



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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G-3
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I MARINE EXPEDITIONARY FORCE ORDER 3030.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: CONTINUITY OF OPERATIONS (COOP) PLAN

Ref: (a) DODD 3020.26, 09 Jan 09
(b) SECNAVINST 3030.4B, 8 DEC 2006
(c) DISASTER MITIGATION ACT, OCT 2000
(d) DODI6055.17, 13 JAN 2009
(e) MCO 3030.1 (USMC COOP)
(f) FEMA BLUE BOOK, JAN 2008
(g) MARFORPACO 3070.2
(h) CALIFORNIA MULTI-HAZARD MITIGATION PLAN, 2013
(i) MCIWEST EXORD 01-10
(j) MCIWESTO 3006.1A, 6 APR 15 (Mission Assurance Order)
(k) I MEF CRISIS ACTION PLANNING SOP (CAPSOP)
(l) I MEF TACTICAL SOP (TACSOP)
(m) I MEFO P5510.1D, 18 Nov 2009 (I MEF Command Security Instruction)
(n) MCIWEST-MCB CAMPEN Concept Plan 3551-14 (Preparedness and Response to Pandemic Influenza/Infectious Diseases), 8 Jan 2014

1. Situation

a. General

(1) I Marine Expeditionary Force (MEF) will be prepared to continue Mission Essential Functions in the event that a man-made or natural disaster would preclude operations aboard Marine Corps Base Camp Pendleton (MCB CamPen), California. Per references (a) through (n), Continuity of Operations (COOP) is the ability to continue Mission Essential Functions without unacceptable interruption during an emergency.

(2) Definitions

(a) Mission Essential Functions. Functions that must be continued with little or no interruption. Generally, failure to continue Mission Essential Functions without interruption, or inability to restore them within 1 to 12 hours, will result in mission failure.

(b) Essential Services. Essential services are the Base Operating Services (BOS) necessary to maintain or restore Mission Essential Functions throughout an emergency and shall be identified in the COOP plan for each Mission Essential Function.

(c) COOP Plan. A COOP plan is a written document that defines

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processes, identifies assets, and establishes a concept of operations to manage the response, recovery, and reconstitution of Mission Essential Functions and the supporting essential services throughout an emergency.

(d) Critical Mission Facility (CMF). A CMF is the specific facility, or space within a facility, where a Mission Essential Function is executed. For the purpose of I MEF, the MOC will be considered our CMF.

(e) Devolution. The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period

(f) Emergency Relocation Staff (ERS). Pre-designated staff who move to an alternate facility to continue essential functions in the event that their normal work locations are threatened or have been incapacitated by an incident.

(g) Hot Site. An alternate facility that already has in place the computer, telecommunications, and environmental infrastructure required to recover critical business functions or information systems. Additionally, a cold site is that location which does not have any resources required and would likely result in the use of the MEF CAPSET.

(h) Recovery Timeframe Objective (RTO). The RTO is the permissible timeframe that a specific Mission Essential Function may be suspended without incurring significant and documentable degradation to ongoing combat operations, or supporting command and control operations.

(i) Warm Site. An alternate facility that is equipped with some computer, telecommunications, other information technology, and environmental infrastructure, which is capable of providing backup after additional personnel, equipment, supplies, software, or customization are provided. These represent the most likely options for I MEF since there is no dedicated AHS facility that is specifically built for a I MEF COOP mission.

(3) This Command's COOP planning consists of four primary scenarios.

(a) Primary Scenario 1: Facility centered events with prior warning, such as planned loss of use of facilities, which require relocation and establishment of an Alternate Headquarters Site (AHS) but allows the AHS to be located within San Diego County.

(b) Primary Scenario 2: Localized or regional events with prior warning, such as regional natural disasters, which require relocation and establishment of AHS outside San Diego County.

(c) Primary Scenario 3: Limited or no warning events, such as facilities failures or confined events, which require relocation and establishment of AHS but allow the AHS to be located within San Diego County.

(d) Primary Scenario 4: Limited or no warning events, such as a natural disaster or Chemical, Biological, Radiological, Nuclear, or High Explosive (CBRNE) attack, which affects the locally available military infrastructure and requires relocation and establishment of AHS outside of San Diego County or California.

(4) I MEF does not have a dedicated "hot site" that is configured specifically for a COOP event. As a result, for each primary scenario, an assessment process will be used to address potential site options. Due to the range of threats, size, scope and complexity, settling on a definitive location is merely a best guess as to the actual feasibility to meet our COOP requirements. For potential site options within San Diego County, these include options within Camp Pendleton as well as the local area. The primary COOP AHS will be the Wing Operations Center at 3d Marine Aircraft Wing (3d MAW), Miramar. Alternate site options include: 1st Marine Logistics Group Headquarters (1st MLG HQ), MCAS Yuma, and MCAGC Twentynine Palms, California.

(a) Factors to consider are Access, Space, and Future. These considerations are also depicted in Figure 3.

1. Access. Transportation conditions are navigable via ground and/or air transportation.

2. Space. Sufficient facility and connectivity capabilities to meet operational needs.

3. Future. Anticipate facility capabilities for the next 24-72 hours.

(5) COOP relation to Crisis Action Planning Standing Operating Procedures (CAPSOP). A COOP scenario will most likely be a decision point associated with CAP and be determined as part of the Initial Response Cell (IRC). A COOP scenario will be potentially executed in conjunction with a real world CAP mission that requires I MEF forces to execute. Examples include a natural hazard scenario that ties into a simultaneous DSCA support mission.

b. Friendly Forces

(1) Higher. Marine Forces, Pacific (MARFORPAC) has developed a plan to be prepared to continue Mission Essential Functions required to meet National defense and/or civil support requirements in the event that a man made or natural disaster would preclude operations aboard Camp Smith, Hawaii.

(2) Adjacent

(a) Marine Corps Installations West (MCIWEST) will execute Continuity Of Operations in accordance with MCIWESTO 3006.1.

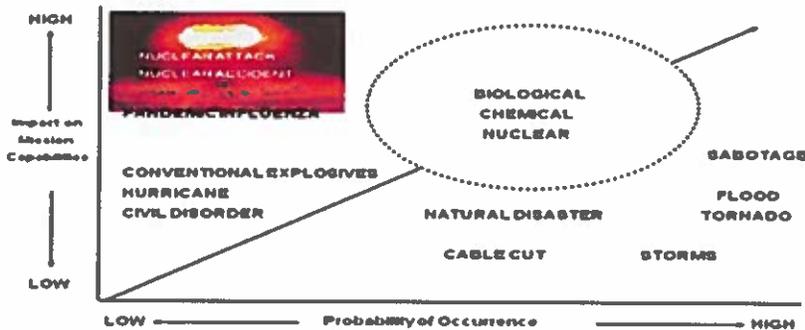
(b) Navy Region Southwest (NRSW) has established a continuity program that provides regional direction and guidance to the NRSW installations.

(c) Marine Corps Recruit Depot (MCRD) San Diego has established a continuity program that provides regional direction and guidance to the MCRD San Diego installation.

(3) Supporting. State and local civil defense/emergency service organizations, federal, state, and local law enforcement and civilian relief agencies will coordinate immediate response with MCIWEST and the installations affected by a natural or man made disaster.

c. Threat

(1) The "all hazards" environment in which the plan must be accomplished ranges from high probability/low impact natural disasters to low probability/high impact attacks:



(2) The most likely postulated COOP scenario is a natural disaster that renders this Headquarters and nearby facilities untenable. The most dangerous postulated scenario is a hostile attack using CRBNE weapons. Of note, a catastrophic earthquake may also present a "most dangerous" scenario due to its potential magnitude and regionwide impacts. The range of various circumstances under which this Headquarters could be required to execute a COOP plan consist of any occurrence, including but not limited to: natural disaster, terrorist attack, military attack, technological failure, civil unrest, or other disruptive conditions that seriously degrade or threaten the security of this Command. The California and Arizona Multi-Hazard Mitigation Plans provide the primary sources of natural disaster losses in our region. These also serve as an "intelligence preparation of the battlefield (IPB)" for potential hazards, their probability and potential impacts to the region.

(3) Earthquakes occur less frequently than the other primary hazards but have the potential for the greatest combined losses (deaths, injuries, and damage costs) per event.

(4) Floods are the second most frequent disaster source and account for the second highest combined losses.

(5) Wildfires are the most frequent source of declared disasters, and account for the third highest combined losses.

d. Assumptions

(1) I MEF HQ is vulnerable to a wide range of hazards and may require relocation.

(2) The most likely reasons to displace are either technological failure or natural disaster.

(3) I MEF will plan for hazards/threats that are relevant to the region.

(4) Threats necessitating a displacement may be an immediate or catastrophic event without warning (fire/explosion/earthquake/attack/technological failure) or 96 hours + lead time (flood/tsunami/threat warning).

(5) An earthquake, fire or flood impacting this command will also affect the Commanding General, Marine Corps Installations West (MCIWEST).

(6) That sufficient I MEF personnel are available to execute Mission Essential Functions.

e. I MEF Mission Essential Functions. I MEF Mission Essential Functions are defined as any function that is vital to the continuation of operations of the Command and must be performed without interruption to accomplish the stated mission. Failure to perform/sustain these functions would significantly impact the ability to exercise authority, direction, and control. I MEF and installation Mission Essential Functions are based on selected Mission Essential Tasks, Lines of Operations and designated installation functions. The guidance for establishing these Mission Essential Functions is contained in reference (e). I Marine Expeditionary Force Headquarters Group (MHG) Mission Essential Functions are listed in the following priority:

- (1) Communicate with higher/adjacent commands and external audiences.
- (2) Command and control of subordinate units.
- (3) Situation monitoring and operational reporting.
- (4) Crisis action and deliberate planning.
- (5) Provide forces.
- (6) Provide support to deployed forces.
- (7) Personnel accountability.
- (8) Title 10 support responsibilities.
- (9) Protect task assets.

2. Mission. On order, I MEF executes COOP to continue Mission Essential Functions, ensure the continuity of command within I MEF, and to support the timely restoration of functions not directly related to the execution or support of Mission Essential Functions.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. The purpose of the I MEF Continuity of Operations (COOP) Plan is to serve as a commonly understood point of departure that provides for continuity of command and sustainment of Mission Essential Functions during a crisis, hazard or emergency.

(b) Method. I MEF will sustain our ability to command and control I MEF MSCs, protect the force and keep the public informed. Our COOP plan will provide for continuity of command and support timely restoration of Mission Essential Tasks not directly related to the execution or support of Mission Essential Functions. I MEF will initiate crisis action planning, deploy an emergency relocation staff and establish an alternate headquarters site.

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(c) Endstate. Our endstate will be execution of COOP that ensures unimpeded command and control of I MEF Command Element, MSCs, and sustained support to the Operating Forces and families during a natural or man made disaster.

(2) Concept of Operations. I MEF executes the COOP concept of operations in four phases: Phase 1, Readiness & Preparation; Phase 2, Activation & Relocation; Phase 3, Continuity Operations and Phase 4, Reconstitution. Figure 1 below also depicts this process.

(a) Phase 1 - Readiness & Preparation. This phase continues throughout the year and concludes when any event or threat necessitates the execution of the COOP plan. During this phase, essential personnel rosters for Tiers 1 through 3 are updated quarterly to ensure preparedness for potential evacuation/displacement scenarios. An echeloned displacement of mission essential personnel to the AHS will be conducted in order to maintain Mission Essential Functions without interruption. The test, training and education process will also be included in this phase. An overview of the composition and capabilities of each Tier are listed below. This constitutes the ERS Tiers that will displace to the AHS. Refer to Annex A of the I MEF COOP Plan for details on assignment of individual billets and CAP notifications.

a. Tier 1 consists of the COC Watch Team, Initial CAT Watch Section and a I MEF Quartering Party (or advance party). Their task is to occupy and establish connectivity at the AHS in order to set the conditions for the occupation of the AHS by Tier 2 personnel.

b. Tier 2 is led by the Deputy G3 with its core capabilities built around the I MEF Crisis Action Team, Crisis Response Cell and enablers from the primary and special staff. This echelon provides specifically tailored additional resources for crisis management if the subject event grows beyond the capability of Tier 1 personnel. Their task is to establish functionality at the AHS and assume command and control responsibilities during Tier 3's displacement in order to continue with Mission Essential Functions. It is planned that Tier 2 will have sufficient personnel and resources to maintain the command's mission essential functions for up to two days (prior to arrival of Tier 3 ERS).

c. Tier 3 includes the Command Element/Chief of Staff, full Operational Planning Team (OPT) capability, and remaining I MEF staff members identified as mission essential personnel. Tier 3 is planned to be sufficiently task organized to maintain mission essential functions for up to 30 days if required. Sustainment of the command's Mission Essential Functions beyond the 30-day mark will require the assistance of follow on forces from the Remain Behind Element (RBE).

Figure 1: COOP Concept of Operations

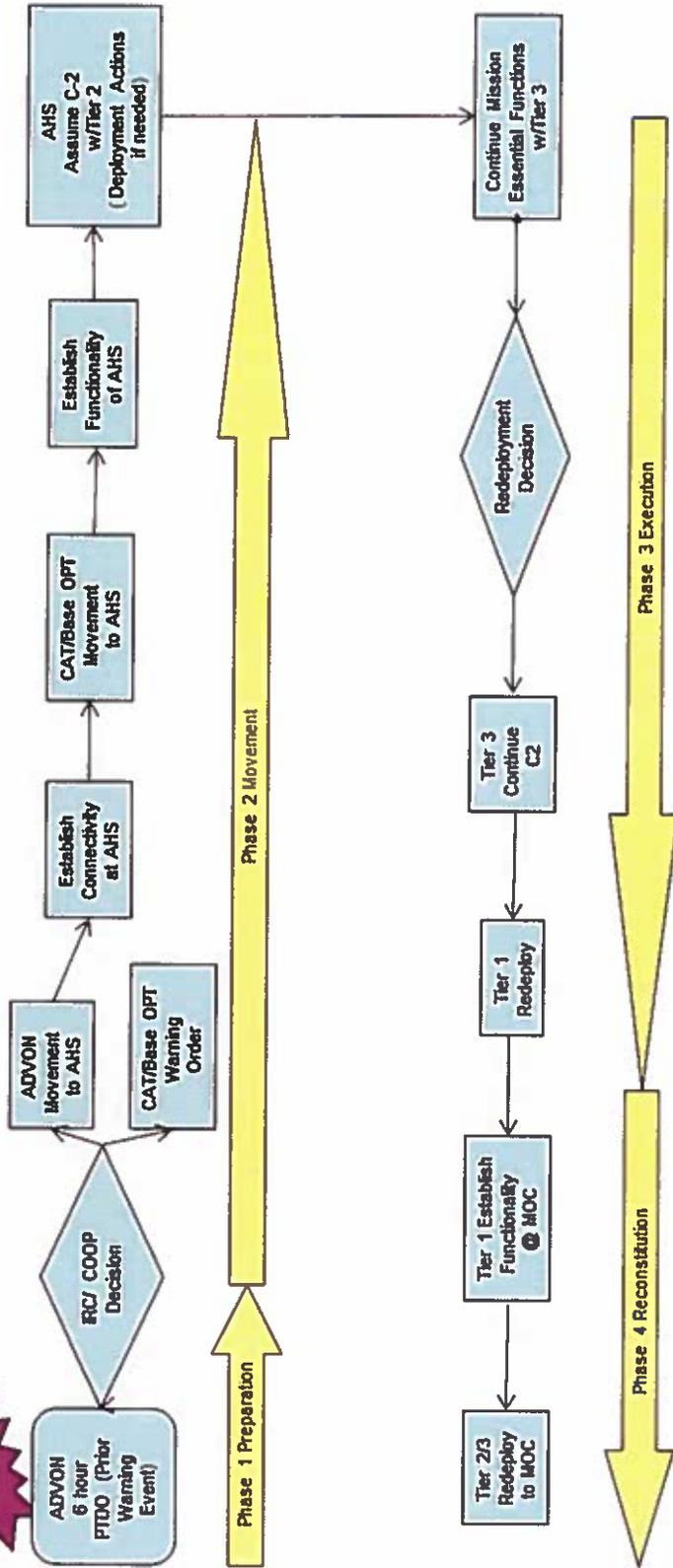
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The I MEF COOP concept of employment include activation and movement of the Tier1, Tier 2 and Tier 3 C2 Restoration Team



Concept of Operations

All Scenarios (Prior Warning or Little/No Warning)



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d. RBE. The RBE is led by a Colonel designated by the Chief of Staff as Team Leader. The Team Leader coordinates the restoration of I MEF Mission Essential Tasks and functions not designated as I MEF Headquarters' Mission Essential Functions but are required to restore normal business operations and services that do not meet the definition of "essential" without significant delay or loss of capability following an emergency. The RBE is tasked with providing ongoing assessments and recommendations to the Commander on when to transition to Phase 4 Operations; and coordinates the Reception, Staging, Onward movement, and Integration (RSO&I) of redeploying personnel. RBE includes all personnel not assigned to Tiers 1-3 essential staffs.

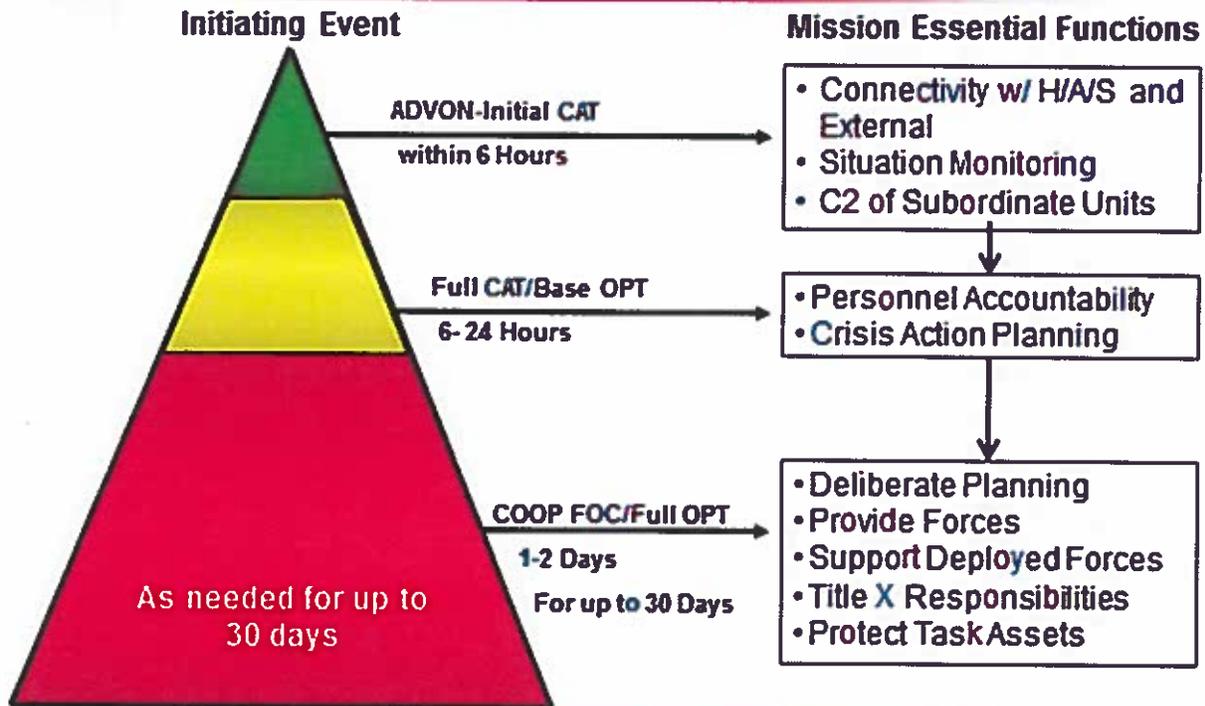
e. During Phase 1, there will be a time driven or event driven decision point for either the MEF Command Group to convene the IRC or to activate the Tier 1 ERS to an AHS location. Although ERS Tiers are listed by billet in Annex A, each section/organization will be responsible for updating the requirements quarterly with specific names.

Figure 2: Staff Echelon CONOPS



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Staff Echelon CONOPS



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(b) Phase 2 - Movement/Evacuation

1. For advance warning events, G-3 will place Tier 1 personnel on a 4-hour Prepare To Deploy Order (PTDO) and advise CG I MEF on

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the status of the forecasted threat/disruptive weather condition and recommend appropriate courses of action. A decision point exists for I MEF to deploy Tier 1 personnel to the AHS, issue the warning order to Tier 2 personnel, and confirm intentions with host facility/unit to establish the AHS. Refer to Annex D of the I MEF COOP Plan for details on movement and transportation of personnel, cargo and equipment.

