFF	HQSVCBN	SVC	G-4 ASP
94	G-4 EOC NIGHT CLERK	CPL/LCPL	HQSVCBN	SVC	G-4 SAS

95	G-1 EOC REP	SSGT	HQSVCBN	HQ	G-1
96	G-1 EOC REP	MSGT	HQSVCBN	HQ	G-1
97	G-3 OPERATIONS OFFICER	MAJ	HQSVCBN	HQ	G-3
98	G-3 A/OPERATIONS OFFICER	CAPT	HQSVCBN	HQ	G-3
99	INSTALLATION EMER. MNGR.	CIV	HQSVCBN	HQ	G-3
100	SAFETY REP	CIV	HQSVCBN	HQ	SAFETY
101	SAFETY REP	CIV	HQSVCBN	HQ	SAFETY
102	FIRE STATION REP	GS	HQSVCBN	HQ	G-3
103	EOC CHIEF	SSGT	HQSVCBN	HQ	G-3
104	PMO Rep	CIV	HQSVCBN	HQ	PMO
105	PMO Rep	GYSGT	HQSVCBN	HQ	PMO
106	MCRDPI TO BCO EOC LNO DAYS	CIV	HQSVCBN	HQ	G-3
107	MCRDPI TO BCO EOC LNO NIGHTS	CIV	HQSVCBN	HQ	G-3
	Fire & Emergency Svs.				
108	FIRE		HQSVCBN	HQ	PI -FES
109	FIRE		HQSVCBN	HQ	PI -FES
110	FIRE		HQSVCBN	HQ	PI -FES
111	FIRE		HQSVCBN	HQ	PI -FES
112	FIRE		HQSVCBN	HQ	PI -FES
113	FIRE CHIEF	GS-12	HQSVCBN	HQ	PI -FES
114	ASST CHIEF OPS "A" PLATOON	GS-10	HQSVCBN	HQ	PI -FES
115	ASST CHIEF OPS "B" PLATOON	GS-10	HQSVCBN	HQ	PI -FES
116	FIRE INSPECTOR	GS-08	HQSVCBN	HQ	PI -FES
117	CAPTAIN "A" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
118	CAPTAIN "A" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
119	CAPTAIN "A" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
120	CAPTAIN "B" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
121	CAPTAIN "B" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
122	CAPTAIN "B" PLATOON	GS-08	HQSVCBN	HQ	PI -FES
123	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
124	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
125	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
126	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
127	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
128	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
129	FIREFIGHTER "A" PLATOON	GS-07	HQSVCBN	HQ	PI -FES
WEAPONS FIELD TRAINING BN					

130	BOAT TRANSPORT - SNCOIC	SSGT/GYSGT	WFTBN		
131	BOAT TRANSPORT - COXSWAIN	LCPL-SGT	WFTBN		
132	BOAT TRANSPORT - COXSWAIN	LCPL-SGT	WFTBN		
133	BOAT TRANSPORT - COXSWAIN	LCPL SGT	WFTBN		
134	BOAT TRANSPORT A-COWSWAIN	LCPL-SGT	WFTBN		
135	BOAT TRANSPORT A-COWSWAIN	LCPL-SGT	WFTBN		
136	BOAT TRANSPORT A-COWSWAIN	LCPL-SGT	WFTBN		
137	BOAT TRANSPORT A-COWSWAIN	LCPL-SGT	WFTBN		
138	BOAT TRANSPORT - SCOUT	LCPL-SGT	WFTBN		
139	BOAT TRANSPORT - SCOUT	LCPL-SGT	WFTBN		
140	BOAT TRANSPORT - SCOUT	LCPL-SGT	WFTBN		
141	SECURITY FORCES - OIC	CAPT	WFTBN		
142	SECURITY FORCES - SNCOIC	SSGT/GYSGT	WFTBN		
143	SECURITY FORCES -ASF COMMANDER	SGT	WFTBN		
144	SECURITY FORCES - TEAM 1 SQD LDR	LCPL-SGT	WFTBN		
145	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
146	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
147	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
148	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
149	SECURITY FORCES- TEAM MEMBER	LCPL-CPL	WFTBN		
150	SECURITY FORCES- TEAM MEMBER	LCPL-CPL	WFTBN		
151	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
152	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
153	SECURITY FORCES- TEAM 2 SQD LDR	SGT	WFTBN		
154	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
156	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
157	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
158	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
159	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		