2. Tier 1 personnel, consisting of (1) EOC watch section and a I MEF Quarters Party, depart for the AHS. If time/space considerations make Personal Owned Vehicle (POV) or Government Owned Vehicle (GOV) travel untenable, military aircraft sourced through 3rd MAF will be utilized for their evacuation. Upon arrival at the AHS, Tier 1 personnel establish connectivity in order to set the conditions for the arrival of Tier 2 personnel. The forward Senior Watch Officer (SWO) will establish positive communication with I MEF by NIPRNET, SIPRNET, and telephone. Refer to Annexes K and U of the I MEF COOP Plan for details on establishing and maintaining connectivity.

3. There will be a time driven or event driven decision point for CG I MEF to deploy Tier 2 personnel to the AHS and issue the warning order to Tier 3 personnel.

4. On order, Tier 2 personnel will depart for the AHS in order to establish functionality at the AHS and prepare to assume command and control responsibilities should Tier 3 be required to evacuate.

5. There will be a time driven or event driven critical decision point for CG I MEF to determine whether or not to deploy Tier 2 personnel. Should the decision be made to deploy remaining essential personnel, the RBE detachment will be established and will muster in the I MEF Command Center.

6. Tier 2 personnel establish communication and workspaces at the AHS and begin Battle Handover (BHO) procedures in order to assume command and control as I MEF FWD.

7. Tier 3 personnel depart for the AHS. The RBE detachment executes remain behind logistical and storm preparation tasks and is prepared to displace if necessary.

(c) Phase 3 - COOP Execution. The Chief of Staff will ensure that continuity of operations is maintained throughout the transfer of command and control during the Phase 2 evacuation. Phase 3 commences upon transfer of command functions to Echelon 2 at the AHS and the decision to continue operations from the AHS.

1. The purpose of this phase is to continue Mission Essential Functions and maintain command and control of installations and assigned forces from the AHS. Once the destructive weather condition and/or threat have passed, the RBE detachment OIC will be responsible with surveying the I MEF facilities aboard MCB CAMPEN and coordinating requisite actions to re-establish the functionality of the command headquarters building.

2. Assessments by the RBE detachment OIC regarding the functionality of I MEF facilities aboard MCB Camp Pendleton is continuous throughout this phase. If reconstitution is not yet feasible, CG I MEF will determine whether or not to flow all remaining essential and non-essential personnel to the AHS or to continue to COOP with on-hand manpower at the AHS.

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3. Once functionality is restored to I MEF facilities (minimum requirement is Bldg 210723), coordination will be conducted between the RBE detachment OIC and I MEF FWD for the reconstitution of evacuated personnel and transfer of command back to the MCB Camp Pendleton location.

(d) Phase 4 - Reconstitution. Phase 4 commences upon the redeployment of evacuated personnel to MCB CampPen. This decision may be made immediately following the destructive weather/threat event or after such time that conditions permit a safe return of all personnel and MCB Camp Pendleton facilities are deemed functional. This phase ends upon complete return and consolidation of I MEF personnel.

1. Assuming all 3 tiers have previously evacuated, Tier 2 will continue to maintain command and control from the AHS until Tier 3 is able to return and the COC establishes connectivity at Bldg 210723 with Tier 2 at the AHS.

2. On order, a BHO will be conducted with Tier 3 assuming command and control of I MEF, allowing Tier 1 and 2 to redeploy simultaneously to MCB Camp Pendleton.

(e) Consolidated depiction of the I MEF COOP Process. Figure 3 displays the combination of COOP decisionmaking and the phased concept of operations.

(f) Pandemic influenza/infectious disease considerations (PI/ID). I MEF coordinates with and supports PI/ID planning and execution efforts of MCIWEST-MCB CAMPEN and Installations. The relationship of I MEF and MCIWEST-MCB CAMPEN in sharing common medical resources that fall under the command of BUMED requires that I MEF and MCIWEST-MCB CAMPEN coordinate PI/ID response efforts and competing requirements for limited medical resources. When a credible PI/ID threat is identified MCIWEST-MCB CAMPEN and I MEF will form an operational planning team, execute the Marine Corps Planning Process to develop coordinated Warning Orders and Fragmentary Orders for approval by CG I MEF and CG MCIWEST-MCB CAMPEN. Additional PI/ID information will be listed in ref (n).

c. Tasks

(1) AC/S G-1

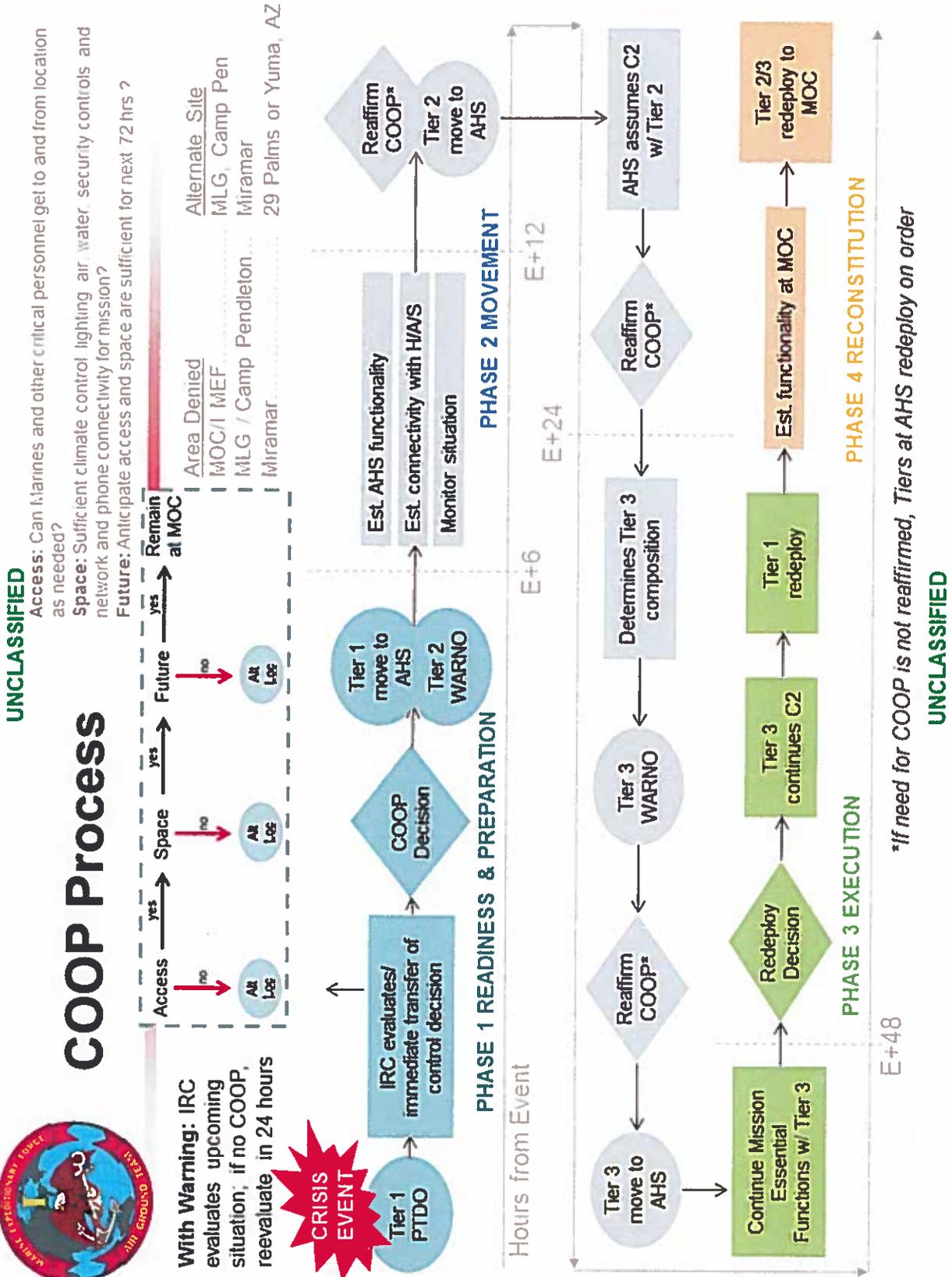
(a) Consolidate and provide to the G-3, all updated rosters pertinent to COOP operations.

(b) Develop and maintain Annex E and provide the G-3 with updates.

(c) Deploy personnel to the AHS, as identified in Annex A, in order to maintain Mission Essential Functions.

(d) Consolidate and maintain personnel accountability reports for all of I MEF's military and civilian personnel: I MHG, 1st Marine Division (1st MarDiv), 3d MAW, and 1st MLG throughout COOP operations.

Figure 3: Consolidated COOP Process



(e) Coordinate with higher and/or adjacent headquarters to ensure civilian personnel tracking and pay cycles are maintained without interruption.

(f) Track incoming personnel to coordinate manning adjustments as required or as appropriate to existing conditions.

(g) In coordination with the I MEF G-3, be responsible for oversight of EMNS End User management and developing procedures for inputting and managing End User information. Validate this information quarterly during EMNS notification tests/drills.

(2) AC/S G-2

(a) Coordinate, provide, and supervise intelligence support to the I MEF COC.

(b) Provide updates and assessments specific to COOP threats/events that impact the Commander's decision to direct a displacement from I MEF MOC.

(c) Coordinate the preparation, review, and presentation of current intelligence briefings to the Staff.

(d) Maintain sensitive compartmented information (SCI) communications for CG I MEF and principal staff.

(e) Coordinate with host installation, Radio Battalion and I MHG to establish a Temporary Sensitive Compartmented Information Facility (TSCIF) at the AHS as required.

(3) AC/S G-3

(a) Maintain overall responsibility and management of the COOP Program for I MEF.

(b) Designate an officer to serve as the I MEF COOP Officer.

(c) Develop and maintain the I MEF COOP Order and update COOP support requirements as required.

(d) Develop and maintain Annex C of the I MEF COOP Order.

(e) Plan, coordinate and lead annual COOP training and exercise programs.

(f) Collect, consolidate and report Lessons Learned from annual COOP exercises.

(g) Conduct a Feasibility of Support (FOS) assessment on alternate headquarters sites to ensure locations can support the displacement of the command for an extended period with I MHG in support.

(h) As the staff section responsible for operating the I MEF COC, be prepared to displace the I MEF COC and stand it back up at the AHS during an incident or event that forces the evacuation of the MOC.

(i) Develop handover procedures for transferring C2.

(j) Coordinate and consolidate submission of rosters pertinent to COOP operations including recall rosters by section, CAT and DWOC rosters, access rosters, phone rosters and any additional rosters as required.

(k) Ensure the standing I MEF CAT rosters are validated quarterly (inclusive of IRC-CAT-OPT).

(l) Coordinate with MCIWEST-MCB CAMPEN to establish emergency notification and recall procedures for I MEF using the AtHoc Mass Notification System (AMNS). Provide MCIWEST-MCB CAMPEN G-3/5 a roster of designated EMNS operators. Only those personnel who have been properly trained may be designated as AMNS operators.

(m) Provide commander's update briefs as necessary to facilitate the decision making process throughout COOP Operations.

(n) Maintain responsibility for reporting requirements IAW reference (e), i.e. Operations Reports (OPREPs), Situation Reports (SITREPs), and Serious Incident Reports (SIRs).

(o) Be prepared to coordinate handover of essential functions with MARFORPAC and MSCs.

(p) Maintain oversight of primary and alternate sites and ensure they are inspected annually for suitability.

(q) Coordinate combat camera support as required.

(4) AC/S G-4

(a) Be prepared to plan, coordinate, and provide the six functions of logistics (supply, maintenance, transportation, engineering, health service support and services) in support of COOP execution.

(b) Conduct a quarterly validation of the G-4 personnel assigned to the CAT.

(c) Upon activation of the CAT, ensure designated CAT personnel displace to the AHS.

(d) Be prepared to assist I MHG and coordinate with MCIWEST in support of facilities requirements external to I MHG Commander's responsibilities.

(e) Be prepared to assist and coordinate with I MHG and MCIWEST in support of the assessment of the MOC in order to determine its suitability for occupation by I MEF personnel.

(f) Work with I MHG and the I MEF Comptroller to provide any contracting requirements that emerge as a result of COOP execution.

(g) Ensure positive communication is established and coordination is conducted with MSC/MSE G-4/S-4 staffs in order to provide logistical support not organic to I MHG.

(h) Be prepared to secure classified documents and spaces.

(5) AC/S G-6

(a) Conduct all requisite planning and coordination in order to support communications requirements for all staff sections at the AHS.

(b) Coordinate appropriately with host installation for connectivity and system support during Phase 1A/1B.

(c) Coordinate with host installation to provide Non-Secure Internet Protocol Routing (NIPR) and Secure Internet Protocol Routing (SIPR) computer assets for Tier 1 personnel at the AHS.

(d) Ensure Video Tele-Conferencing (VTC) connectivity at AHS during Phase 2 and 3.

(e) Identify all NIPR/SIPR account requirements for essential tiered personnel per Appendix 1 to Annex A (Personnel Assignments).

(f) Ensure NIPR and SIPR replication throughout all phases.

(g) Coordinate with host installation G/S-6 Information Assurance (IA) IOT ensure secure and available communication during Phase 1.

(h) Establish appropriate IA procedures and maintain throughout Phase 2 and 3.

(i) Establish appropriate Electronic Key Management System (EKMS) procedures and maintain through all phases.

(j) Establish Tactical Satellite (TACSAT) net and maintain throughout all phases.

(k) Promulgate changes to ANNEX K immediately and confirm adherence to changes.

(6) AC/S G-8 (Comptroller)

(a) Coordinate with AC/S G-4 and I MHG the development of funding for contracting and services.

(b) Be prepared to provide fiscal support to incident response and emergency requirements as necessary.

(c) Provide analysis of resource and budget management pertaining specifically to Phase 2 and Phase 3 reconstitution efforts.

(d) Manage mass activation of GTCC accounts for all tiered personnel.

(7) Staff Judge Advocate

(a) Coordinate with AC/S G-4 for development and maintenance of Memorandums of Agreement (MOA) with AHS facilities (as needed).

(b) Be prepared to coordinate with local, state, and federal agencies as necessary to support the Commander's response to a COOP incident.

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(c) Be prepared to provide training regarding Standing Rules for Use of Force for U. S. Forces and Title 10 limitations if MEF forces are used in support of local, state, or federal agencies.

(d) Be prepared to provide legal guidance to the Commander, specific to COOP operations.

(8) Health Services Support (HSS)

(a) Provide overall staff cognizance on all matters pertaining to HSS.

(b) Be prepared to identify and assess health concerns.

(c) Be prepared to conduct Post-Deployment Health Assessments (PDHA) as required.

(9) Command Chaplain. Be prepared to provide religious ministry and counseling support as required.

(10) Public Affairs Officer

(a) Be prepared to provide public affairs guidance to the Commander specific to public and media sentiment.

(b) Be prepared to coordinate with local, state, and federal public information officers as necessary to support the Commander's response to a COOP incident.

(c) Coordinate press releases, media engagements, internal coverage and response to media queries concerning I MEF displacement with the COS.

(11) Security Manager

(a) Safeguard classified materials during evacuation.

(b) Work with the Section Security Representatives to coordinate the storage and transport of classified material to/at the AHS.

(c) Work with the Section Security Representatives to manage the operations of the vault/s at the AHS.

(d) Work with the Section Security Representatives to manage the access control plan for AHS.

(e) Conduct a "vacate command post" inspection prior to completion of Phase 2.

(f) Maintain operational oversight of the Classified Material Control Center (CMCC).

(g) Coordinate a plan for support with primary and alternate sites.

(12) Commanding Officer, I MHG

(a) Establish and maintain a COOP Plan IOT maintain mission essential functions.

(b) Assist G-3 with developing courses of action for alternate headquarters sites to

(c) Develop Quartering Party to assess AHS in coordination with MEF G-3.

(d) Maintain accountability of all personnel assigned to I MHG and submit required reports to the AC/S G-1.

(e) Conduct an annual review of COOP support requirements by section and report changes to the I MEF COOP Officer for inclusion in the I MEF COOP Order.

(f) Support and assist the coordination of COOP operations.

(g) In coordination with the G-6 and 9th Comm Bn, develop and manage the lay down plan for the I MEF CE and staff assignments at the AHS.

(h) Coordinate, manage and direct physical security and safety requirements at Bldg MOC throughout COOP operations.

(i) Coordinate, manage and direct physical security and safety requirements at alternate sites to support COOP operations.

(j) Develop a plan to salvage, remove and transport essential equipment from Building MOC as required.

(k) In conjunction with MSCs, develop a plan to transport essential equipment and/or personnel between the MOC and AHS as required.

(l) Coordinate support between 1st Intel Bn and the G-2 to establish a tactical SCIF in the vicinity of the AHS to support secured communications up to Top Secret/SCI.

(m) Identify intelligence communication shortfalls to the I MEF G-2 and/or G-6 as necessary.

(n) Coordinate with AC/S G-4 to identify contracting requirements for anticipated and emergent services and supplies to support COOP operations.

(o) Be prepared to set up the CAPSET.

(p) Be prepared to assist in the establishment of the I MEF AHS immediately upon displacement of the I MEF CE.

(q) Be prepared to support I MEF AHS communications shortfalls.

(r) Be prepared to provide life support functions at the AHS as necessary.

(s) Coordinate the deployment of follow on forces to the AHS.

(t) Provide ongoing assessments and recommendations regarding transition to Phase 4 operations.

(u) Coordinate with MCIWEST and MSC personnel to support reconstitution efforts as required.

(v) Coordinate the reception, staging, movement, and integration of personnel during Phase 4.

(w) Coordinate the re-establishment of communication connectivity, utility power, and life support systems at the MOC as required.

(x) BPT establish and maintain access to critical Intelligence networks on NIPR, SIPR, and JWICs domains.

(y) BPT establish and maintain communications with the I MEF Intelligence Center and VSOC sites.

(13) Commanding Generals/Officers, 1st MarDiv, 1st MLG, 3d MAW, 11th Marine Expeditionary Unit (11th MEU), 13th Marine Expeditionary Unit (13th MEU), 15th Marine Expeditionary Unit (15th MEU)

(a) Establish and maintain a COOP Plan IOT maintain mission essential functions.

(b) Conduct a FOS assessment on alternate headquarters sites to ensure locations can support the displacement of the command for an extended period.

(c) Conduct a staff exercise each fiscal year (FY) in order to refine, rehearse, and validate the COOP decision-making process. Training can be done in conjunction with a MEF level exercise that also addresses respective unit COOP considerations.

(d) Be prepared to support I MEF AHS medical requirements.

(e) Be prepared to support I MEF AHS communications shortfalls.

(f) Be prepared to provide liaison officers during the initial phases of COOP operations at the AHS.

(g) Be prepared to support I MEF COOP transportation/lift requirements for the I MEF CE (1st MarDiv, 1st MLG, and 3d MAW).

(14) I MEF COOP Working Group (WG). The I MEF COOP WG is responsible for COOP planning and preparedness. The I MEF COOP WG will be lead by the I MEF G-3, and consist of key representatives from the I MEF staff, installations and Subject Matter Experts. The Working Group will meet on an annual basis or at the discretion of the I MEF G-3. Updated information and/or action items will be incorporated into the MEF Mission Assurance Working Group (MAWG).

(a) The I MEF COOP WG will facilitate and ensure the development and maintenance of the I MEF COOP plan.

(b) The I MEF COOP WG will ensure that the I MEF staff COOP plans are integrated and de-conflicted in their support of the I MEF COOP plan.

d. Coordinating Instructions

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(1) The priority for I MEF Headquarters AHS selection will be event driven and based on the four primary scenarios and COOP decision matrix (Figure 3).

(2) The capabilities necessary for the performance of Mission Essential Functions will be identified in Annexes to this Basic Plan. Capabilities include:

(a) Task Organization (Annex A)

(b) Intelligence (Annex B)

(c) Operations (Annex C)

1. Alternate Headquarters Sites (AHS). A I MEF survey checklist will be developed and included in Annex C.

2. Fly-Away Kit Procedures. Fly-away kits will consist of critical office items, equipment, vital records, and COOP related documents and data that cannot be pre-positioned at AHS facilities. A recommended list of fly-away kit contents for offices and individuals will be published in Annex C.

3. Procedures for alert and notification for all organization personnel, 24/7.

4. Procedures for evacuation and relocation using existing building evacuation plans and procedures for no warning events when primary notification/alert systems cannot be implemented.

5. Operations procedures for AHS facilities reception and operations.

6. Checklist for Battle Handover (BHO) procedures in order to assume command and control as I MEF FWD at the alternate COC/AHS.

(d) Transportation and Logistics. (Annex D)

1. Establish pre-designated transportation modes and executable transportation plans for movement of personnel and flyaway kits to the AH.

2. Establish procedures for maintaining the readiness of AHS facilities.

3. Pre-position and maintain unique equipment required to perform Mission Essential Functions at the AHS.

4. Establish procedures for procuring equipment and supplies that are not pre-positioned.

5. Establish procedures to notify and coordinate activation of AHS facilities.

6. Identification of primary and alternate transportation for AHS staff.

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7. Provisions to monitor the condition of primary and AHS facilities on a 24/7 basis and must have procedures to remain in contact with the facilities.

8. Procedures for reconstitution, including information that will be critical to the reconstitution effort such as facility requirements for resumption of normal activities, contacts and organizations responsible for providing reconstitution support, vendors and other outsourcing support.

(e) Accountability procedures for all personnel. (Annex E)

(f) Public Affairs Guidance. (Annex F) Public Affairs Guidance to I MEF and communication with the news media, State of California and State of Arizona.

(g) Contingency Communications. (Annex K and Annex U)

1. Provide communications as required: secure/non-secure, voice, data, video, fax.

2. Establish the capabilities for communications, Information Management and IT systems to be used during an incident that mirror those capabilities used during day-to-day operations.

(3) The I MEF Test, Training, and Exercise (TT&E) program will be included in the Calendar Year Exercise Plan to ensure staff readiness and to validate plans and procedures. This plan will be reviewed every two years or as needed. A TTX or CPX will be conducted annually and may be incorporated into other I MEF exercises.

(4) Specific staff sections will prepare, maintain and update the Basic plan following annexes as directed by the Chief of Staff to support the I MEF COOP plan.

<u>Annex</u>	<u>Description</u>	<u>Responsibility</u>
A	Task Organization	G3
B	Intelligence	G2
C	Operations	G3
D	Logistics	G4
E	Personnel	G1
F	Public Affairs	PAO
K	Communications	G6
U	Info Management	IMO

4. Administration and Logistics

a. Administration (Annex E)

(1) Personnel. I MEF personnel shall be designated under one of the following categories in accordance with their role in the I MEF continuity program.

(a) Critical Operations. Critical operations personnel are emergency-essential military, DOD civilians, and DOD contractors who perform tasks directly associated with Mission Essential Functions. Civilian or contract personnel should be designated as emergency-essential in their Position Description (PD) or contract.

SEP 21 2016

(b) Essential Operations. Essential operations personnel are emergency-essential military, DOD civilians, and DOD contractors who perform tasks required to support Mission Essential Functions, to include facilities management, public works, and other support services.

(c) Emergency Essential Operations. Emergency-essential military, DOD civilians, and DOD contractors who are emergency responders, to include Fire & Emergency Services (F&ES), force protection, Explosive Ordnance Disposal (EOD), mass care, and designated emergency management, safety, and public works personnel. Civilian or contract personnel must be designated as emergency-essential in their PD or contract.

b. Logistics (Annex D)

(1) Transportation of Personnel (TOP). The primary means of movement for I MEF personnel is METT-T dependent. A determination whether to use POV's, military air, government vehicles, or chartered buses (or any combination thereof), will be determined during staff planning.

(2) Transportation of Things (TOT). If mission essential equipment is needed during displacement, it is the responsibility of each staff section to transport their required equipment.

(3) Identify and capture costs associated with COOP implementation.

(4) Logistics planning will be based on established Mission Essential Functions.

c. Public Affairs (Annex F)

(1) I MEF PA will execute a deliberate public affairs program of communicating to its internal and external audiences accurate, timely and credible information that supports execution of the I MEF Continuity of Operations Plan.

(2) The I MEF communications posture will be active or passive depending on the situation.

5. Command and Signal

a. Command

(1) In the event of a major disaster, Commander, United States Northern Command (CDRUSNORTHCOM) is the supported Combatant Commander. Commander, United States Joint Forces Command (CDRUSJFCOM), Commanding, United States Transportation Command (CDRUSTRANSCOM), and Commander, United States Pacific Command (CDRUSPACOM) are the supporting Combatant Commanders.

(2) COMMANDER, Marine Corps Forces, Pacific (COMDRMARFORPAC) will direct personnel and/or assets in support of CDRUSNORTHCOM through the Mission Assignment process when involving Defense Support to Civil Authorities (DSCA) missions. Immediate Response (IR) requests will be received through MCIWEST (as the local point of contact).

(3) COMMARFORPAC/COMMCICOM will establish the supporting/supported command relationship between I MEF and MCIWEST based upon the situation/hazard.

(4) C2 Battle Hand-Over. See Annex C.

b. Signal (Annex K and Annex U)

(1) A full list of NIPR/SIPRNET email addresses will be published separately.

(2) The telephone directory for the I MEF Command Center, higher, adjacent, and supported commands/agencies will be published separately.

(3) Replication of databases/vital records, including NIPR sharepoint, will be continuous to an onsite location chosen by the AC/S G-6 and MEF IM/KM. They will provide instructions and procedures to all I MEF essential personnel:

- (a) Storage of personal files on the sharepoint portal.
- (b) Use of Broadband Unclassified Remote Access System (BuRAS).
- (c) Use of NIPR Outlook Web Access (OWA).
- (d) Use of the Secure Terminal Equipment (STE) Phones.
- (e) Use of the Tandberg system.

(4) G-6 personnel will deploy to the AHS on both Tiers 1 and 2. The MCNOSC will be notified of the movement of I MEF G-6 to the AHS. G-6 personnel assigned to Echelon 1 will assist the COC SWO with establishing connectivity at the AHS in order to set the conditions for the occupation of the AHS by Echelon 2 personnel. Priority of effort will be in order as follows:

- Priority 1. Commercial phone
- Priority 2. NIPR
- Priority 3. SIPR
- Priority 4. VTC
- Priority 5. Tactical Communications

(5) This Order is effective the date signed.


J. J. Russell
Chief of Staff

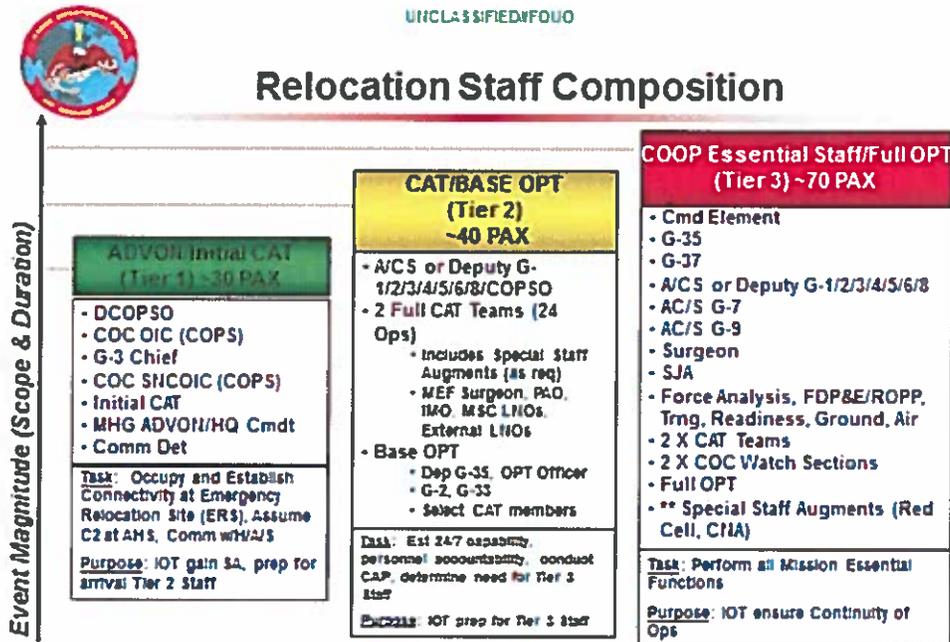
DISTRIBUTION: I/II

ANNEX A TO I MEFO 3030.1 (COOP PLAN)
TASK ORGANIZATION/PERSONNEL ASSIGNMENTS

1. Situation. I MEF must be prepared to continue mission essential functions required to meet National Defense, Title 10 and/or civil support requirements in the event that a man-made or natural disaster would preclude operations aboard MCB Camp Pendleton.
2. Mission. On order, I MEF establishes an alternate headquarters at designated location(s) IOT continue mission essential functions and maintain command and control of assigned forces and assets.
3. Concept of Operations. We will utilize a tiered approach to the displacement of mission essential personnel to the AHS in order to maintain mission essential functions without interruption. A tiered approach also allows for logical decision points upon the displacement of each tier to the AHS while each tier inherently is task organized to maintain a portion or all of the command's mission essential functions. These tiers are a baseline requirement and may be subject to alteration based upon individual mission analysis and specific COOP scenario requirements.

Figure 1

UNCLASSIFIED//FOUO



UNCLASSIFIED//FOUO

a. Tier 1 Personnel. This tier is led by the Senior Current Operations OIC. The I MHG designated officer will serve as the Camp Commandant. Tier 1 personnel consist of a COC watch team, initial crisis action team (CAT) watch section, and the I MHG quartering party. Their task is to occupy and establish connectivity at the AHS in order to set the conditions for the occupation of the AHS by Tier 2 personnel.

Section	Billet	Rank	Tier
G-1	G-1 Planner	Any	1
G-2	Ops Chief	E7/E8	1
G-2	Systems Chief	E6/E7	1
G-33	COPSO/DCOPSO	LtCol	1
G-33	COC CDO	Major	1
G-33	COC CDO	Major	1
G-33	COPS Manager	LCpl	1
G-33	COPS Manager	LCpl	1
G-33	DSCA Planner	Maj	1
G-3 FECC	Air Planner	Capt	1
G-4	Log O	Maj/LtCol	1
G-4	Medical Planner	TBD	1
G-4	Corpsman	TBD	1
G-6	Ops Chief	MGySgt	1
G-6	Cyber Chief	GySgt	1
G-6	Cyber Network/Help Desk	Sgt	1
G-6	Cyber Network/Help Desk	Sgt	1
G-6	Cyber Network/Help Desk	Cpl	1
G-8	Budget Planner	TBD	1
SJA	SJA Planner	TBD	1
I MHG	Area Manager	Capt	1
I MHG	MHG Ops Chief	MSGT	1
I MHG	Comm/Data Clerk	CPL	1
I MHG	Admin Clerk	NCO	1
I MHG	Log Chief	GYSGT	1
IMO	Comm/Data Clerk	CPL	1
IMO	IM/KM Support	Capt	1
IMO	IM/KM Support	Capt	1
IMO	IM/KM Support	CTR	1
IMO	IM/KM Support	CTR	1
PAO	PAO Planner	Capt	1
	Total: 31		

b. Tier 2 Personnel. This tier is led by the AC/S G-3, Current Operations Officer with its core capabilities built around (2) CAT watch sections consisting of selected representatives from the primary and special staff. The base OPT will be included to facilitate initial planning efforts to support the CAT. This tier provides specifically tailored additional resources for force deployment and crisis management if the subject event grows beyond the capability of Tier 1 personnel. Their task is to establish functionality at the AHS and assume command and control responsibilities during Tier 3's displacement in order to continue with mission essential functions. It is expected that Tier 2 has sufficient personnel and resources to maintain the command's mission essential functions for up to four days without interruption.

Section	Billet	Rank	Tier
G-1	G-1 Officer	Any	2
G-1	G-1 Officer	Any	2
G-1	G-1 Chief	SNCO	2
G-1	G-1 Chief	SNCO	2
G-2	Intel Officer	Maj	2
G-2	Intel Officer	Maj	2
G-2	Intel Chief	SNCO	2
G-2	Intel Chief	SNCO	2
G-2	SCIF	SNCO	2
G-2	SCIF	SNCO	2
G-33	COPS	Col	2
G-33	SWO	LtCol	2
G-33	SWO	Maj	2
G-33	LE/ AT/ MA Officer	LtCol	2
G-3	Ops Chief	SNCO	2
G-3	Ops Chief	SNCO	2
G-35	Deputy G-35 FOPS/Plans	LtCol	2
G-35	Planner	Maj/LtCol	2
G-35	Planner	Maj/LtCol	2
G-3 FECC	AirO	Maj/LtCol	2
G-4	Log Officer	Maj	2
G-4	Log Officer	Maj	2
G-4 Medical	Med Plans Officer	LT (USN)	2
G-4 Medical	Med Plans Officer	LT (USN)	2
G-6	Comm Officer	Capt	2
G-6	Comm Officer	Capt	2
G-6	VTC/Tech	Cpl	2
G-6	VTC/Tech	Cpl	2
PAO	PAO	Capt	2
PAO	PA Chief	SNCO	2
SJA	Legal Officer	Maj	2
SJA	Legal Chief	SNCO	2
I MHG	Manpower Officer	Maj	1
I MHG	Logistics Officer	Capt	1
I MHG	Admin Clerk	Cpl	1
I MHG	Comm Chief	GySgt	1
1 st MarDiv	1st MarDiv LNO	TBD	2
1 st MLG	1st MLG LNO	TBD	2
3d MAW	3d MAW LNO	TBD	2
MCI-West	MCI-West LNO	TBD	2
	Total: 40		

c. Tier 3 Personnel. This tier includes the command element and remaining I MEF staff members identified as mission essential personnel. This tier also includes (2) COC watch teams and (2) CATs in order to facilitate a seamless battle handover with Tier 2 and the AHS. A full OPT will be staffed in order to ensure depth of planning and full staffing of the CAT. Additional MAGTF Force Development essential functions will be inherent in Tier 3. Their task is to continue mission essential functions and maintain command and control of installations and assigned forces. Tier 3 is

sufficiently task organized to maintain mission essential functions for up to 30 days if required. Sustainment of the command's mission essential functions beyond the 30-day mark will require the assistance of follow on forces from the remain behind element (RBE).

Section	Billet	Rank	Tier
Command Element	CG, I MEF	LtGen	3
Command Element	Dep CG, I MEF	BGen	3
Command Element	COS	Col	3
Command Element	Aide, CG I MEF	Capt	3
Command Element	Aide, Dep CG, I MEF	Capt	3
Command Element	I MEF Sergeant Major	SgtMaj	3
Command Element	Command Master Chief	MCPO	3
G-1	AC/S, G-1	Col	3
G-1	G-1 Rep	Any	3
G-1	G-1 Rep	Any	3
G-1	Personnel Officer	CWO	3
G-1	Adjunct/Admin Chief	SNCO	3
G-1	Adjunct/Admin Clerk	NCO	3
G-2	AC/S, G-2	Col	3
G-2	Intel Officer	Maj	3
G-2	Intel Officer	Maj	3
G-2	Intel Chief	SNCO	3
G-2	Intel Chief	SNCO	3
G-2	METOC Chief	SNCO	3
G-2	SCIF	Maj	3
G-2	Intel Analyst	Sgt	3
G-2	Intel Analyst	Sgt	3
G-3	AC/S, G-3	Col	3
G-35	Future Ops/Plans	Col	3
G-3	Ops Chief	MGySgt	3
G-35	Planner	LtCol/Maj	3
G-35	Planner	LtCol/Maj	3
G-35	Planner	LtCol/Maj	3
G-35	Planner	LtCol/Maj	3
G-3 FECC	Air Officer	LtCol/Maj	3
G-3 FECC	Combat Camera	TBD	3
G-35	Force Deployment Officer	Maj/LtCol	3
G-35	Force Deploy Chief	SNCO	3
G-35	MAGTF Planner	SNCO	3
G-35	MAGTF Planner	NCO	3
G-35	MAGTF Planner	NCO	3
G-3	LE/AT/FP Chief	MGySgt	3
G-3	CBRN Officer	CWO5	3
G-3	CBRN Chief	MGySgt	3
G-3	Clerk	LCpl	3
G-3	Clerk	LCpl	3
G-4	AC/S, G-4	Col	3
G-4	Deputy, AC/S, G-4	LtCol	3
G-4	Log Chief	MGySgt	3
G-4	Log Officer	LtCol	3

G-4	Material Readiness	LtCol	3
G-4	Strat Mobility	LtCol	3
G-4	Plans	Maj	3
G-4	Engineer	LtCol	3
G-6	AC/S, G-6	Col	3
G-6	Comm Officer	LtCol	3
G-6	Comm Officer	LtCol	3
G-6	VTC/Tech	NCO	3
G-6	VTC/Tech	NCO	3
G-8	Contracting Officer	SNCO	3
Comp	Comptroller	LtCol	3
Comp	Asst Comptroller	Maj	3
Comp	Chief	SNCO	3
Comp	Clerk (LDTA)	NCO	3
Comp	Clerk	NCO	3
SJA	Legal Advisor	Any	3
SJA	Legal Advisor	Any	3
G-4 Med	Medical Plans Officer	LT	3
G-4 Med	Medical Plans Officer	LT	3
G-4 Med	Chief	SNCO	3
G-4 Med	LPO	NCO	3
G-37	Force Dev OIC	Col	3
G-37	Force Dev	Maj	3
G-37	Force Dev	CTR	3
G-37	Force Dev	CTR	3
G-37	Force Dev	MSgt	3
G-37	Force Dev Readiness	CIV	3
I MHG	Commanding Officer	Col	1
I MHG	Sergeant Major	SgtMaj	1
I MHG	Admin/Legal Clerk	Sgt	3
I MHG	Transportation/Embark	TBD	3
I MHG	Health Services	TBD	3
I MHG	Food Services	TBD	3
	Total: 78		

d. Remain Behind Element (RBE). Is led by the designated Team Leader (appointed by the I MEF COS) and performs essential tasks such as: the re-establishment of communications, utility power, and life support systems within the I MEF compound and other I MEF facilities; responsible for physical security of designated infrastructure (including critical assets); conducts coordination with MSCs, MCI-W-MCB Camp Pendleton, and local authorities; provides ongoing assessments and recommendations to the Commander on when to transition to Phase 4 operations; and coordinates the reception, staging, onward movement, and integration (RSO&I) of redeploying personnel. All personnel not assigned to Tiers 1-3 are assigned to the RBE. This ensures accountability for each Tier and the ability to transition required personnel from one mission to another if needed.

4. Administration and Logistics. Personnel assignments will be the responsibility of the individual staff section and ensure they are updated monthly. MSCs, Staff sections, departments, and I MHG will ensure that all personnel are aware of their assignments and associated responsibilities.

5. Command and Signal. Refer to base order.

APPENDICES:

1 - CAT Recall Rosters (IRC-CAT-OPT)

OFFICIAL:

J. J. RUSSELL
Colonel, USMC
A/CS G-3

ANNEX B TO I MEF ORDER 3030.1 COOP
INTELLIGENCE

REFERENCES: None

1. General

a. Purpose. This annex provides additional guidance and information concerning intelligence support to the CG, I MEF in the event that a man-made or natural disaster would preclude operations aboard MCB, Camp Pendleton.

b. Area of Operations. Refer to base order.

c. Situation. Refer to base order.

2. Mission and Concept of Intelligence Operations

a. Mission. On order, G-2 will displace with the MEF Command Element to an alternate headquarters site (AHS) in order to facilitate continuity of intelligence, specifically ensuring ongoing intelligence support for deployed MAGTFs is uninterrupted despite the displacement of I MIC. The G-2 will be cognizant of reach back capability supported by Radio Battalion and Intel Battalion.

b. Concept of Intelligence Operations

(1) The AC/S G-2 exercises primary staff responsibility for all intelligence support to the Commander and his staff. These responsibilities include:

(a) Establishing and maintaining access to critical Intelligence networks on NIPR, SIPR, and JWICs domains.

(b) Establishing and maintaining communications with the I MEF Intelligence Center and VSOC sites.

(c) Maintaining status and oversight of I MEF support to deployed forces.

(d) Intelligence expertise support to MAGTFs as required.

(2) Additionally, AC/S G-2 provides the Commander and his staff with intelligence administrative functions to include:

(a) Special Security Office (SSO).

(b) IMADET G-2 management and support.