160	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
161	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
162	SECURITY FORCES - TEAM 3 SQD LDR	SGT	WFTBN		
163	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
164	SECURITY FORCES - FIRE TEAM LDR	LCPL-CPL	WFTBN		
165	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
166	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
167	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
168	SECURITY FORCES - TEAM MEMBER	LCPL-CPL	WFTBN		
PROVOST MARSHALL OFFICE					
169	OIC	CAPT-MAJ/CIV	MCAS		PMO
170	SNCOIC	GYSGT	MCAS		PMO
171	DESK SGT 1ST SHIFT	E3-E5/CIV	MCAS		PMO
172	DESK SGT 2ND SHIFT	E3-E5/CIV	MCAS		PMO
173	PATROLMAN 1ST SHIFT	E2-E4/CIV	MCAS		PMO
174	PATROLMAN 1ST SHIFT	E2-E4/CIV	MCAS		PMO
175	PATROLMAN 2ND SHIFT	E2-E4/CIV	MCAS		PMO
176	PATROLMAN 2ND SHIFT	E2-E4/CIV	MCAS		PMO
177	GATE SENTRY 1ST SHIFT	E2-E4/CIV	MCAS		PMO
178	GATE SENTRY 1ST SHIFT	E2-E4/CIV	MCAS		PMO
179	GATE SENTRY 2ND SHIFT	E2-E4/CIV	MCAS		PMO
180	GATE SENTRY 2ND SHIFT	E2-E4/CIV	MCAS		PMO

CG'S JUMP TEAM:

LEGEND	ELEMENTS	TOTAL
RED	HQ CO	16
BLUE	SVC CO	2
TOTAL	18	

LINE #	BILLET	RANK	UNIT	COMPANY	SECTION
1	COMMANDING GEN	BG	HQSVCBN	HQ	
2	CHIEF OF STAFF	COL	HQSVCBN	HQ	
3	AIDE DE CAMP	CAPT	HQSVCBN	HQ	
4	DEPOT SGTMAJ	SGTMAJ	HQSVCBN	HQ	

5	CG'S DRIVER	NCO	HQSVCBN	HQ	
6	STAFF SEC	CAPT	HQSVCBN	HQ	
7	ADMIN CLERK	NCO	HQSVCBN	HQ	
8	ENLISTED AIDE	SNCO	HQSVCBN	HQ	
9	PROTOCOL OFFICER	SSGT	HQSVCBN	HQ	
10	PROTOCOL ADMIN CLERK	NCO	HQSVCBN	HQ	
11	AC/S G-1	LTCOL	HQSVCBN	HQ	
12	AC/S G-3	COL	HQSVCBN	HQ	
13	DEPOT INSPECTOR	COL	HQSVCBN	HQ	
14	OMCC OIC	1STLT	HQSVCBN	HQ	OMCC
15	SJA	LTCOL	HQSVCBN	HQ	
16	DIRECTOR RC OFFICE	GS-14	HQSVCBN	HQ	
17	AC/S G-6	GS-14	HQSVCBN	SVC	G-6
18	FINANCIAL MANAGEMENT OFFICER	MAJ/CAPT	HQSVCBN	SVC	G-8

LATE RELEASE/EARLY RETURN:

LEGEND	ELEMENTS	TOTAL
RED	HQ CO	17
BLUE	SVC CO	40
WHITE	WFTBN	6
TOTAL	63	

LINE #	BILLET	RANK	UNIT	COMPANY	SECTION
	POV STAGING TEAM				
1	OIC POV STAGING TEAM	OFF	HQSVCBN	SVC	LSST
2	SNCOIC POV STAGING TEAM	SNCO	HQSVCBN	HQ	
3	GROUND GUIDE	CPL	HQSVCBN	HQ	
4	GROUND GUIDE	LCPL	HQSVCBN	HQ	
5	GROUND GUIDE	LCPL	HQSVCBN	HQ	
6	GROUND GUIDE	LCPL	HQSVCBN	HQ	
7	GROUND GUIDE	CPL	HQSVCBN	SVC	SAS
8	GROUND GUIDE	LCPL	HQSVCBN	SVC	SAS
9	GROUND GUIDE	LCPL	HQSVCBN	SVC	SAS
10	GROUND GUIDE	LCPL	HQSVCBN	SVC	SAS
	DMA TEAM				
11	MT OPS CHIEF	GYSGT	HQSVCBN	SVC	MT
12	MT ROAD MASTER	SSGT	HQSVCBN	SVC	MT
13	MT FLEET MANAGER	GS	HQSVCBN	SVC	MT
14	MT OPERATOR SUPERVISOR	GS	HQSVCBN	SVC	MT

15	MT MAINTENANCE SUPERVISOR	GS	HQSVCBN	SVC	MT
16	MT MECH	GS	HQSVCBN	SVC	MT
17	MT MECH	GS	HQSVCBN	SVC	MT
18	MT CLERK	CPL/LCPL	HQSVCBN	SVC	SAS
19	MT CLERK	CPL/LCPL	HQSVCBN	SVC	SAS
20	DMO REP	GYSGT	HQSVCBN	SVC	SAS
21	MHE OPERATOR	WG	HQSVCBN	SVC	PWD
22	MHE OPERATOR	WG	HQSVCBN	SVC	PWD
	G-6 SECTION				
23	INFORMATION TECHNOLOGY (IT) SPECIALIST	CIV	HQSVCBN	SVC	G-6
24	INFORMATION TECHNOLOGY SPECIALIST	CIV	HQSVCBN	SVC	G-6
25	INFORMATION TECHNOLOGY OFFICER	CIV	HQSVCBN	SVC	G-6
26	OPERATIONS OFFICER	CIV	HQSVCBN	SVC	G-6
27	INCIDENT MANAGER	CIV	HQSVCBN	SVC	G-6
28	INFORMATION ASSURANCE (IA) TECHNICIAN	CIV	HQSVCBN	SVC	G-6
29	INFORMATION TECHNOLOGY ASSET MANAGER	CIV	HQSVCBN	SVC	G-6
30	SUPPLY ADMIN/OPERATIONS SPECIALIST	SGT/SSGT	HQSVCBN	SVC	G-6
31	TELEPHONE SYSTEMS ADMINISTRATOR	CPL/SGT	HQSVCBN	SVC	G-6
32	TELEPHONE SYSTEMS ADMINISTRATOR	CPL/SGT	HQSVCBN	SVC	G-6
33	TELEPHONE AND COMPUTER REPAIRER	LCPL/CPL	HQSVCBN	SVC	G-6
34	CYBER SECURITY APPRENTICE	SGT	HQSVCBN	SVC	G-6
35	ELECTRONICS WORKER	CIV	HQSVCBN	SVC	G-6
36	ELECTRONICS WORKER	CIV	HQSVCBN	SVC	G-6
	UMA TEAM				
37	UMA SNCOIC	GYSGT	HQSVCBN	SVC	SAS
38	UMA TEAM MARSHALLING GUIDE	CPL/SGT	HQSVCBN	SVC	SAS
39	UMA TEAM MARSHALLING GUIDE	CPL/SGT	HQSVCBN	SVC	SAS
40	UMA STAGING TEAM LEADER	PFC/LCPL	HQSVCBN	SVC	SAS
41	UMA ASSISTANT TEAM LEADER	PFC/LCPL	HQSVCBN	SVC	SAS
42	UMA NCO	CPL/SGT	HQSVCBN	SVC	SAS
43	UMA TEAM MARSHALLING GUIDE	CPL/SGT	HQSVCBN	SVC	SAS
44	UMA TEAM MARSHALLING GUIDE	LCPL/CPL	HQSVCBN	SVC	SAS