(c) Managed Collection and production request and requirements

(3) These functions are normally performed in and from the G-2 staff spaces in building 210723, to include a SCIF space. The ability of the AC/S G-2 and his staff to provide these functions is heavily dependent upon effective operation of the SIPRNET, NIPRNET and the JWICS. As long as these C2 paths are operational, support will be most effective from G-2 SCIF in the MOC. This plan assumes that these systems in the MOC have been degraded or are not operational.

c. Intelligence Support to Primary Scenarios

(1) Primary Scenario 1. In the event of planned loss of facilities or regional natural disasters with prior warning, which requires relocation and establishment of an alternate G-2 site, the G-2 will co-locate with the MEF CE at 1st MLG. Intel support will be uninterrupted since Rad Bn and Intel Bn will be unaffected and MIC can COOP at Mainside SCIF. Allows for relocation and establishment of ERS in support of MEF and deployed MAGTFs.

(2) Primary Scenarios 2, 3, and 4.

(a) Limited or no-warning events, such as facility failures or chemical, biological, nuclear, radiological, high yield explosives (CBRNE) attack, affecting locally available military infrastructure, which requires relocation and establishment of an alternate G-2 site at 1st MLG aboard MCB CAMPEN co-located with the MEF CE. Allows for relocation and establishment of ERS in support of MEF and deployed MAGTFs.

(b) Upon activation of Tier 3 personnel, I MEF G-2 will provide up to an additional two Intelligence Officers, two Intelligence Chiefs, AC/S G-2, one G-2 Operations Officer, one G-2 Systems Technician, one METOC Officer, two Intelligence Analysts, and up to two SCIF Operations personnel. This would require an additional 7-8 SIPRNET and NIPRNET seats. Relocation of SCIF functions would require two JWICS positions and availability of TS-SCI VTC capabilities.

3. Operational Constraints. The ability of AC/S G-2 to provide a full range of intelligence products to the AHS site may be limited by the availability of NIPRNET, SIPRNET or JWICS connectivity.

4. Command and Signal

a. Command. Refer to base order.

b. Signal. I MEF AC/S G-2 is responsible to the command for providing JWICS communication support.

OFFICIAL:

M. A. REILEY
LtCol, USMC
AC/S

ANNEX C TO I MEF COOP
OPERATIONS

References: None

1. General

a. Purpose. This annex provides additional guidance and information in order to maintain continuity of operations in the event that a man made or natural disaster would preclude operations aboard MCB, Camp Pendleton.

b. Mission. On order, 1st Marine Expeditionary Force (I MEF) establishes an Alternate Headquarters Site (AHS), at designated location(s) IOT continue mission essential functions and maintain command and control of installations and assigned forces.

c. Area of Operations. Refer to basic plan.

d. Situation. Refer to basic plan.

2. Conduct of Operations. This plan is designed to remain sufficiently flexible and adaptive to a wide range of emerging threats. Appendices 1-3 to this Annex provides a AMHS template for 3rd MAW aircraft request, and AHS site options.

3. Coordinating Instructions

a. CG I MEF will be prepared to position cargo configured aircraft at the Aerial Port Of Embarkation (APOE) MCAS Camp Pendleton, CA, or MCAS Miramar, CA to support I MEF's tiered displacement to an APOD that may be selected in the vicinity of an AHS.

b. Upon notification of I MEF's intent to execute the COOP Plan with 3rd MAW air assets, CG 3rd MAW will notify the I MEF EOC of aircraft availability to support the timeline depicted in Tab A to Appendix 1. The aircraft assigned to this mission will be kept on a 12hr tether to support the displacement and retrograde of the I MEF Command element.

c. AHS host installation will be responsible to provide billeting and messing at the APOD as necessary for any aircrew, in the case they are required to remain on station at APOD.

4. Operational Constraints

a. Traffic congestion and/or weather conditions in the surrounding area may prevent essential personnel from meeting required timelines.

b. Degraded communications and transportation networks may inhibit a responsive and rapid deployment to the AHS.

c. The potential inability of the MOC to provide initial notification of recalled personnel may reduce the time allotted for crisis action planning.

5. Command and Signal

a. Command.

(1) Command Posts and Headquarters

(a) I MEF Command Headquarters, MCB Camp Pendleton, CA.

(b) 3d MAW Wing Operations Center, MCAS Miramar, CA.

(c) Additional Command Post Locations for an AHS will be developed based on specific scenarios (See Appendix 3 to Annex C).

(2) Succession to Command (Planning considerations for devolution of command scenario).

(a) DCG, I MEF

(b) CG, 1st MARDIV

(c) CG, 3d MAW

(d) CG, 1st MLG

(3) Although control may be passed to an MSC at an AHS, the CG, I MEF will still retain command unless they are unable to perform their duties which requires devolution of command which enacts the ordered succession of command for I MEF.

b. Signal. Refer to Annex K.

APPENDICES:

- 1 - Displacement by air of I MEF staff to AHS
- 2 - Battle Handover

OFFICIAL:

J. J. RUSSELL
Colonel, USMC
AC/S G-3

APPENDIX 1 TO ANNEX C TO I MEF COOP
DISPLACEMENT OF COMMAND ELEMENT TO AHS

REFERENCES: None

1. Coordination of displacement operations. This appendix is designed to provide guidance on the necessary procedures in the event that the I MEF Headquarters is required to conduct a tiered displacement, within, or outside of San Diego County to an AHS through the use of Marine Corps Aviation assets. Use of Marine Corps Aviation is considered the primary method of transportation, followed by ground transportation as the secondary mode. 3rd MAW aircraft will be the primary mode of air transportation.

2. Displacement Procedures. Once appropriate authority determines that displacement by air is the selected course of action, establish lines of communication with 3rd MAW G3 Air in order to issue warning order of pending tasker. (See Annex C Appendix 1 Tab A).

a. Contact Airfield Operations at MCAS Camp Pendleton, CA, or MCAS Miramar, CA to start coordination for aircraft arrival.

(1) MCAS Camp Pendleton Airfield Operations Officer (760-763-5275)

(2) MCAS Miramar, CA Airfield Operations Officer (858-577-8911)

(3) Request information on airfield closures schedules and requirements for aircraft landing:

- Aircraft Parking
- Personnel and equipment staging areas
- Relay to airfield that there may be a General Grade officer on the flight so that the airfield can make appropriate arrangements.

b. Contact Airfield Operations at MCAS Yuma, AZ, MCAS Miramar, CA, or MCLB Barstow, CA Operations and coordinate the arrival of aircraft.

(1) MCAS Yuma, AZ - Airfield Operations (928-269-2272)

(2) MCLB Barstow, CA - Operations (760-577-5406/6045)

(3) MCAS Miramar, CA - airfield Operations (858-577-8911)

(4) Request information on location of aircraft parking

(5) Relay information of any DV/General Grade officers arriving

3. Draft official tasking via Naval Message/AMHS to CG 3rd MAW outlining the required aviation support as depicted in Tab A of this Appendix.

TABS:

A - Example aviation support tasking message to 3rd MAW

B - Aviation displacement timeline

TAB A TO APPENDIX 1 TO ANNEX C TO I MEF COOP
EXAMPLE AVIATION SUPPORT TASKING MESSAGE TO 3rd MAW FOR THE DISPLACEMENT OF I
MEF COMMAND ELEMENT TO AHS

FM CG I MEF G3/5
TO CG 3RD MAW
CG 3RD MAW G3
CC MAG 39
MAG 16
MCAS CAMP PENDLETON AIRFIELD OPS
MCAS YUMA AIRFIELD OPS
CO MCLB BARSTOW

MSGID/GENADMIN/CG I MEF//
SUBJ/SHORT NOTICE AVIATION SUPPORT REQUIREMENT FOR I MEF HQ//
REF/A/MSGID:DOC/OPNAVINST 3710.7T/DTD:20040301//
REF/B/MSGID:DOC/I MEF ORDER 3020.1/DTD:2010XXXX//
NARR/REF A IS NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTIONS. REF B IS I
MEF ORDER ON CONTINUITY OF OPERATIONS PLAN (COOP) //
POC/MARINE, X./RANK/UNIT:CGMCIWEST G3/TEL:760-XXX-XXXX/
EMAIL:MARINE.FNAME@USMC.MIL//
GENTEXT/REMARKS/1. IAW REF A AND B, CG I MEF IS TASKED TO PROVIDE SHORT
NOTICE AIRCRAFT SUPPORT.
2. AS DIRECTED IN REF B, CG 3RD MAW IS DIRECTED TO PROVIDE AVIATION
TRANSPORTATION FOR APPROXIMATELY _____ MARINES AND EQUIPMENT OF THE I MEF
HEADQUARTERS ELEMENT TO THE LOCATION OUTLINED IN PARA 6.
3. THE UNIT ASSIGNED TO SUPPORT THIS REQUIREMENT WILL KEEP THE AIRCRAFT ON A
_____ HR TETHER IOT SUPPORT TIERED DISPLACEMENT FROM THE I MEF APOE.
4. AVIATION SUPPORT IS ALSO REQUIRED TO REDEPLOY THE I MEF HQ UPON COMPETENT
AUTHORITY DETERMINATION OF MISSION ACCOMPLISHMENT.
5. THE DISPLACEMENT WILL CONSIST OF (3) LEGS:
5.1. THE FIRST LEG OF APPROXIMATELY _____ MARINES WITH (1) 463L PALLET WITH
SUPPORT EQUIPMENT, APPROXIMATE WEIGHT OF _____ SHORT TONS.
5.2. ONCE COMMUNICAITONS ARE ESTABLISHED WITH HQ ELEMENT THE SECOND LEG WILL
CONSIST OF _____ MARINES AND (1) 463L PALLET WITH SUPPORT EQUIPMENT,
APPROXIMATE WEIGHT OF _____ SHORT TONS.
5.3. ONCE THE BHO IS COMPLETED WITH TIER 2 AT THE EDS THE THIRD LEG WILL
CONSIST OF _____ MARINES AND (1) 463L PALLET WITH SUPPORT EQUIPMENT,
APPROXIMATE WEIGHT OF _____ SHORT TONS.
6. APOE: MCAS CAMP PENDLETON
APOD: MCAS MIRAMAR CA
APOD: EAF 29PALMS CA
APOD: MCAS YUMA, AZ
7. SUPPORTING UNIT WILL COORDINATE WITH CG MCIWEST HQ FOR DETAILED
INFORMATION AND REQUIREMENTS ON MOVEMENT TIMES AND DATES.
8. DIRLAUTH ALCON FOR COORDINATION.
9. POC'S:
A. I MEF EOC/AHS DSN 361-XXXX/XXXX, COMM 760-763-XXXX/XXXX
B. RANK, NAME (I MEF), DSN 361-XXXX COMM 760-763-XXXX

TAB B TO APPENDIX 1 TO ANNEX C TO I MEF COOP
AVIATION DISPLACEMENT TIMELINE

LOCALIZED OR REGIONAL EVENT WITH NOTICE

(Approx 68 hrs prior to anticipated event)

TIER 1 (~ 30 PAX) with 1 pallet (baggage/equipment)

- Tier 1 will be displaced within 68 hours prior to predicted landfall of hazard.

(Approx 52 hrs prior to anticipated event)

TIER 2 (~ 40 PAX) with 1 pallet (baggage/equipment)

- Tier 2 will be displaced within 52 hours prior to predicted landfall of hazard.

(Approx 24 hrs prior to anticipated event)

TIER 3 (~ 70 PAX) with 1 pallet (baggage/equipment)

- Tier 3 will be displaced within 24 hours prior to predicted landfall of hazard.

LIMITED OR NO WARNING EVENT

(Within 12 hrs after event)

TIER 1 & 2 (~ 70 PAX) with 2 pallets (baggage/equipment)

- Tier 1 and 2 will be displaced within 12 hours after notification by I MEF

(Approx 24 hrs after event)

TIER 3 (~ 70 PAX) with 1 pallet (baggage/equipment)

- Tier 3 will be displaced within 36 hours after notification by I MEF

APPENDIX 2 TO ANNEX C TO I MEF COOP
BATTLE HANDOVER/CAPABILITIES CHECKLIST

REFERENCES: None

1. Coordination of displacement. Upon notification to displace, I MEF intends to execute the COOP Plan and establish Command and Control (C2) at a pre-designated AHS. In addition, they provide continuity of C2 in the event of destruction or incapacity of the MEF Operations Center (MOC). It is impractical to deploy the entire staff and maintain functional control. A tiered flow of forces will ensure more effective integration of key personnel to the AHS location. Tiers (1,2,3) will be deployed to provide continuous C2 support and coordinate connectivity and functionality of the AHS. The CG's desire to maintain a high tempo of operations must be coupled with a detailed plan for echeloning the MOC so there is no break in C2. Considerations for MOC displacement plan are:

a. Review the C2 systems design for the MOC FWD echelon in order to verify critical capabilities are not lost.

b. Review the personnel manning plan for MOC FWD and the main MOC in order to spread the experience levels of watch standers in a manner that maintains maximum operational capability.

c. Review procedures for shifting command and control of forces once an AHS is established.

d. Ensure the MOC FWD has the capability to perform the six functions of an Ops Center:

1. Receive information
2. Distribute information
3. Analyze information
4. Submit recommendations to the CG/G-3
5. Integrate resources
6. Synchronize resources

e. Ensure the I MEF SharePoint website and updated AMHS message traffic identifies the correct entity, I MEF main EOC or the EFS, as the command center in charge during the displacement timeframe.

2. Displacement Procedures Once appropriate authority determines displacement. Procedures listed below will be executed by the Tier (1,2 3):

a. Control will be passed immediately to AHS site options that meet the criteria. (If no data connectivity, phone to relay information to host units or MCI-West can relay the message through the emergency notification system (by AtHoc).

(1) In the event that the MEF MCC is rendered ineffective by an all-hazards event or is not responding to any means of communications for an extended period, the Wing Commander automatically activates the AHS and immediately notifies higher, adjacent, supporting and subordinate commands by FLASH message. The Wing Commander begins immediate reconstitution of the MEF MCC functions using information provided by the general staff sections.

(2) There may be occasions when the MEF Chief of Staff or the AC/S G-3 determines that an orderly transition of MEF C2 functions to the AHS is desirable. Higher, adjacent, supporting, and subordinate commanders will be notified by message of the time the transfer of control will occur. Time and situation permitting, MEF MCC functions will move in the following sequence to the AH:

- a. COOP decision (Decision Point at IRC)
- b. Control will be passed immediately to AHS site options that meet the criteria.
- c. Tier 1 and 2 Warning Order (4 hrs PTDO)
- d. Tier 1 movement to AHS
- e. G-6 establishes connectivity at AHS (COMM up)
- e. Establish functionality of AHS
- f. Tier 2 movement to AHS
- g. Tier 3 movement to AHS
- h. Tier 3 deployment assessment
- i. I MEF Rear conduct BHO w/Echelon 1
- j. AHS assumes C2
- k. Tier 3 movement to AHS
- m. Continue Mission Essential Functions
- n. Deploy further I MEF staff or continue current level decision
- o. Redeployment decision
- p. Tier 1 redeploys
- q. MOC main back online, conduct BHO w/Echelon 2 and 3
- r. Tier 2 and 3 redeploys

(3) Devolution of command considerations will also be incorporated into IRC decisions and based upon the severity and impacts to I MEF Command Group. Default succession (or devolution) of command listed in paragraph 5 of Annex C.

3. Designated AHS must provide the minimum requirements:

- a. Sufficient space, equipment computer equipment, software, and other automated data processing equipment and resources necessary to support staff and sustain the I MEF Mission Essential Functions (MEFs). Some essential functions cannot be interrupted during EOC operations. Reliable logistical support, services, and infrastructure systems. Consideration for the health,

safety, and security of employees who have been relocated to those sites. Interoperable communications, including the means for secure communications with all identified essential internal and external organizations.

b. Communication and Information Systems connectivity must be established with MSCs, MARFORPAC, and MCIWEST. Minimum support requirements include:

1. SIPRx 7
2. NIPRx 7
3. Voice (Telephone/Radio) x 4
4. VTC (Class and Unclass) x 1 ea
5. COP Access (Unclassified)
6. Administration/Personnel
7. Augmentation tasking established
8. Security clearance verification (Security Manager)
9. Logistics
10. Transportation
11. Billeting
12. Messing

TABS:

- A- Example COOP communications status spreadsheet
- B- AHS Site survey status/assessment summaries

COOP Communications Status

UNITS/ORG	IRIDIUM	RADIO	SIPR	NIPR	SIPR PHONES	NIPR PHONES	CHAT	COP	FIRES APPS	AIR APPS	LOG APPS	INTEL APPS
HQMC OPS CTR												
MARFORPAC												
MARFORNORTH												
MARFORRES												
MCIWEST												
1ST MAR DIV												
1ST MLG												
3D MAW												



COOP Alternate HQ Site Surveys

Site	Location	Date Conducted	Overall Assessment	Additional Notes
MLG HQ Compound	MCB Camp Pendleton	6-Aug-15		See assessment brief
3d MAW Wing Operations Center	MCAS Miramar	7-Aug-15		See assessment brief
TBD	MCAS Yuma	TBD		
TBD	MCAGCC 29 Palms	TBD		



Generally not supportable and could not support ERS without substantial modifications, additional C2 technology



Can support ERS with moderate modifications, additional C2 technology



Can support ERS with negligible modifications, additional C2 technology



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MAW Wing Ops Center (WOC) AHS Assessment (7 Aug 2015)

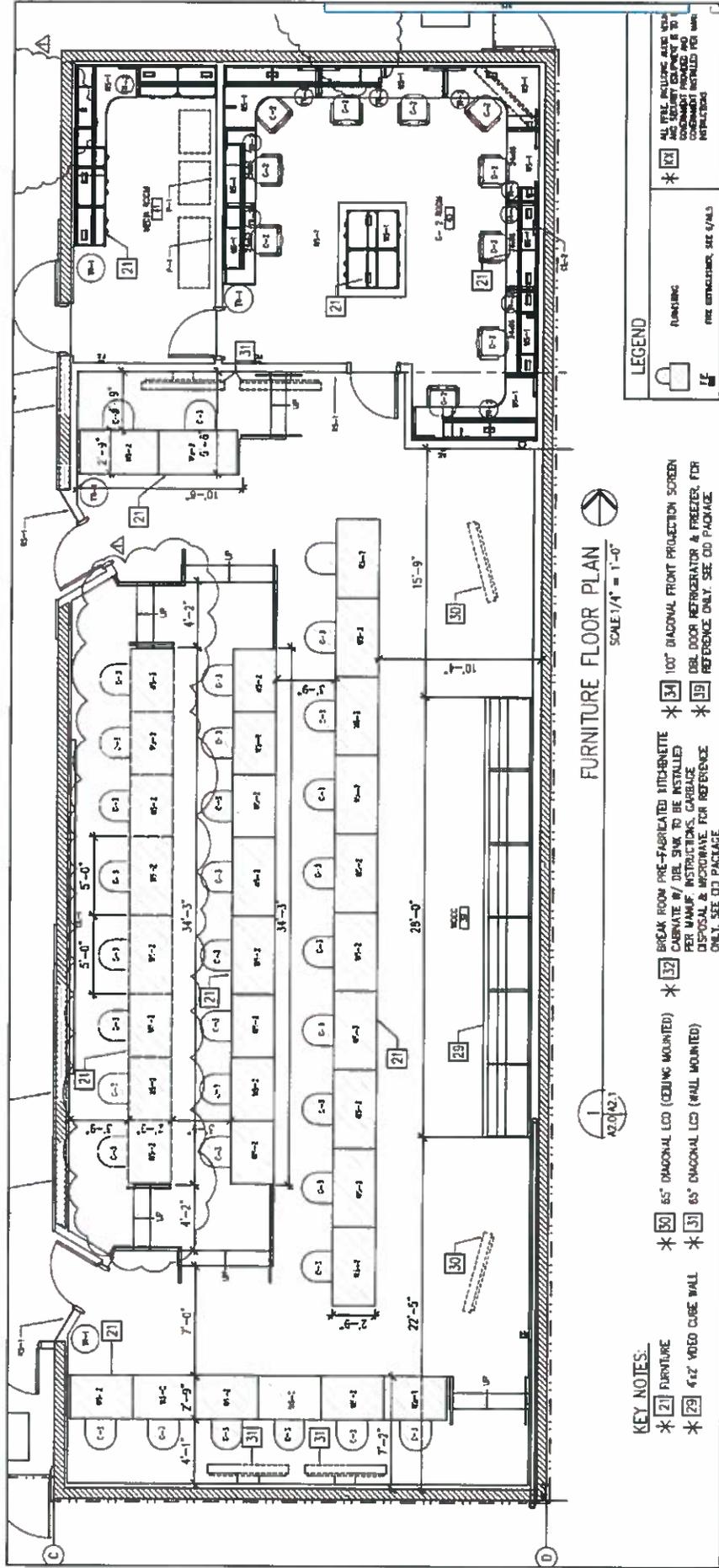
- BLUF: 'turn-key' COOP facility; smaller version of MEF MOC
- 33 workstations in COC (NIPR/SIPR, classified/unclassified telephone, VTC)
 - Potential to designate 12-15 workstations during COOP scenario for I MEF (Capable of Tier 1)
- Adjacent G-2 Room (#40) has 10 workstations and OPT room has additional 8 workstations (up to Tier 2 capable)
- Requires additional collocation support from MAW Staff for Tier 3 staff.
 - MAW Staff sections designate essential staff to minimize impact to their C2 but to accommodate MEF staff counterparts.
- Bldg has several conference/OPT rooms (NIPR/SIPR connectivity)
- Currently no back-up generator
 - Micro grid project in progress
- Billeting/messing/transportation/security support available at site from 3rd MAW/MCAS Miramar
- Assessment: most ready and capable facility; co-located with 3rd MAW (potential I MEF assumption of command designee if MEF loses C2 capability)
 - Caveat: 3rd MAW shares same comms POP with CamPen—potential spillover effect in event of region-wide natural disaster

UNCLASSIFIED



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MAW Wing Ops Center (WOC) AHS Assessment (7 Aug 2015)



KEY NOTES:

- * 21 FURNITURE
- * 29 4x2 VIDEO CURVE WALL
- * 30 65' DIAGONAL LCD (CEILING MOUNTED)
- * 31 100' DIAGONAL FRONT PROJECTION SCREEN CABINET w/ DEL. SINK TO BE INSTALLED PER MANUF. INSTRUCTIONS. CABINETS DISPOSAL & MICROWAVE FOR REFERENCE ONLY. SEE OJ PACKAGE
- * 32 BREAK ROOM PRE-FABRICATED KITCHENETTE
- * 33 100' DIAGONAL FRONT PROJECTION SCREEN CABINET w/ DEL. SINK TO BE INSTALLED PER MANUF. INSTRUCTIONS. CABINETS DISPOSAL & MICROWAVE FOR REFERENCE ONLY. SEE OJ PACKAGE
- * 34 DBL. DOOR REFRIGERATOR & FREEZER FOR DISPOSAL & MICROWAVE FOR REFERENCE ONLY. SEE OJ PACKAGE
- * 35 REFERENCE ONLY. SEE OJ PACKAGE

LEGEND

- FIRE EXTINGUISHER, SEE 4/ALS
- FIRE EXTINGUISHER, SEE 4/ALS

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Additional Miramar Sites (7 Aug 2015)

- Bldg 8402 MAW G-6 Classroom (E101) IVO WOC
 - Approx 25 spaces and NIPR/SIPR drops but require computers/phones
- Bldg 9442 (previous Base Safety Bldg)
 - Adequate OPT space
 - 12 workspaces
 - Requires additional support for activation of NIPR drops and phones
- Bldg 8674: Reserve Support Unit
 - 2nd Floor planned for MCI-West during COOP
 - Potential warm site for Tier 3
 - Pre-fab workspaces in hallway with approx 16 NIPR drops to accommodate Tier 3 staff (require computers)

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Inbound - Gate Information - MCAS Miramar
GATE INFORMATION

Main Gate/East Gate (Miramar Way)

The Main Gate also known as the East Gate is located off of I-15 on Miramar Way.

Inbound - 24 Hours a day, 7 days a week

Outbound - 3 p.m. to 6 p.m. One lane on weekday

afternoon

Deliveries - 12 a.m. to 3 p.m. and 6 p.m. to 12 a.m.

(Weekdays). All hours (Weekends).

North Gate (Miramar Road)

The North Gate is located off of Miramar Road and is also known as the housing gate.

Inbound and outbound - 24 hours a day, 7 days a week

Deliveries - NONE

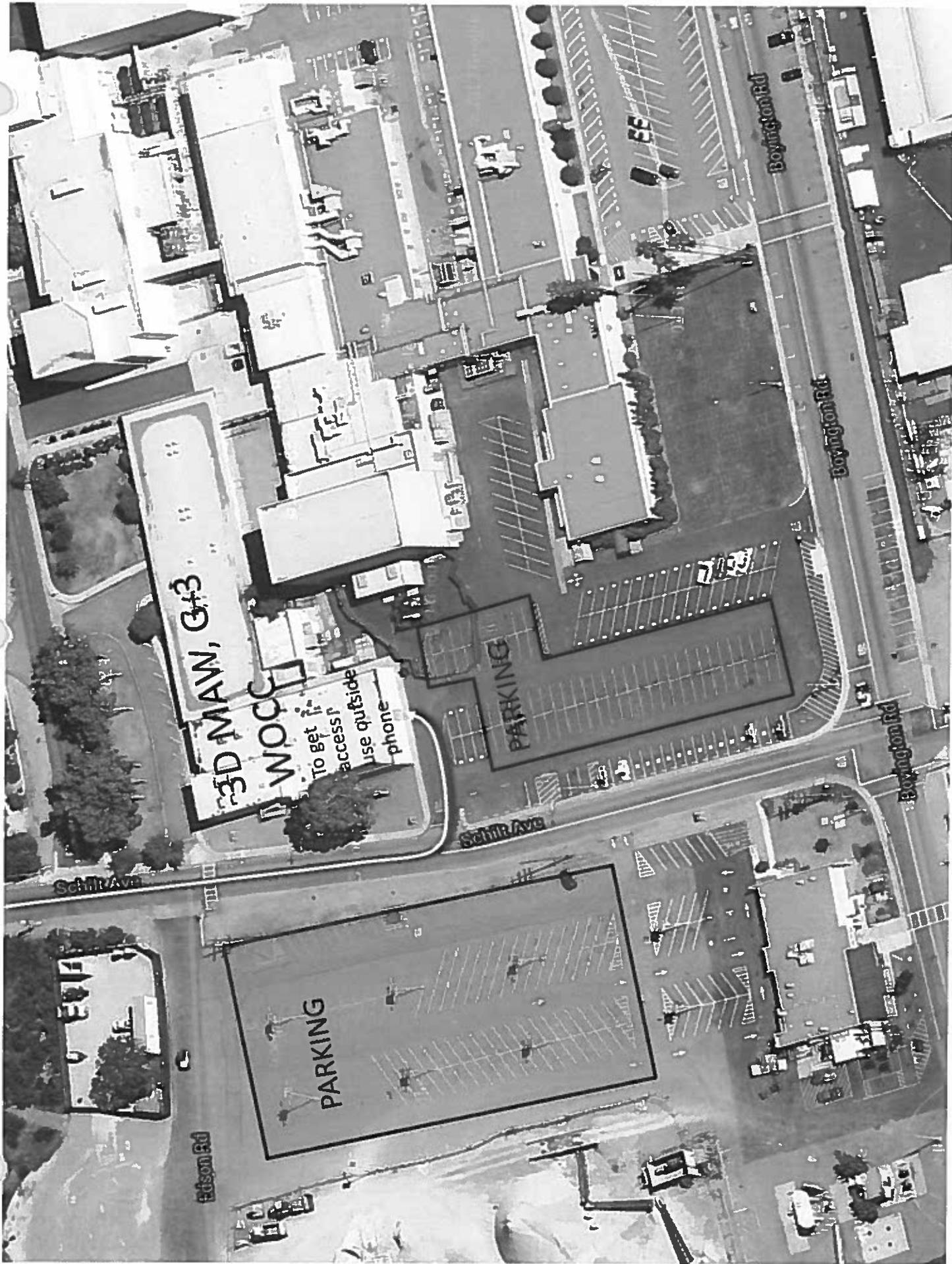
West Gate (Miramar Road)

The West Gate on Miramar Road and is the gate closest to the 805.

Inbound and outbound - 6 a.m. to 8 a.m. and 4 p.m. to 6 p.m. (Closed weekends and holidays)

Deliveries - NONE

For more information call (858) 577-4073.



3D MAN, G#3

WOOD

To get in
access
use outside
phone

PARKING

PARKING

Schilt Ave

Edison Rd

Boyington Rd

Boyington Rd

Boyington Rd



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MLG HQ Assessment (6 Aug 2015)

- BLUF: Capable COOP facility; requires additional MLG office space support
- Ops Center:
 - 1 SIPR Classroom #2 (upstairs): approx 30 drops
 - Can support G-3 requirements
 - 1 NIPR Classroom #1 (downstairs): approx 30 drops
 - Can support G-3 requirements
- NIPR/SIPR, classified/unclassified telephone, VTC capable
- Can facilitate up to Tier 3 Requirements
 - Combination of Ops Ctr, Classrooms, and integration of staff representatives into functional sections
 - MLG Staff sections designate essential staff to minimize impact to their C2 but to accommodate MEF staff counterparts
- Billeting/messing/transportation/security support available
- Assessment: Can meet up to tier 2 as hot site, tier 3 warm site; co-located with 1st MLG (potential I MEF assumption of command designee if MEF loses C2 capability)
 - Caveat: 1st MLG shares same comms POP with CamPen—potential spillover effect in event of region-wide natural disaster

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ANNEX D TO I MEF COOP
LOGISTICS

1. Situation. This Annex assigns responsibility and provides I MEF logistics guidance in support of the Continuity of Operations Plan (COOP). See Base Order for full situational awareness.

2. Mission. On order, provide timely and responsive logistical oversight to I MEF Command Element (CE) in order to affect the evacuation and establish an Alternate Headquarters Site (AHS) while retaining Mission Essential Functions (MEFs) capability.

3. Execution

a. Commander's Intent. See Base Order.

b. Concept of Operations. The concept of logistics support for the COOP is a general concept in support of a localized or regional event that requires relocation and establishment of an AHS. A prioritized (by tiers) displacement of mission essential personnel will be conducted in order to maintain MEFs. This is a baseline concept and should not negate detailed planning in the wake of an actual threat or event. The following logistic actions must be accomplished during each of the four phases outlined in the Base Order.

(1) Phase 1 - Preparation. This phase continues throughout the year and concludes when any event or threat necessitates the execution of the COOP. During this phase, essential personnel rosters for Tiers 1 through 3 are updated to ensure preparedness for potential evacuation/displacement scenarios. A tiered displacement of mission essential personnel to the AHS will be conducted in order to maintain MEFs without interruption. The composition and capabilities of each tier are:

(a) Tier 1 consists of those capabilities in order to function as part of the COC watch team, act as the initial CAT Watch section, ensure connectivity is established at the ERC and set conditions for arrival of Tier 2 personnel, if required. Refer to Annex A for personnel requirements.

(b) Tier 2 is built around the I MEF CAT, Crisis Response Cell, and enablers from the primary and special staff. Their task is to provide specifically tailored additional resources for crisis management if the subject event grows beyond the capability of Tier 1 personnel. Primary purpose is to take C2 during Tier 3 displacement to ensure MEFs are not interrupted. Refer to Annex A for personnel requirements.

(c) Tier 3 consists of those capabilities to C2 I MEF and ensure MEFs are performed. This consists of staff members identified as mission essential, and those that are part of the Operational Planning Team Capability. MEFs must be maintained for up to 30 days. Beyond 30 days, personnel will be identified from the RBE to assist. Refer to Annex A for personnel requirements.

(d) Remain Behind Element (RBE) Is led by the Team Leader (designated by the I MEF COS) and performs essential tasks such as: the re-establishment of communications, utility power, and life support systems within the I MEF compound and other I MEF facilities; responsible for physical security of designated infrastructure (including critical assets);

conducts coordination with MSCs, MCI-W-MCB Camp Pendleton, and local authorities; provides ongoing assessments and recommendations to the Commander on when to transition to Phase 4 operations; and coordinates the reception, staging, onward movement, and integration (RSO&I) of redeploying personnel. All personnel not assigned to Tiers 1-3 are assigned to the RBE. This ensures accountability for each Tier and the ability to transition required personnel from one mission to another if needed.

(2) Phase 2 - Movement / Evacuation. A CG decision will place Tier 1 personnel on a 4-hour Prepare To Deploy Order (PTDO) to the AHS and based upon the threat/conditions, a warning order may be released to Tier 2 personnel.

(a) G4 confirms intention with AHS and provide Tier 1 personnel (Camp Commandant) and I MHG Quartering Party with updated status of logistical functions.

(b) In coordination with I MHG S-4, develop Tier 1, 2, and 3 EDL.

(c) Tier 1 personnel depart to AHS. G4 Tier 2 personnel are issued a warning order and prepare to displace.

(d) A Decision Point exists to deploy tier 2 personnel. G-4 provides updated status of logistical functions. G-4 Tier 3 personnel are issued a warning order and prepare to displace.

(e) On order, Tier 2 personnel depart to the AHS.

(f) There will be a time driven or event driven critical decision point for CG I MEF to determine whether or not to deploy tier 3 personnel. Should the decision be made to deploy remaining essential personnel, the RBE Detachment will be established and will muster in a place TBD.

(g) Tier 2 personnel establish communication and workspaces at the AHS and begin Battle Handover (BHO) procedures in order to assume C2 as I MEF FWD.

(h) Tier 3 personnel depart to the AHS. The RBE Detachment executes remain behind logistical and all hazards preparation tasks and is prepared to displace if necessary.

(i) Transportation of Personnel (TOP). The primary means of movement for I MEF personnel is METT-T dependent. A determination whether to use POV's, military air, government vehicles, or chartered buses (or any combination thereof), will be determined during staff planning.

(j) Transportation of Things (TOT). If mission essential equipment is needed during displacement, it is the responsibility of each staff section to transport their required equipment or coordinate with I MHG S-4. Refer to Annex K for classified or sensitive materials.

(3) Phase 3 - COOP Execution. G4 Staff will ensure that continuity of operations is maintained throughout the transfer of C2 during Phase 2 evacuation. Restoring connectivity is the top priority for Tier 1 staff upon arrival to the AHS.

(a) If responsibility for MEF execution has not yet transferred to the AHS, Tier 1, 2, and 3 personnel shall monitor all available communications to maintain situational awareness and to ensure preparedness for assuming responsibility for MEF execution, when required.

(b) The purpose of this phase is to continue MEFs from the AHS. AHS personnel shall develop battle rhythm and watch bill that meets operational requirements and ensure adequate coverage until responsibility for MEFs is reconstituted in I MEF primary buildings. Once the destructive weather condition and/or threat have passed, the RBE Detachment OIC will be responsible with surveying the I MEF facilities and coordinating requisite actions to re-establish the functionality of the command headquarters building.

(c) The RBE Detachment will coordinate with MCI-W for the assessment regarding the functionality of I MEF facilities. This assessment is continuous throughout this phase. If reconstitution is not yet feasible, I MEF CG will determine whether or not to flow all remaining essential and non-essential personnel to the AHS or to continue to COOP with on-hand manpower at the AHS.

(d) For planning purposes, I MEF staff should be prepared to sustain operations at the AHS for up to 30 days.

(e) Once functionality is restored to I MEF C2 facilities, coordination will be conducted between the RBE Detachment and AHS for the reconstitution of evacuated personnel and transfer of command back to the I MEF Camp Pendleton location.

(4) Phase 4 - Reconstitution. Phase 4 commences upon the redeployment of AHS personnel to I MEF Camp Pendleton. This decision may be made immediately following the disruptive event or after such time that conditions permit a safe return of all personnel and I MEF Camp Pendleton C2 facilities are deemed functional.

(a) Assuming all three tiers have previously evacuated, Tier 2 will continue to maintain logistical command and control from the AHS until Tier 3 is able to return and establish connectivity.

(b) On order, a BHO will be conducted with tier 3 assuming C2 of I MEF, allowing tiers 1 and 2 to redeploy simultaneously to I MEF facilities Camp Pendleton.

c. Tasks

(1) I MEF G4

- (a) Identify the I MEF G-4 RBE OIC.
- (b) Ensure proper G-4, RBE personnel accountability.
- (c) Coordinate with MCI-W, and local authorities, as required.
- (d) Coordinate the RSO&I of redeploying personnel during Phase 4.

(e) ICW I MHG, verify COOP site supportability (power distribution, water, building conditions).

(f) Provide logistics status updates to higher, adjacent, MSC and deployed organizations during phases 2-4.

(g) Provide SME representative(s) (movement, logistics, engineer, etc.) to crisis and deliberate planning efforts, as required.

(2) I MHG

(a) ICW I MEF G-4, verify COOP site supportability (power, distribution, water, building conditions)

(b) BPT support planning for reconstitution actions.

(c) ICW MCI-W, verify operational status of primary operating facilities prior to commencement of Phase IV; provide updates as necessary.

d. Coordinating Instructions

(1) Section Heads will ensure that classified material is properly secured prior to evacuation/displacement. Personnel required to transport classified material will have the required courier cards.

(2) I MEF staff sections identify requirements at relocation site and provide an updated EDL of mission essential gear that they are unable to self move to I MHG S-4.

(3) Develop a plan to purchase all materials required to establish and operate at the AHS.

(4) Be prepared to conduct physical security and vulnerability assessments at the AHS, as necessary.

(5) Tier 1 will be prepared to coordinate rations/water, staff blue print, parking areas, and reception/processing for Tiers 2 and 3.

(6) Assign required personnel for annual staff exercise.

(7) Prior to annual exercise, essential personnel recall rosters for tier 1-3 are to be updated.

(8) Assign required personnel to RBE.

(9) Essential personnel are prepared to displace to the AHS with necessary equipment, publications, and documents.

(10) Upon the decision to displace, Tier 3 ensures office spaces are sanitized and secure.

(11) Ensure any required SOPs, battle books, procedural manual and reference binders are updated and ready for pre-staging at relocation site, if necessary.

(12) Compile lessons learned and BPT conduct an AAR. Document corrective actions and updated COOP order as required.

4. Administration and Logistics

a. Personnel

(1) Tier personnel are identified by billet in Annex A.

(2) Accountability will be maintained through the normal morning report procedures. Accountability procedures for I MEF personnel are contained in Annex E.

b. Logistics

(1) Transportation/Embarkation. Specific guidance will be determined during staff planning.

(2) Health Service Support. Specific guidance will be determined during staff planning.

(3) Food Service Support. Specific guidance will be determined during staff planning.

(4) Fiscal Guidance for Purchasing. Specific guidance will be determined during staff planning.

5. Command and Signal

a. Command Posts and Headquarters

(1) Upon transfer of C2 to the AHS, the COC will notify higher, adjacent, and subordinate commands via the Automated Message Handling System (AMHS).

(2) The G-4 Plans Officer is designated as the G-4 RBE OIC.

b. Signal. Refer to Base Order and Annex K.

APPENDIXES:

- 1 - Transportation/Embarkation - will be developed during staff planning
- 2 - Health Service Support - will be developed during staff planning
- 3 - Food Service Support - will be developed during staff planning
- 4 - Fiscal guidance for purchasing - will be developed during staff planning

OFFICIAL:

D. R. PATTERSON
Colonel, USMC
AC/S G-4

ANNEX E TO I MEFO 3030.1X (COOP PLAN) PERSONNEL

REFERENCES:

- (a) TAN 08-08 of 20 Oct 08
- (b) JFTR Vol 2
- (c) MCO 4600.40A
- (d) Pentagon Telecommunications Center (PTC) msg 171821Z Mar 09

1. Situation. Per the references, this annex provides additional guidance and information regarding support for Military and Civilian personnel who are administratively attached to I MEF in the event that a man-made or natural disaster would preclude operations at MCB CAMPEN.

2. Mission. On order, I MEF establishes personnel accountability in a timely manner IOT continue mission essential functions and maintain command and control of personnel and assigned forces at various locations.

3. Execution

a. Commander's Intent. The general concept for personnel support is to ensure that the command plans for and has made necessary arrangements for support requirements upon an evacuation from MCB CAMPEN.

(1) Purpose. To account for all military/civilian personnel and minimize disruption to administrative functions.

(2) Method. Planning for appropriate means to continue operations and account personnel. The primary means of contacting and/or recalling personnel in the event that a man-made or natural disaster may disrupt or preclude operations aboard MCB CAMPEN is the AdHoc emergency mass notification system (EMNS). Alternate means of notification are I MEF distribution list NIPRNET e-mail followed by telephonic recall. The EMNS is a web based application which provides simultaneous, targeted, or tiered alerts to I MEF headquarters personnel. The EMNS is capable of delivering simultaneous alerts/messages via cell phone, home phone, work e-mail, home e-mail, and blackberry type devices. Of note, the wireless emergency notification system (WENS) is currently in use in the MCIWEST/I MEF Region and AdHoc is the revised system which is being instituted during 2016. The term EMNS will be the specific reference to the capability, vice the individual system name.