45	UMA TEAM MARSHALLING GUIDE	LCPL/CPL	HQSVCBN	SVC	SAS
	RAB TEAM				
46	RAB OIC	CWO2	HQSVCBN	HQ	IPAC
47	RAB SNCOIC	SSGT	HQSVCBN	HQ	IPAC
48	RAB	CPL	HQSVCBN	HQ	IPAC
49	RAB	CPL	HQSVCBN	HQ	IPAC
50	RAB	CPL	HQSVCBN	HQ	IPAC
51	RAB	CPL	HQSVCBN	HQ	IPAC
52	RAB	CPL	HQSVCBN	HQ	IPAC
53	RAB	CPL	HQSVCBN	HQ	IPAC
	OMCC TEAM				
54	SNCOIC	MSGT	HQSVCBN	HQ	OMCC
55	VIDEOGRAPHER	SGT	HQSVCBN	HQ	OMCC
56	VIDEOGRAPHER	SGT	HQSVCBN	HQ	OMCC
57	FP REP	SNCO/GS	HQSVCBN	HQ	EOC
58	REST STOP SNCOIC	SSGT	WFTBN		
59	REST STOP ASSIST NCO	SSGT	WFTBN		
60	VIC GUIDE	CPL	WFTBN		
61	GROUND GUIDE	LCPL	WFTBN		
62	GROUND GUIDE	LCPL	WFTBN		
63	GROUND GUIDE	LCPL	WFTBN		

CUI

Appendix B

DepO 3000.1K
XX XXX 2022

EMERGENCY GENERATOR LOCATIONS

<u>MOUNT TYPE</u>	<u>KW SIZE</u>	<u>DISASTER LOCATION (BLDG.)</u>
SKID	10	MOUNTED ON BUCKET TRUCK*
SKID	27.5	4002 - REPEATER TOWER
SKID	5.0	281 - AWTF
SKID	35	864 - ENVIRONMENTAL DIVISION/PWD
SKID	100	899 - MAIN GATE
SKID	80	286 - EOC
SKID	100	409 - MAIN EXCHANGE
SKID	500	670 - MEDICAL CLINIC
SKID	250	450 - PWD
SKID	100	6001 - ARMORY
SKID	150	1050 - G-6 HEADQUARTERS AND TELEPHONE OFFICE
SKID	30.0	171 - BULK FUEL
SKID	400	455 - FIRE DEPARTMENT
SKID	350	504 - CDC
TRAILER	275	295 - G-6 SUPPLY & SERVER ROOM
TRAILER	60.0	288 - RTR
SKID	276	740 - WFTBN MESSHALL
SKID	60.0	926 - 4TH BN MESSHALL
TRAILER	150	149 - HQSVCBN MESSHALL
SKID	150	6012 - CONSOLIDATED MESSHALL
SKID	30.0	590 - 1ST BN MESSHALL
TRAILER	150.0	159 - CSSF
TRAILER	60.0	154 - DEPOT HQ
TRAILER	275.0	407 - COMMISSARY

* - PERMANENT LOCATION

B-1
CUI

EXAMPLE TIER DESIGNATION LETTER TEMPLATE

From: Commanding General
To:

Subj: DESIGNATION AS A TIER 1 MISSION ESSENTIAL EMPLOYEE FOR WEATHER AND
SAFETY SITUATIONS

Ref: (a) DepO 3000.1J
(b) OPM Governmentwide Dismissal and Closure Procedures of Nov 2018
(c) Master Labor Agreement between the United States Marine Corps
(USMC) and the American Federation of Government Employees
(d) 5 CFR Sec 551.432

1. It must be recognized that there are certain employees who are required to work regardless of emergency situations or any general dismissal authorized to other employees. As required by the reference (a) and (b), this letter constitutes notification of your designation as a Tier 1 mission essential employee in the event any weather or safety event threatens normal operations of Marine Corps Recruit Depot Parris Island/Eastern Recruiting Region (MCRDPI/ERR). This designation will remain in effect until 30 May 2022 and will be renewed on an annual basis. If you are a bargaining unit employee, this designation has resulted from applying the provisions for overtime as discussed in reference (c).