(3) Endstate. Success is defined as accountability of all I MEF personnel and minimal disruption of administrative functions.

b. Concept of Operations

(1) Personnel Accountability procedures outlined in this Annex pertain specifically to the COOP for I MEF personnel and these personnel reports are not provided to higher headquarters. However, some procedures of the MNS outlined in paragraph 5.b.1.a and b of this order and instructions from this Annex for personnel accountability may be a duplication to account for the requirements in DODI 3001.02 "Personnel Accountability in Conjunction With Natural or Man-made Disasters". Upon identification of service level personnel accountability system the information within I MEF COOP MNS may be utilized to provide reports in compliance with DOD instruction as directed by higher headquarters.

(2) Military personnel who are administratively attached to I MEF and report to other Commands or activities in the area will report through their respective Chain of Command and are not included as part of I MEF COOP.

(3) Evacuation Orders

(a) CG, I MEF is responsible for the issuance of the order directing an evacuation. If time does not permit a written order, the order may be issued as verbal orders and then confirmed in writing at the earliest practical time.

(b) All orders issued will be prepared per regulations found in Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), the Assignment, Classification and Travel System (ACTS) Manual and Policy and Guidance issued by the Office of Personnel Management (OPM).

(c) The evacuation orders must contain the reason for the evacuation, date of the evacuation, estimated date of return, the safe haven location or distance radius that has been established, and the appropriation data to be charged.

(d) Uniformed members who are ordered to depart an area being evacuated must be placed in a TAD or PCS status and issued TAD or PCS orders.

(e) Commanders may place members on TAD in the local area if they must remain within the area to protect federal property or to prevent injury to human life.

(f) Commanders may extend TAD orders of members who are TAD away from the Permanent Duty Station (PDS) at the time of evacuation.

(g) If members are on leave away from the PDS at the time of the evacuation, Commanders can determine that members should not return to the PDS at the end of the leave away from the PDS, they may, if appropriate, order the member into a TAD status at the leave point or nearest military installation. The TAD is chargeable to the units' funds.

(h) Military members who evacuate pursuant to the CG, I MEF's order will be directed and if warranted to report to an alternate work site. Civilians who volunteer to evacuate pursuant to the CG, I MEF's order may, if warranted, report to an alternate work site.

(4) Military and Civilian Evacuation Location

(a) The military official authorizing/ordering the evacuation may specify a limited evacuation location, any safe haven location within a determined distance from the evacuated area or any CONUS safe haven location, such as a shelter deemed appropriate for the current emergency (JFTR, PARS U6051 and U6052 apply).

(b) The accommodations of the safe haven should provide for the basic needs of the evacuees based upon the specific circumstances and expected duration of the emergency.

(c) Safety will not be sacrificed at the expense of the comfort of evacuees. Basic needs include subsistence and sleeping accommodations appropriate to the circumstances.

(d) An evacuated civilian employee at a safe haven may be assigned to perform any work considered necessary or required to be performed during the evacuation period without regard to the employee's grade or title. Failure or refusal to perform assigned work may be a basis for terminating further evacuation payments.

(e) Not later than 180 days after the effective date of the evacuation order (or when the emergency or evacuation situation is terminated, whichever is earlier), the civilian employee must be returned to the regular duty station, or appropriate action must be taken to reassign the employee to another duty station.

(5) Reserve Component Members. Reserve Component Members serving on duty in the Camp Pendleton area in the event an evacuation order is given may receive evacuation benefits based upon the member's status.

(a) Selected Marine Corps Reserve (SMCR)/Individual Ready Reserve (IRR)/Individual Mobilization Augmentee (IMA) members serving on Mobilization orders will receive benefits in connection with an evacuation.

(b) SMCR/IRR/IMA members serving on ADOS orders where orders are written for a period of duty for 31 days or more will execute evacuation as directed.

(c) SMCR/IRR/IMA members serving on ADOS orders where orders are written for a period of duty of 30 days or less in duration will NOT automatically receive benefits for evacuating. Any member in this category will require authorization by I MEF AC/S G-1 to receive an "ordered evacuation" which grants benefits. Only after careful consideration and research will Marines of this category be ordered to evacuate. Members of this category executing an evacuation must be counseled that dependents of members serving on orders for 30 days or less are not authorized evacuation allowances. In the event the member will not be executing the evacuation, ADOS Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty.

(d) SMCR/IMA members serving on any type of Drill (IDT, ATP, RMP, AFTP, etc) will NOT receive orders to evacuate. The members will be credited for the time spent on duty in Camp Pendleton, CA prior to the evacuation and then secured. Members in this category will be afforded an opportunity to make up any missed drills at a later date. SMCR members serving on a period of Annual Training (AT) orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty (AT). Members in this category will be afforded an opportunity to complete their AT at a later date. Individual Unit Commanders will determine if an AT being conducted outside of the evacuation area will be terminated early to allow affected members to return to their homes and take care of their families.

(6) Civilian Contractors. Contractor employees will be advised of the command decision to evacuate and relocate at the AHS by their responsible Contracting Officer Representative. Contractor employees and their employing company are responsible for their own evacuation. No one but the I MEF Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site.

c. Tasks

(1) Staff directorates will provide section representatives to support G-1 with accountability support to include:

(a) Morning Report. Daily personnel reports shall be submitted to I MEF Command Operations Center (operating at the AHS), G-1 or as required by higher.

(b) To support the COOP mass notification system, I MHG will ensure each section is responsible for quarterly populating, updating, and maintaining of all section personnel information as directed. During an evacuation, section accountability representatives will perform daily personnel updates, to include weekends. Section representative(s) are tasked to locate their unaccounted for personnel. Once personnel have been located, the section representative or their chain of command will contact the MHG S-1 with their status and provide the following information:

1. Name(s) of personnel they are accounting for
2. Contact number(s) for the personnel accounted for
3. Number of personnel evacuated
4. Personnel remaining in the area;

(c) Section representatives are tasked to report to their chain of command/MHG S-1 the following information for personnel unaccounted for:

1. Service members, Branch, and Component (AC/RC)
2. Reservist: IMA/Activated/Mobilized/Active Duty Operational Support (ADOS) (members on 31 or more days of ADOS & members on 30 days or less of ADOS)
3. Dependents of Marines
4. Civilian Marine employees, dependent(s) information is voluntary.
5. Non-Appropriated Fund (NAF) Employees, dependent(s) information is voluntary.

(d) Government Travel Charge Card (GTCC). Upon notification of personnel being sent to the Alternate Headquarters Site (AHS), the I MHG Agency Program Coordinators (APCs) for I MEF will activate the accounts of the Tier 1 personnel in possession of a GTCC. Upon further notification from the Commander, all GTCC cards will be activated for use in connection with the immediate evacuation or current TAD only. If a GTCC is used for any other purpose, then the card holder will be held accountable upon return to MCB CAMPEN.

(e) Military and Civilian Employee Travel Advances. Per MCO 4600.40A personnel attached to I MEF will possess an active GTCC unless exempted. In the event a member is not recommended or eligible to possess a GTCC, a request for travel advance will be submitted to the Disbursing Office located at Camp Pendleton, if time permits. A roster of members ineligible to possess a GTCC will be maintained by I MHG, APC. In the event of a directed evacuation, these rosters will be submitted to the Installation Personnel Administration Center (IPAC) after which a travel advance request

will be processed and submitted to the Camp Pendleton Disbursing Office. The Disbursing Office will then disburse the appropriate travel advances to those who are applicable. This advance will be deposited by the Disbursing Office into the member's direct deposit account. Travel advances are disbursed as follows:

1. 5 days Meals and Incidental Expenses (M&IE) and Lodging expenses based upon the Continental United States (CONUS) base rate of \$64 per day for M&IE and \$153 per day for Lodging.

2. 700 miles of mileage reimbursed at the current rate established by the Per Diem, Travel and Transportation Committee.

3. Any member receiving said advance must be counseled by their Section Officer-in-Charge or Staff Noncommissioned Officer on the use of such advance. If the member's total entitlements upon settlement of the evacuation claim is less than the amount advanced, the remaining balance will be due to the Government and a checkage will be initiated by the Camp Pendleton Disbursing Office. If an evacuation is anticipated to be longer than 5 days in duration, and the member is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30th day of evacuation.

4. If advance travel is not practical, the member must pay out of pocket expenses until evacuation allowances are received. Personnel must retain receipts of expenses incurred in order to be reimbursed from the disbursing office.

(f) I MHG and MSC HQ Casualties/Serious Incidents

1. Any casualties sustained, or other serious incidents must be communicated to the COC Per MCO 5740.2F and MCO P3040.4E. All available information will be provided to the COC who will then forward details as appropriate.

2. The generation of appropriate messages as required by applicable directives remains the responsibility of I MEF.

3. Reporting chain will remain constant regardless of the relocation of the command. The requirement to relocate to an AHS cannot be an excuse for the degradation of casualty or serious incident reporting and the information flow.

(g) Transfer of Weaponry. The Commanding Officer, I MHG shall provide personnel for the transportation and transfer of weaponry to the Alternate Headquarters Site (AHS) in the event that a man-made or natural disaster would preclude operations at MCB CAMPEN.

1. Personnel will be assigned and will make liaison with either the I MHG Operations Chief to review procedures, responsibilities and tasks that will be required to transport weapons.

(h) Military Pay and Allowances

1. Military regular pay and allowances are not affected by an evacuation.

2. Military Advance Pay. In accordance with the Department of Defense Financial Management Regulation (DoDFMR) Volume 7A, Chapter 32, in

the event of an evacuation, advance pay may be requested. Any requests for advance pay must be prepared by the member and forwarded through the appropriate chain of command.

3. Expiration of Current Contract (ECC) or Reserve Expiration of Current Contract (RESECC). In the event an evacuation is anticipated to be longer than 2 weeks in duration, Marines within 30 days of their ECC or RESECC and Marines within 30 days of an approved retirement date must contact the IPAC. Arrangements for possible extensions by the appropriate Commanding Officer will be made on a case-by-case basis if requested and warranted.

4. Evacuation allowances can only be paid as of the date the evacuation is ordered/authorized. These allowances cannot be authorized retroactively, therefore, the Commander or Installation Commander is responsible for the issuance of the order directing the evacuation.

(3) G-1 Manpower

(a) Permanent Change of Station (PCS) Movement

1. In the event of an evacuation, G-1 manpower will coordinate with HQMC M&RA for disposition of inbound personnel.

2. While I MEF is in an evacuation status, outbound Permanent Change of Station (PCS) movements will not be executed unless outbound personnel has affected family and household goods movement. Dependents enroute to a new Permanent Duty Station (PDS) on PCS Orders when an evacuation has been ordered, should remain where located and contact the command for further instructions.

(b) Civilian Pay and Allowances

1. Evacuated employees under evacuation orders will continue to receive regular salary payments, commonly known as "evacuation pay", throughout the evacuation. During an evacuation, the Standard Labor Data Collection and Distribution Application (SLDCADA) system will continue to generate regular labor hours for all graded and wage grade employees. In the event that hours cannot be certified due to the absence of internet access, SLDCADA will send labor hours to the Defense Civilian Pay System (DCPS) uncertified. DCPS will process as "regular hours" and pay will be generated as normal.

2. Civilian Advance Pay. Title 5 USC paragraph 5522 provides authority for advance pay, allowances, and differentials when an employee and/or dependents are authorized/ordered to evacuate their PDS and payment is required to help the employee defray immediate expenses incidental to the evacuation.

3. The amount of advance payments must cover a time period not to exceed 30 days or a lesser number of days, as determined by the authorizing official designated by the Secretarial Process.

4. Evacuation payments must cover time period during which the evacuation order remains in effect, unless terminated earlier, but cannot exceed 180 days. When feasible, evacuation payments should be paid on the employee's regular paydays.

5. For a full-time employee and part time employee, the amount of an advance payment or an evacuation payment is computed on the basis of the number of regularly scheduled workdays for the time period covered.

6. For an intermittent employee, the amount of an advance payment or evacuation payment is computed on the basis of the number of days on which the employee would be expected to work during the period covered.

(4) G-1 Adjutant Postal Services. Continuation of postal procedures plan shall be accomplished by implementing the following course of action:

(a) I MEF G-1 will coordinate with the CMC postal section in order to generate and release an appropriate MARADMIN announcing the relocation of the command's new postal addresses to be used.

(b) Should a relocation to an AHS for an extended period of time take place, the I MEF G-1 will generate and publish a plan to ensure the continuous flow of parcels (USPS, UPS, and FedEx) within the I MEF Staff as well as among the MSCs and other outside agencies as required.

(c) Upon return to MCB CAMPEN (contingent upon the availability of Postal services) the I MEF G-1 will coordinate with the CMC postal section in order to generate and release appropriate message traffic announcing the return.

(5) G-1 Plans and Operations

(a) Establish/maintain Tier I, II and III rosters for G-1 personnel and ensure training of their responsibilities in support of COOP.

(b) Assign G-1 personnel as section representatives to support COOP requirements.

d. Coordinating Instructions. Personnel accountability upon retrograde to MCB CAMPEN.

1. Upon the order to return to MCB CAMPEN, personnel accountability will continue to be maintained by the chain of command.

4. Administration and Logistics. Staff sections and MSC's will ensure that all personnel are aware of their assignments and associated responsibilities.

5. Command and Signal. Refer to base order.

APPENDIXES:

1 - Personnel Accountability in the Event of Natural or Man-made Disasters

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AC/S, G-1

APPENDIX 1 TO ANNEX E TO IMEFO 3030.1 COOP PLAN
PERSONNEL ACCOUNTABILITY IN THE EVENT OF NATURAL OR MAN-MADE DISASTERS

Contents of Appendix 1 will be completed after implementation of Service personnel accountability system. Currently the US Navy uses the Navy Family Accountability and Assessment System (NFAAS). HQMC PP&O Security Division (PS) is currently working on adopting the system to implement for the Marine Corps.

ANNEX F TO I MEF COOP ORDER

PUBLIC AFFAIRS

REFERENCES:

- (a) Joint Pub 3-61, Doctrine for Public Affairs in Joint Operations, Unclassified
- (b) DoDD 5230.9 Clearance of DoD Information for Public Release, Unclassified
- (c) DOD 5512.5, DOD Principles for News Media Coverage of DOD Operations, Unclassified
- (d) SECNAVINST 5720.44C, Public Affairs Policy and Regulations, Unclassified
- (e) MCO 5720.77, USMC Public Affairs Order
- (f) MCWP 3-33.3, Marine Corps Public Affairs, Unclassified

TIME ZONE: PST/ UTC - 8

1. (U) Situation.

a. (U) General. In accordance with the references, this annex provides guidance and information on I MEF Public Affairs operations in order to maintain continuity of operations in the event that a man-made or natural disaster would preclude operations at I MEF HQ in the 21 Area of Camp Pendleton.

b. (U) Center-of-Gravity. The Marine Corp's importance as the nation's premier-crisis-response force must be conveyed through the unimpeded, accurate and timely release of pertinent information. A communication nexus between I MEF Public Affairs and prioritized emergency management Public Information Officers during the enactment of a COOP is vital to convey the operational relevancy of the Marine Corps throughout DSCA operations, and most importantly, to enhance relief efforts through the deliberate and calculated dissemination of information via publicly accessible communication networks.

c. (U) Assumptions. A catastrophic event that would prompt a COOP will inevitably congest communication networks. Additionally, the media environment will be saturated with continual coverage of the disaster as it unfolds. Therefore, Public Affairs may have to devise unorthodox/ asymmetrical ways of releasing information. Additionally, the ability to physically travel may be impeded. The safety concerns for and availability of Public Affairs personnel during the COOP will be the driving factors in the assessment and determination of I MEF's capacity to conduct and sustain Public Affairs operations. It is important to note, critical thinking will always trump process-based thinking in chaotic and indeterminate communication environments.

d. (U) Posture. The PA posture will be active throughout all four phases of the COOP to enable commanders and key leaders the means to directly communicate and remain connected with appropriate audiences. Vital communication opportunities must be seized and a centralized communication hub should be established to prevent misinformation, align critical information with I MEF response operations (the Say-Do Gap), and directly communicate to internal audiences (I MEF personnel and their families) as well as external stakeholders. In accordance with references (a) through (C), operational security will be an essential factor when releasing information to the public.

2. (U) Mission. I MEF Public Affairs will develop and continually refine an updated crisis communication framework, complimentary to the overall I MEF COOP plan and compatible with the crisis-communication contingency plans of emergency and disaster management information planners. BPT conduct 24hr Public Affairs operations IOT sustain effective crisis communication efforts.

3. (U) Execution.

a. (U) Commander's Intent. IAW references (a) and (b), execute all relevant aspects of Public Affairs during the I MEF COOP (Refer to basic plan).

b. (U) Concept of Operations. During scenarios 1-4 of the COOP the following will apply:

(1) (U). Support. I MEF and MSC PAOs will use every means available to assist in information dissemination.

(2) (U). Sustain. In accordance with references (c) and (d), the MCIWEST PAO will coordinate with higher and adjacent headquarters to create, approve and disseminate Public Affairs Guidance (PAG). Communications by installation PAOs and commanders with the media and public will reflect their local situation but will be conducted in accordance with limitations and command messages in approved PAG. I MEF PAO will coordinate with the MCIWEST PAO to develop answers to questions that fall outside the guidance of approved PAG. MCIWEST will retain version control of PAG and ensure subordinate commands have the most current version.

(3) (U) Media Operations. Media interest towards DSCA operations will be high and must be managed in concert with the I MEF OPTEMPO. I MEF Public Affairs am the lead for all media operations and interagency media operations coordination.

(4) (U) Embedded News Media. Embedded media will be weighed against operational commitments and limited to resources available.

(5) (U) PA Concept of Support.

(a) (U) Tasks.

i. (U) Director, I MEF Public Affairs,

a. Prioritize and task all Public Affairs assets ISO the COOP.

b. Fulfill all roles as CAT member.

ii. (U) Deputy Director, I MEF Public Affairs

a. Assign and validate personnel across all tiered echelons of the COOP.

b. Activate Public Affairs recall and maintain accountability throughout all phases of the COOP.

iii. (U) Plans and Operations, I MEF Public Affairs

a. Act as the primary liaison between I MEF G-3 and Installation Public Affairs.

b. Establish and maintain contact with interagency counterparts throughout the COOP.

c. Coordinate with other functional areas to ensure fullest operational capability.

c. (U) Coordinating Instructions. (Refer to Basic Plan).

4. (U) Administration and Logistics. (Refer to Annex D).

5. (U) Command and Signal.

a. Command. (Refer to Basic Plan).

b. Signal. (Refer to Annex K).

OFFICIAL:

C. M. PERRINE
LtCol, USMC
Public Affairs Director

ANNEX K TO I MEF COOP PLAN

COMMAND AND CONTROL, COMMUNICATIONS, AND COMPUTER SYSTEMS (C4)

- References:
- (a) DoD Directive 3020.26P, Dec 03, Secretary of Defense Continuity of Operations Plan
 - (b) DoD Directive 3020.26, 8 Sep 04, Defense Continuity of Operations Plan
 - (c) Federal Preparedness Branch Circular (FPC) 65 Executive Branch Continuity of Operations COOP, 15 Jun 04
 - (d) Executive Order 12656, 18 Nov 88, Assignment of Emergency Preparedness Responsibilities
 - (e) Joint Publication 6-0, Joint Communications System, 20 Mar 06
 - (f) DoDI 8500.2, Information Assurance (IA) Implementation, 6 Feb 03
 - (g) JCS Publication Series 6-0, C4 Systems
 - (h) CJCSM 6321 Series
 - (i) MCWP 3-40.3
 - (j) MCWP/MCRP 3-40 Series
 - (k) MCWP 5-1
 - (l) Tri-MEF Communications SOP
 - (m) PACOM JTF SOP
 - (n) CJCSI 6510.01, Information Assurance (IA) and Computer Network Defense (CND), 14 Mar 07
 - (o) I MEF CONPLAN
 - (p) I MEF FRAGORD 01-10
 - (q) I MEFO 3000.1A

1. Situation

a. Enemy

1. Environmental. Natural events such as earthquakes, fire, floods, and lightning can significantly harm C4 systems and data. Infrastructure vulnerabilities such as power outages can also effect C4 operations. Organizations must take action to anticipate and counter these threats, to include physical protection of critical systems, redundant power and connectivity, and data backup/recovery plans.

2. Human. Individuals and groups have the intent and capability of exploiting or disrupting the C4 operations of I MEF. Internal threats from malicious or careless employees and external threats from hackers, terrorists, and foreign nationals can lead to a loss of the confidentiality, integrity, and availability of needed information.

b. Friendly. 1st Marine Expeditionary Force (I MEF) uses a mix of DOD landline, commercial landline, LAN and WAN networks and DOD and commercial satellite systems when applicable to collaborate over the NIPRNET and SIPRNET, as well as collaborate with non-DOD partners over the Internet. This reliance on "meeting in the cloud" eases and standardizes collaboration but increases vulnerabilities. Within the I MEF Area of Responsibility (AOR), defending the communications infrastructure to include DOD computers and computer networks on the Marine Corps Enterprise Network (MCEN) as well as the Global Information Grid (GIG) is vital to mission accomplishment. Appropriate protection of communications systems as well as proper information assurance (IA) training for individuals is critical to assure the confidentiality, integrity, and availability of networks and systems.

c. Assumptions

- (1) Funding will be available for extending communications services.
- (2) Sufficient communications resources and assets will be made available at the designated (ERS) Emergency Relocation Site.
- (3) Required communications facilities and circuits will be available. This includes access to Disaster Recovery (DR) systems for providing mission essential services and critical data repositories.
- (4) The Emergency Relocation Facility will have reach-back to a protected Disaster Recovery (DR) Data store.
- (5) Transportation support for deploying high priority communications resources and personnel will be available.
- (6) MCEN services will be available at the designated ERS site to provide unclassified email and internet services.
- (7) Defense Information Systems Agency (DISA) Circuits will likely remain available in certain circumstances.
- (8) Communications systems and networks must have the ability to react to a catastrophic event, and provide critical voice and data capabilities to support essential I MEF operations.
- (9) Satellite and Tactical Radio Communications equipment and Operators will be sourced from I Marine Expeditionary Force as required.
- (10) Percentage of the I MEF staff may be incapacitated; therefore relocation and reconstitution positions may be temporally at less than 100 percent due to personnel shortages.

2. Mission. See Basic Plan.

3. Execution

- a. Commander's Intent. See Basic Plan.
- b. Concept. Every effort will be made to use existing facilities and Marine Corps networks.

(1) Depending on the severity of the crisis, I MEF will operate from networks on MCB Camp Pendleton; the networks at designated Emergency Relocation Site; or a reconstituted COOP network. If local networks are not available, then the Disaster Recovery (DR) site at the Emergency Relocation Site will form the core of the reconstituted I MEF network, while Tactical communications equipment is not organic to I MEF installations table of equipment if applicable and available tactical communications will be used to quickly establish Defense Information Systems Network (DISN) communications.

(2) Limited communication information systems are available to the I MEF staff at the relocation site. Each ERS should provide as a minimum the following services and equipment to support the I MEF Staff as required.

- (a) DSN/Commercial Telephone Access

- (b) (9) Classified and Unclassified Computer Workstations
- (c) (4) STE/SVOIP Secure Voice Terminals/Secure Voice Over Internet Protocol
- (d) Secure Video Teleconference Capability (SVTC)
- (e) Classified and Unclassified E-mail Services
- (f) Classified and Unclassified Internet Access
- (g) Classified and Unclassified Facsimile/Printing
- (h) Automated Message Handling System (AMHS)
- (i) Share point Access to COOP Data and User applications as required
- (j) Cable TV services (Crisis Action Watch Team)

(3) The MAGTF IT Service Support Center (MITSC) at MCB Camp Pendleton, California will be capable of providing regionalized SIRPNET Email, SharePoint, File Shares, and backup data access or, once reconfigured and accredited a reconstituted I MEF SIPRNET network at a designated Emergency Relocation Site.

(4) Network Connectivity Requirements

(a) ERS. In the event of network unavailability, support for the baseline C4 systems and other essential communication capabilities will require planning for connectivity to DISN services to provide secure and non-secure voice, secure and non-secure data, e-mail, and file transfer services at the COOP location. This includes coordinating with the local Installation G-6/G-4 to ensure the ERS facility's power, HVAC, and network connectivity and workspace is sufficient to support the I MEF CAT.

(b) Remote Users. If the I MEF communications networks are disrupted, then remote users may lose connectivity for up to 12 hours, or until the DR site can begin providing services. At a bare minimum, users must be able to access (OWA) outlook Web Access for mail and other services and Defense Colaboration Services (DCS). Individual sections should ensure key personnel have CAC readers and software to ensure ability to access information from a remote location. Personnel with MCEN laptops will be able to access the network utilizing Broadband Unclassified Remote Access Service (BURAS).

(5) The (MITSC) MAGTF IT Service Support Center in coordination with the Marine Corps Network Operations and Security Center (MCNOSC) will centralize efforts to restore critical SIPRNET information and connections at the ERS. Tactical communications will be used to quickly establish Defense Information Systems Network (DISN) communications when available. The I MEF G-6 Operations Officer or Operations Chief in coordination with the Installation S-6 or G6 at the ERS location provides the overall leadership and direction for Information Synchronization functions. The I MEF G-6 COOP Team will consist of fifteen personnel providing essential C4 operational positions. In addition to providing mission essential services they will act as a center of C4 expertise to the Crisis Action Team and I MEF Staff.

c. User Tasks/Services. Essential services when the DR site is reconfigured, usually within 12 hours.

(1) Email. Upon execution of the MEF COOP plan, activation of NIPRNET and SIPRNET services will be the priority.

(2) Blackberry. Loss of the MCEN Blackberry Exchange Server (BES) will disrupt normal message handling. Until the backup BES at the DR site is operational, users have the option to bypass the BES by sending messages directly to users using their PIN.

(3) Portal. The I MEF SharePoint intranet site will be operational once the DR site begins providing services.

(4) Shared Drives. The I MEF shared drives will be operational once the DR site begins providing services. However, due to the limited bandwidth that may be available, users should maintain electronic copies (CD or DVD) of critical files.

(5) Video Teleconference. SVTC/VTC will be coordinated through the host unit/installation.

(6) Voice over IP. VOIP maybe not be restored circumstances dependent. In that case I MEF users must rely on the Plain Old Telephone System (POTS).

d. G6 Tasks

(1) In coordination with I MEF G-8 plan to fund and implement DR and COOP IT systems to stand-up within designated timelines (see Annex C). This includes plans to reconfigure the DR site to provide SIPRNET services at the ERS site, as well as deployed users NIPRNET services which are currently provided via the MCEN Contract.

(2) Oversee and monitor the communications networks in support of I MEF COOP.

(3) Set policies and provide guidance to ensure communications equipment interoperability, compatibility and integration between MARCORBASESPAC, I MEF, subordinate organizations, and other supporting commands and agencies for COOP interoperability. Coordinate with other external agencies and mission partners as required for communications support to COOP sites.

(4) Be prepared to establish, operate, and maintain procedures for operating minimum communications capability at ERS locations in accordance with published plans.

(5) Be prepared to establish a spectrum management capability at a COOP location as required.

(6) Be prepared to coordinate with controlling authorities for use of keying materials from COOP locations as required.

(7) Be prepared to release a COMSEC Call Out message to all Services, Components and units as required.

(8) Be prepared to provide Secure and Unclassified Video Teleconferences.

(9) Be prepared to request, coordinate, and validate the interfaces (protocols, standards, etc.) between commercial, tactical and fixed communications systems, from a COOP location.

(10) Be prepared to develop, promulgate, and update Communications Electronics Letter of Instruction/Communications Plans as required.

(11) Be prepared to identify, review, validate, assess and obtain SATCOM services, from a COOP location and from other locations as required.

(12) Be prepared to identify, validate, and prioritize Standardized Tactical Entry Point (STEP) support from a COOP location as required, this will require coordination with MARFORPAC for tactical communications support.

(13) Be prepared to coordinate with MARFORPAC for Satellite and tactical radio communications support from a COOP location.

(14) Coordinate with installation S-6 and S-4 to ensure communications requirements and facilities requirements are adequately identified and resourced to support I MEF CAT.

(15) Coordinate with G-4 to facilitate the implementation of the Geospatial Common Operational Picture (COP) to assist in supporting the commander's decision cycle.

e. Special Measures

(1) Once developed, procured and implemented, the COOP site activation DR and COOP Information Technology (IT) systems should be maintained at a steady state with only mission assurance changes as approved by chain of command.

(2) Data within the DR and COOP IT enterprise network must be protected in accordance with its classification and mission criticality.

(3) TEMPEST standards will be followed.

(4) Existing communications infrastructure will be used to the maximum extent possible.

(5) Joint communications methods and procedures will be employed unless otherwise directed. In those cases where individual service doctrine is in conflict, joint procedures will apply.

(6) Potential requirement to limit access to internet in the event of I MEF casualties (River City implementation).

f. Limitations

(1) Liaison Officers. The I MEF liaison officer program is currently being refined to address equipment shortfalls. The I MEF G-6 currently lacks the funding and equipment to adequately provide liaison officers communications equipment per the I MEFO 3000.1A.

4. Administration and Logistics. See Base Order, Annexes D and E.

5. Command and Control. Key billets listed below.

AC/S G-6
AC/S G-6 Deputy
Operations Officer
Communications Chief
Operations Chief
Spectrum Manager
Telecommunications Officer
I MEFG6 Information Assurance Manager
MCMO/EKMS Manager
VTC Coordinator

Appendices:

- 1 - Information Assurance - As Required
- 2 - Network Operations - TBI
- 3 - Satellite Communications Planning - As Required
- 4 - Spectrum Management - As Required
- 5 - Electronic Key Management - As Required
- 6 - Information System Directory - TBI

OFFICIAL:

P. J. DILLON
Colonel, USMC
AC/S G-6

APPENDIX 1 TO ANNEX K TO I MEF COOP PLAN
INFORMATION ASSURANCE COMMAND AND CONTROL, COMMUNICATIONS, AND COMPUTER
SYSTEMS (C4)

- References:
- (a) Department of Defense Directive (DoDD) 8500.01E, Information Assurance, Current Edition
 - (b) Department of Defense Instruction (DoDI) 8500.2, Information Assurance Implementation
 - (c) Department of Defense (DoD) Information Operations Condition (INFOCON) System Procedures, Current Edition
 - (d) Department of Defense 8570.1-M Information Security Training, Certification, and Workforce
 - (e) DoDI 8500.2, Information Assurance (IA) Implementation, 6 Feb 03
 - (f) CJCSI 6510.01, Information Assurance (IA) and Computer Network Defense (CND), 14 Mar 07
 - (g) I MEF CONPLAN
 - (h) I MEF FRAGORD 01-10
 - (i) I MEFO 3000.1A

1. Situation

a. General. Information Assurance integrates policies, procedures, operations, and technology to ensure the availability, integrity, authentication, non-repudiation and confidentiality of our Command, Control, Communications and Computer (C4) systems and the information contained on them, and to deny an adversary the opportunity to exploit our information for their purposes. IA relies on four interrelated processes. These include a process to protect information and Information Systems (IS) a process to detect attacks or intrusions, a restoration process to mitigate the effects of incidents and restore services, and a response process. DAA/CAR responsibility may change depending on the COOP location.

b. Enemy. See Annex C

c. Friendly. See Annex C for General Friendly Situation. Appropriate protection of communications systems as well as proper information assurance (IA) training for individuals is critical to assure the confidentiality, integrity, and availability of networks and systems.

d. Assumptions

(1) IA will be incorporated at the inception of Command, Control and Communications system infrastructure planning.

(2) Physical security of all Information Systems is adequate.

(3) All Information Systems (IS) have an Approval to Operate (ATO) prior to implementation. Systems lacking a full ATO will accomplish a Plan of Action and Milestone (POA&M) to ensure successful completion of the Certification and Accreditation (C&A).

(4) Personnel have completed IA Awareness Training for access to the network.

(5) Information Systems to include data storage devices, laptops, hard drives, and peripherals (printers and faxes) are identified by their classification levels to avoid spillage.

(6) I MEF systems are under the constant threat of attack, both from internal and external entities.

(7) All I MEF Information Systems have protection mechanisms implemented based on assigned Mission Assurance Category and Confidentiality level

(8) All personnel should have a Common Access Card (CAC). Funds will be available to accredit the I MEF Disaster Recovery (DR) site at the designated Emergency Relocation site.

2. Mission. See Basic Plan.

3. Execution. This appendix describes the Information Assurance measures required to protect the network.

a. Commander's Intent. See Basic Plan.

b. Concept. To preserve the integrity of I MEF C4 Information Systems (IS) and databases in the event of information attacks. In the event of a disaster situation, this appendix gives an explanation of the IA Mission Essential Functions (MEF) that must be implemented, during a COOP contingency.

(1) Standard Operating Procedures and Security Awareness Briefs should be implemented within four hours. Procedures including Information Vulnerability Assurance Management (IAVM), spillages, Incident and Intrusion reporting, information system security, password management, and network access should be in-place and documented. Awareness briefing should be completed by every individual who has been granted access to the network.

(2) Within four hours requirements for INFOCON, Security Inspections, IA Training Compliance, and IAVM should be implemented.

c. INFOCON: The DOD INFOCON system is predicated on the fact that network intruders change a system during the initial exploitation (less skilled) or in follow-on activities (experienced hackers). The INFOCON system is designed to allow the commander the flexibility to perform assigned mission critical responsibilities without major operational mission degradation.

(1) INFOCON FIVE. A situation where there is apparent hostile activity against computer networks.

(2) INFOCON FOUR. An increased risk of attack. Increased monitoring of all networks activities is mandated.

(3) INFOCON THREE. Risk has been identified. Security review on important systems is a priority.

(4) INFOCON TWO. When an attack has taken place. Non-essential networks can be taken offline.

(5) INFOCON ONE. When attacks are taking place and the computer network defense system is at maximum alert.

d. Security Inspections. A command assessment should be performed to ensure security compliance of all ISS, hardware, and the physical location (to include access to the location).

e. Training Compliance. All I MEF personnel assigned or appointed to network or system administrator positions must complete all IA security training certifications. Certifications' are based on DOD 8570.1-M.

f. Information Assurance Vulnerability Management. IAVM is the minimum standard for all Information Systems (IS). The four phases of IAVM reporting are compliance verification, compliance reporting, and application of measures to affect systems to make them compliant, and vulnerability identification dissemination and acknowledgment. Non-compliant assets can only operate with an approved Mitigation Action Plan (MAP) and Plan of Action and Milestones (PO&AM).

4. Administration and Logistics. See Annexes (D) and (E).

5. Command and Control

a. Command: See Basic Plan.

b. Signal: See Annex K.

ANNEX U TO I MEFO 3030.1
INFORMATION MANAGEMENT

References: (a) I Marine Expeditionary Force (I MEF) TACSOP
(b) I MEF Order 5200.2 Governance Plan for I MEF IM/KM Portals

1. Situation. Refer to Base Order.

2. Mission. Refer to Base Order.

3. Execution

a. Commander's Intent. Refer to Base Order.

b. Concept of Operations. The I MEF Information Management Officer will execute the Continuity of Operation (COOP) Plan in synchronization with other I MEF staff in order to maintain access to Information Management Systems and facilitate the flow of information throughout the staff. The IMO and KMO will support the process outlined in Ref (a) and oversee information governance as per Ref (b).

(1) Phase I - Training and Preparation. This phase continues throughout the year and concludes when any event or threat necessitates the execution of the COOP plan. During this phase, the IMO designates a representative to participate in all COOP operational planning team (OPT) and will ensure personnel rosters for Tiers 1 through 3 are updated to ensure preparedness for potential evacuation/displacement scenarios. The IMO representative also will assist the staff with site surveys and rehearsal exercises.

(2) Phase II - Movement and Evacuation. This phase begins upon decision from the Initial Response Cell (IRC) to execute a COOP. This phase will include the evacuation of the IMO/KMO Section, as required, and the tiered movement of identified personnel to the Alternate Headquarters Site (AHS).

(a) Tier 1 Movement. During this phase, the I MEF Information Management Officer and necessary on-call support staff will be available for on-site and remote consultation on any Information Management issues to include, but not limited to the below.

- Command information processes.
- Command and Control (C2) Systems and Common Tactical Picture (CTP) systems.
- Command's collaborative environment including SharePoint, Chat, and Defense Collaboration Services (DCS), as required.

(b) Tier 2 Movement. During this phase, the I MEF Information Management Officer and necessary on-call support staff will be available for on-site and remote consultation on any Information Management issues to include, but not limited to the below.

- Command information processes.
- Command and Control (C2) Systems and Common Tactical Picture (CTP) systems.

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APPENDIX 1 TO ANNEX U (COOP PLAN)

INFORMATION MANAGEMENT SMART PACK AND INFORMATION FLOW EXERCISE

1. Situation. The Information Management Smart Pack provides a road map for navigating to information repositories, creating familiarization with the exercise environment, indoctrinating personnel, establishing a cultural foundation of collaboration and situational awareness, and enhancing staff communications. The information flow exercise provides a venue for the staff to test and practice exchanging information uses the command and control (C2) systems supporting the event.

2. Mission. Provide personnel and COOP exercise participants with an orientation on C2 systems/programs, the Information Flow Exercise (INFOFLOWEX), Battle Rhythm, information repositories, situational awareness tools, governance, and responsibilities in order to support I Marine Expeditionary Force (I MEF) COOP.

3. Execution. The communication of time sensitive information will be passed using chat/voice; Transverse Chat via Defense Collaborative Services (DCS) and VoSIP telephone. Official correspondence should use message traffic Automated Message Handling System (AMHS) for tasking and e-mail (Outlook) for normal correspondence. Targeted information such as execution documents, planning references, directives, and briefs should be located on I MEF SharePoint Portal (NIPR) or I MEF IntelShare Portal (SIPR). There will also be an IntelShare Portal (NIPR) for redundancy as per Tab (1) of this Appendix. Common Operational and Common Tactical Picture (COP/CTP) on NIPR are provided by MCI-West COP / NGA Google Earth. SIPR COP/CTP will be provided by the Command Control Personal Computer (C2PC) and Joint Battle Space Viewer (JBV), Intelligence Workstation (IW). Logistics will employ Transportation Capacity Planning Tool (TCPT), Common Logistics Command and Control System (CLC2S), and Global Combat Support System - Marine Corps (GCSS-MC). Supporting Government and Non-Government Organization links are contained in Tab (1) of this Appendix.

a. Collaborative and C2 Systems checks will be conducted prior to IRC arrival IOT validate systems status. During the INFOFLOEX, the COOP Staff will validate the systems are functioning properly by logging onto and viewing, sharing or updating information. Report any degradation to the G6 and IMO. The INFOFLOWEX Checklist located in Tab (2) of this Appendix will guide personnel through this process.

b. Version control is the responsibility of the originator. Users must reconcile versions of the same document across collaborative tools (e.g. IM/KM SharePoint Portals) to maintain version control of documents. All documents and products should be clearly marked with classification and version. File names should follow the naming convention of:

- Date_Classification_Exercise_MSC_Section_DocName_Version
- Example: 2015010_U_MEFEX15_MEF_G3_CUBBrief_V1.docx

Step 4. Configure Transverse Chat - refer to Tab (3) of this Appendix and follow the instructions to login into DCS Chat. The Chat Guard Chart is located below.

DCS Chat Rooms

	CMD	COP	Fires	LOG	INTEL	ADMIN	RFI	CUB
IMEF SWO	X	X	X	x	X	x	X	X
IMEF CMD1	X	X	X	X	X	X	X	X
IMEF Air	X	X	X	X	X	X	X	X
IMEF G-2	X					X	X	X
IMEF G-6	X					X	X	X
IMEF Admin	X					X	X	X
IMEF CPSA	X	X	X	X	X	X	X	X

Step 5. Get online. Both the NIPR and SIPR should have preset favorites. Add additional favorites like Outlook Web Access (OWA) as required. In the favorites section, find and select the SharePoint site (this should be your homepage). URLs for sites are as follows are contained in Tab (1) of this Appendix.

Step 6. Browse to the SharePoint sites (we highly recommend this be your home page) and ensure you're logged in by confirming your name appears at the top right hand corner of the page. If not, click "sign in" and enter your credentials.URL.