2. In the event that weather and safety conditions warrant activation of reference (a) or normal MCRDPI/ERR operations are disrupted:

a. Your presence will be required to assist in ensuring that essential operations of the MCRDPI/ERR either continue uninterrupted or are secured, repaired, or restored so that normal operations can resume as soon as possible.

b. You will be required to report to the location specified by the leader of the disaster control unit to which you are assigned and remain with your unit until released. Per reference (d), if the work shift is 24 hours or more; during such time there are adequate facilities available that an employee may usually enjoy an uninterrupted period of sleep; and there are at least five (5) hours available for such time during the sleep period; employees will be provided a sleep period. Sleep and meal times combined shall not to exceed eight (8) hours in a 24 hour period. Sleep periods shall not be considered hours of work.

c. You should be aware that failure to report to duty as directed may be grounds for the initiation of disciplinary action unless it is shown that circumstances beyond your control prevented you from reporting to duty as required.

d. Every precaution will be taken to protect your safety and well-being during the duration of the emergency conditions.

3. If you are directly and personally responsible for a dependent family

member who cannot evacuate without you or if you have a personal hardship that may warrant modification of the normal requirements of being a Tier 1 mission essential employee, you may request an exception or modification.

a. For example, before hurricane Condition IV is set, you may request annual leave to arrange for your family's evacuation, you may request relief from your designation as a Tier 1 mission essential employee.

b. A request for an exception or modification or excusal from designation as a Tier 1 mission essential employee must be made in writing within 15 days of your receipt of this letter or as soon as the situation develops if it does not exist upon receipt of this letter. Your request should be submitted to your immediate supervisor and must include a description of the specific circumstances and the change you request.

d. If your supervisor denies your request, you may request that the MCRDPI/ERR Union Relations Board review your request.

4. You will be afforded the opportunity to eat in a mess hall as long as the facility remains open. If the power to the mess hall must be turned off and the facility is closed, the government will make field rations or Meals Ready to Eat (MREs) available to you.

a. Whether you eat meals in the mess hall or eat field rations, you must reimburse the government at the appropriate rate for any meals you eat. For mess hall meals, you will be charged the current rate, less surcharge, for breakfast, lunch, and dinner. For field rations/MREs, you will be charged the current field rate per meal.

b. You may elect to bring your own food with you and prepare it yourself on whatever limited cooking appliances may be available in your emergency workspace. You will not be allowed to use mess hall facilities for food preparation.

c. If you bring food and it spoils due to a loss of power, you cannot be reimbursed for the loss.

5. When weather or safety conditions threatens the MCRDPI/ERR and Beaufort County area, every effort will be made to permit your timely release from work to prepare your family and personal property. However, while every effort will be taken to make a timely decision, you must understand that predicting precisely when a hurricane or other destructive weather system will strike a given location is not possible. The following provides general information on the decision process:

a. Concurrent with setting hurricane Condition IV, the Commanding General (CG) will consider releasing Tier 1 mission essential civilian employees on excused absence to prepare their property and families to weather the approaching storm, or to evacuate their families should evacuation be ordered. (Setting hurricane Condition IV, does not signal the immediate release of Tier 1 mission essential civilian employees. This decision will be a separate and distinct decision made by the CG.)

b. It is the CG's intent that each Tier 1 mission essential employee be afforded 12 hours (14 hours if your residence is more than 24 miles from Parris Island), with a minimum of six hours during daylight hours, between the time you are released and the time you are directed to report back to duty in order to complete personal preparations. Department Heads have the authority to make reasonable adjustments to the 12 or 14 hour period in managing the release and recall by establishing varying release and return times.

c. If you discover that for some unexpected reason you are unable to return by the designated time, you are to notify your supervisor or the head of your disaster control unit immediately of your circumstance and request additional time to return to duty.

d. During the release period you will be placed in an excused absence status and without charge to leave or will be paid at your normal rate of pay for all hours you would have been in a normal duty status.

6. Pay differential issues will be handled in accordance with current regulations. Unresolved claims may be submitted to the MCRDPI/ERR Union Relations Board for final review.

7. You must sign and date below when you receive this letter. A copy should be retained by the designator or supervisor and designee. Should you have any questions concerning your designation as a Tier 1 mission essential employee they may be directed to your supervisor, the Human Resources Office, or your local union representative.

By direction

EMPLOYEE ACKNOWLEDGEMENT:

Signature

Printed Name

Date