Step 7. Once on the IM/KM SharePoint Portals, begin downloading material and references you will access often.

a. We recommend keeping a local copy of the chat instructions and the information systems directory (ISD).

b. Open the ISD and highlight the billets and contact information you will call most often for easy reference.

c. Send your counterparts an email and make a telephone call to validate their numbers are correct.

d. Voice will be a primary means to communicate. Keep track of:

- Personal Telephone number(s)
- Higher HQ Telephone numbers
- Adjacent HQ Telephone numbers
- Lower HQ Telephone numbers

Step 8. C2 System login and checklist is located in Tab (2) of this Appendix.

Step 9. Battle Rhythm and Schedule of Events. Find out where you need to be and when such as Briefs, Boards, Bureaus, Meetings, Working Groups and Cells. Also, determine which reports you will contribute too, the format, and location where the working copies and final copies are posted.

Step 10. Create an After Action entry; provide feedback on your experience. The after action tool is located on the NIPR and SIPR SharePoint site (Link

SERVICE	LINK	CAC	User Account Request	Billet Accounts
I MEF COOP SIPR SharePoint	https://intelshare.intelink.gov/sites/imef/COOP/ Collaborative SIPR SharePoint Site hosted on INTELINK.	X	X	
I MEF COOP NIPR SharePoint	https://eis.usmc.mil/sites/imef/COOP/SitePages/Home.aspx Collaborative NIPR SharePoint Site hosted by MCEITS.	X	X	
I MEF COOP NIPR SharePoint (Alternate - Intelink)	https://intelshare.intelink.gov/sites/imef/COOP/layouts/15/start.aspx#/SitePage/Home.aspx Collaborative NIPR SharePoint Site hosted by Intelink (Alternative if other NIPR Portal is not accessible).	X		
NIPR Outlook Web Access (OWA)	https://webmail.us.usmc.mil Remote Outlook email access on NIPR.	X		
SIPR Outlook Web Access (OWA)	https://webmail.us.usmc.smil.mil Remote Outlook email access on SIPR.	X		
Defense Collaboration Services (DCS) NIPR	https://www.dcs.apps.mil Collaboration system hosted by DISA. May be used by all DoD users to host net meeting, chat, and collaborate on both NIPR and SIPR networks.	X		
Defense Collaboration Services (DCS) SIPR	https://www.dcs.apps.smil.mil Collaboration system hosted by DISA. May be used by all DoD users to host net meeting, chat, and collaborate on both NIPR and SIPR networks.	X	X	
Automated Message Handling System	https://pendleton.amhs.usmc.mil/Login?returnUrl=%2F%20-%20(action:'1','user':'248','folder':'1','sort':'TOR','direction':'1','view':'0') Official message handling system for the Marine Corps.	X	X	
Global Combat Service Support System-Marine Corps	https://gcssmc-oam.csd.disa.mil/ Logistics system specifically used to support maintenance and supply functions within the Marine Corps.	X	X	
Combat Logistics Command and Control System (CLC2S)	http://158.238.246.19/clc2s/ext/unsupportedBrowser Logistics system primarily used for requesting logistics services.	X	X	
Transportation Capacity Planning Tool (TCPT)	https://www.tcpt1.usmc.mil/tcpt/welcome.action Logistics system used for processing and tracking transportation requirement and capacity.	X	X	
MCI WEST Battle Command Display	https://www.mciwest.usmc.mil/bcd/default.aspx MCI WEST Battle Command Display web page providing task Management, Command Journal, Knowledge Base, RF Tracker, CCRs/CSNEs and Emergency Operations Center links to 29 Palms, MCRD San Diego and Yuma COC.	X		
Camp Pendleton MCI-West Common Operational Picture	https://maps.geofiwest.usmc.mil/Viewer35/index.html?config=config-COPPE.xml&Installation MCI-West hosted COP for Camp Pendleton, CA; utilized for natural disasters (e.g. wild fires, earthquakes).	X		
Regional MCI-West Common Operational Picture	https://maps.geofiwest.usmc.mil/Viewer35/index.html?config=config-COPMCIWEST.xml MCI-West hosted COP for Region; utilized for natural disasters (e.g. wild fires, earthquakes).	X		
Global Disaster Alerts and Coordination System (GDACS)	http://www.gdacs.org			

	Website for San Francisco area Emergency Operations Center (EOC).	
	http://ieems.doi.gov	
Interior Geospatial Emergency Management System (IGEMS)	The Interior Geospatial Emergency Management System (IGEMS) provides the public with both an overview and more specific information on current natural hazard events. It is supported by the Department of the Interior Office of Emergency Management.	
	https://sageearth.northcom.mil/	
Situational Awareness Geospatial Enterprise		
	https://www.arcgis.com/apps/viewer	
ARCGIS Wildfire Activity	This is a map containing live feed sources for US wildfire reports (1-209), perimeters, MODIS hot spots, wildfire conditions / red flag warnings, and wildfire potential. Each of these layers provides insight into where a fire is located, its intensity and the surrounding areas susceptibility to wildfire.	
	https://apps2.ozone.nva.mil/r3dashboard	X
National Geospatial Agency (NGA) Crisis Dashboard	Unclassified geospatial intelligence data, products and services in support of U.S. and international relief efforts.	
	https://home.gvs.nga.mil/home/	X
National Geospatial Agency (NGA) Google Earth	Provides mapping tools to DoD users.	
	https://ddass.iec.belvoir.army.mil	X
DoD Defense Support of Civil Authorities Automated Support System (DDASS)	DDASS (DEE-class) is a web-enabled Government software application developed and hosted by the Army Geospatial Center (AGC) to manage (i.e., collaborate, coordinate and prioritize) FEMA Mission Assignments (MAs) assigned to the Department of Defense in real time.	
	http://gis.fema.gov/index.html	
FEMA Enterprise GIS Services	The administration, coordination, collection, and dissemination of geographic information for FEMA and the Emergency Management Community.	
	https://webreg.cnic.navy.mil/	X
C4I Anti-Terrorism Force Protection	Provides force protection information for the region.	X

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TAB (1)

TAB (2) TO APPENDIX 1 TO ANNEX U

INFORMATION FLOWEX CHECKLIST

This checklist provides a quick reference for personnel to evaluate the exchanging of information based upon a simple "GO" or "NO GO" basis. Standards should be executed as appropriate for each participating agency.

Task	Standard	GO	NO GO	Remarks
Conduct Staff Actions	Exchange information and coordinate staff actions using SIPRNET/NIPRNET email (as appropriate)			
	Exchange information and coordinate staff actions using VoIP/DSN telephone (as appropriate)			
	Exchange information and coordinate staff actions using chat (as appropriate)			
	Exchange information and coordinate staff actions using VTC (as appropriate)			
Task	Standard	GO	NO GO	Remarks
Process Reports	Submit internal Staff Reports, e.g. MEF SITREP			
	Submit reports to external commands, as required.			
Task	Standard	GO	NO GO	Remarks
Process RFIs	Access and utilize external units RFI Systems to process RFIs.			
	Utilize internal SharePoint RFI System to process RFIs.			
Task	Standard	GO	NO GO	Remarks
Utilize Organizational SharePoint to collaborate on information	View, edit, upload and download documents (as appropriate) to the H&AHQ Response Cell SPP			
	View, edit, upload and download documents (as appropriate) to the I MEF SPP			
Task	Standard	GO	NO GO	Remarks
Utilize C2PC to share	Send C2PC graphics to higher, lower, and adjacent			

TAB (4) TO APPENDIX 1 TO ANNEX U

COOP BASIC LOGIN REQUIREMENTS

1. Login to both SIPR and NIPR work stations using CAC card and SIPR Token. Click on Outlook and follow directions to set up Outlook email; this will access your normal I MEF Email.
2. Once logged into NIPR, open Internet Explorer and go to the following URL; the COOP Exercise SharePoint Site: <https://eis.usmc.mil/sites/imef/COOP/SitePages/Home.aspx>.
3. Once you have hit the primary NIPR COOP site above, go to the following URL, which is the alternate NIPR site;
<https://intelshare.intelink.gov/sites/imef/COOP/layouts/15/start.aspx#/SitePages/Home.aspx>
4. Once logged into SIPR, open Internet Explorer and go to following URL, which is the COOP SIPR site ; <https://intelshare.intelink.sgov.gov/sites/imef/COOP/>

**Note: You will utilize your CAC email certificate to access NIPR SharePoint sites.*



UNITED STATES MARINE CORPS
FIRST MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
3000
G3
30 Oct 15

From: Assistant Chief of Staff, G-3 Operations
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR CONTINUITY OF OPERATIONS
EXERCISE (COOPEX) 1-15

Ref: (1) Draft I MEFO 3030.1X Draft (COOP Plan)
(2) I MEF Crisis Action Planning SOP (CAPSOP), Apr 2015
(3) MCO 3030.1 (Marine Corps COOP Program)

Encl: (1) Exercise Manning Document
(2) Wing Operations Command Center (WOCC) Strip MAP

1. Situation. Due to the potential for natural and/or manmade hazards that threaten I MEF personnel and assets, a COOP plan is required to ensure our capability to conduct our Mission Essential Functions (MEFs). I MEF is currently in COOP plan development and will use a progressive training approach to enhance our ability to properly execute COOP in response to an event that requires a relocation of our MEF Operations Center (MOC) for up to 30 days.

2. Mission. On 12-13 Nov, designated I MEF personnel conduct a COOP exercise in order to accomplish Mission Essential Functions (MEFs) at an Alternate Headquarters Site (AHS).

3. Execution

a. Commander's Intent

(1) Purpose. This Letter of Instruction (LOI) provides guidance to the I MEF Primary/Special Staff, and Major Subordinate Commands (MSCs) for planning and execution of tasks during COOPEX 1-15 from 12-13 Nov 2015 aboard MCAS Miramar, CA.

(2) Method. I MEF G3 Current Operations (G-33) will facilitate the exercise in support of a I MEF COOP scenario that incorporates the initial phase of crisis action planning. This will simulate the real world nexus between crisis action planning combined with a scenario which requires the ability to continue the MEF's command and control functions from a different location, should the MEF Operations Center become untenable. Participants will work within the exercise scenario design to meet exercise objectives and refine planning and preparedness efforts.

(3) Endstate. Enhance preparedness by understanding

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OPERATIONS EXERCISE (COOPEX) 1-15

tasks and fully supporting I MEF training objectives during the exercise execution. Specific goals include the following:

(a) Exercise I MEF draft COOP Plan.

(b) As a primary training audience, selected I MEF Staff will exercise ADVON/Initial CAT COOP deployment to an Alternate Headquarters Site (AHS).

(c) As a secondary training audience, specific I MEF MSEs receive, plan for, and support I MEF essential staff personnel during a COOP scenario, limited CAPSOP execution, and SOP refinement.

(d) Conduct limited Crisis Action Team Exercise (CATEX) consisting of an Initial Response Cell (IRC) to facilitate the ADVON/Initial CAT Deployment.

(e) Incorporate after action items into the final version of the I MEF COOP Order.

b. Concept of Operations. (Three Phases)

(1) Phase I: an ADVON led by the G3 Chief will deploy to MCAS Miramar on 12 Nov to confirm systems requirements, facilities availability and provide a warm start for the exercise.

(1) Phase II: An initiating event (earthquake scenario) will drive recalling the IRC working group. For the scenario, the MEF Operations Center will be considered severely degraded and will require the IRC to meet at the 3d MAW Wing Operations Command Center (WOCC, Bldg 8402) at MCAS Miramar. Simultaneously, while the MEF Commander will maintain Command of the MEF, 3d MAW will be directed to establish their CAT and control will be passed to the 3d MAW CAT. The 3d MAW CAT will release an EXERCISE message (via email, simulating AMHS) to notify MSC's, adjacent commands and higher headquarters that all communications traffic for I MEF will be processed through the 3d MAW WOCC. IRC participants will use government ground transportation or POV to travel to the WOCC. The IRC will then provide initial situational awareness to the Commander and make an immediate assessment of the impacts to I MEF, potential tasks, and to continue the CAP process as outlined in the CAP SOP. The scenario will drive a decision by the IRC to deploy the MEF Crisis Action Team (CAT) staff personnel to MCAS Miramar to establish the I MEF CAT within the WOCC. Additionally, the IRC will direct all I MEF MSCs to stand up their respective CATs, if they have not already done so.

(2) Phase III: The MEF CAT staff will deploy via government ground transportation/POV to the WOCC for an information flow exercise/communications exercise. The CAT Staff will establish required connectivity/communications requirements and plan for the arrival of follow-on CAT personnel and essential staffs. An EXERCISE

Subj: EXERCISE LETTER OF INSTRUCTION FOR CONTINUITY OF
OPERATIONS EXERCISE (COOPEX) 1-15

message will be published via email (not actual AMHS) reestablishing the MEF CAT as being in control of the MEF from the Miramar WOCC and will include all pertinent contact information for the Alternate Headquarter Site and an initial battle rhythm in which the MSCs will participate. The exercise will conclude once the training objectives outlined above have been met. A hotwash will be conducted on site at the WOCC, after which exercise participants will then return to Camp Pendleton.

c. Tasks

(1) Assistant Chief of Staff, G-1.

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(b) Participate in IRC on 12 Nov.

(c) Participate in ADVON/Initial CAT deployment on 13 Nov.

(d) Exercise personnel participate in the After Action on 13 Nov 15 at the WOCC in order to capture and provide essential information to include in the I MEF COOP Order.

(2) Assistant Chief of Staff, G-2.

(a) Support exercise scenario development for the IRC brief in order to support the exercise objectives outlines above.

(b) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(c) Participate in IRC on 12 Nov.

(d) Participate in ADVON/Initial CAT deployment on 13 Nov.

(e) Exercise personnel participate in the After Action on 13 Nov 15 at the WOCC in order to capture and provide essential information to include in the I MEF COOP Order.

(3) Assistant Chief of Staff, G-3.

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

Subj: EXERCISE LETTER OF INSTRUCTION FOR CONTINUITY OF
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(b) Designate exercise action officer (G33 LE/AT Officer) in order to coordinate efforts and consolidate lessons learned into the I MEF COOP Order.

(c) In coordination with the I MEF Staff and MSCs, establish billet requirements that support exercise objectives in order to determine minimum requirements to relocate the MEF Crisis Action Team and provide the IRC with the situation awareness required to make decisions.

(d) Coordinate with MSCs for exercise support requirements in order to determine communications requirements to maintain control of the force from an Alternate Headquarters Site.

(e) Provide direct support to G2 to develop the exercise scenario in order to ensure realism and that the scenario will support all training goals. (G-33 DSCA)

(f) Update all essential staff recall rosters for crisis action planning (IRC, CAT, OPT) and ensure they are loaded into our emergency notification system in order to test the current recall systems and procedures. (G-33 Watch Section)

(g) Update all COOP emergency relocation staff rosters and ensure they are loaded into the emergency notification system in order to conduct an effective recall during the exercise.

(h) Provide overview of exercise requirements to participants with draft COOP plan. (G-33 LE/AT)

(i) Develop ADVON/Initial CAT checklist for COOP execution to guide information flow exercise portion on 13 Nov. (G-33 Watch Section)

(j) Lead the exercise "hot wash" on 13 Nov 2015 (G-33 LE/AT) in order to consolidate lessons learned to incorporate into the I MEF COOP Order.

(k) Consolidate I MEF staff/MSA AAR comments and develop the final AAR report. (G-33 LE/AT)

(l) Coordinate with MCAS Miramar PMO and provide an access roster for COOP manning personnel in order to ensure base access during all heightened Force Protection Conditions during which the COOP Order may be executed. (G-33 LE/AT)

(m) Coordinate with MWHS-3 and 3d MAF G3 and provide an access roster for COOP manning personnel in order to ensure WOCC access during all heightened Force Protection Conditions during which the COOP Order may be executed. (G-33 LE/AT)

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(n) Develop the WOCC diagram, identifying the layout of all functional and specialty areas required by the COOP Order and conduct a leaders' reconnaissance of the facilities prior to the execution of the exercise in order to confirm the location, number and functional layout of the watch stations and planning spaces required to execute the plan. (G3 Chief)

(4) Assistant Chief of Staff, G-4.

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(b) Participate in IRC on 12 Nov.

(c) Participate in ADVON/Initial CAT deployment on 13 Nov.

(d) Exercise personnel participate in the After Action on 13 Nov 15 at the WOCC in order to capture and provide essential information to include in the I MEF COOP Order.

(5) Assistant Chief of Staff, G-6.

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(b) Ensure network connectivity and communications are established between the exercise participants and external entities to include providing SAAR forms or any other access requirements for all participants prior to the start of the exercise.

(c) Conduct walkthrough of WOCC on 27 Oct to ensure system support requirements for COOPEX and confirm account access requirements for Camp Pendleton based personnel utilizing MCAS Miramar systems. Provide any special instructions to the G3 for dissemination amongst the staff prior to the commencement of the exercise.

(d) Participate in IRC on 12 Nov.

(e) Participate in ADVON/Initial CAT deployment on 13 Nov.

(f) Exercise personnel participate in the After Action on 13 Nov 15 at the WOCC in order to capture and provide essential information to include in the I MEF COOP Order.

(g) Develop Name, phone and email points of contact list for all personnel assigned to encl (1) per the seating diagram established by the G3 for dissemination per signal plan.

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OPERATIONS EXERCISE (COOPEX) 1-15

(6) Assistant Chief of Staff, G-7

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(b) Participate in IRC on 12 Nov.

(7) Assistant Chief of Staff, G-8

(a) Per Encl (1), provide G33 with the contact information for IRC and ADVON/Initial CAT personnel to support the exercise in order to update the WENS notification system.

(b) Participate in IRC on 12 Nov.

(8) Information Management Officer.

(a) In conjunction with the G-6, ensure systems architecture supports information sharing and collaboration at the WOCC to facilitate conduct of the exercise.

(b) Participate in ADVON/Initial CAT deployment on 13 Nov.

(c) Conduct walkthrough of WOCC on 27 Oct to ensure system support requirements for COOPEX. (Completed)

(d) Facilitate Pre-INFOFLOEX on 3 Nov at WOCC.

(e) In conjunction with the G6, ensure computer accessibility for ADVON/Initial CAT prior to exercise execution.

(9) Additional Special Staff: Inspector General, Public Affairs Officer, Staff Judge Advocate

(a) Participate in IRC on 12 Nov, as required.

(10) Security Manager.

(a) Coordinate with 3d MAW Security Manager and provide a visit request for COOP manning personnel in order to ensure WOCC access during all phases of the COOP Order when executed.

(11) 1st Marine Division.

(a) When directed, stand up the Division Crisis Action Team for the duration of the exercise and participate in battle rhythm events as outlined in the initial exercise message to be published.

Subj: EXERCISE LETTER OF INSTRUCTION FOR CONTINUITY OF
OPERATIONS EXERCISE (COOPEX) 1-15

(b) Provide LNO on 13 Nov to deploy with ADVON/
Initial CAT Staff to MCAS Miramar.

(12) 1st Marine Logistics Group.

(a) When directed, stand up the Division Crisis
Action Team for the duration of the exercise and participate in battle
rhythm events as outlined in the initial exercise message to be
published.

(b) Provide LNO on 13 Nov to deploy with ADVON/
Initial CAT Staff to MCAS Miramar.

(13) 3rd Marine Aviation Wing.

(a) When directed, stand up the Division Crisis
Action Team for the duration of the exercise and participate in battle
rhythm events as outlined in the initial exercise message to be
published.

(b) Support IRC on 12 Nov with a planning space
capable of NIPRNET/SIPRNET with a projector to support the
briefing/working group for approximately 15-20 pax.

(c) Support COOP deployment of I MEF ADVON/Initial
CAT Staff on 13 Nov at the WOCC.

(d) Support planning efforts with an LNO to
facilitate deployment of follow-on essential staff.

(e) Facilitate entrance of I MEF IRC and COOP
personnel into WOCC on both 12 and 13 Nov.

(14) 1st MEF Headquarters Group.

(a) Ensure transportation for IRC members to and from
MCAS Miramar on 12 Nov. (Pax TBD).

(b) Provide transportation for ADVON/Initial CAT COOP
staff to and from MCAS Miramar on 13 Nov (approximately 20-25 pax).

(c) Participate in IRC on 12 Nov.

(d) Support ADVON/Initial CAT Staff with required
personnel to participate in the exercise.

(15) MCI-West

(a) Request (1) LNO to participate in support of COOP
deployment on 13 Nov.

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(b) On 13 Nov, request meeting with an MCAS Miramar representative to discuss potential logistical support/billeting requirements for follow on echelon staffs from I MEF.

c. Coordinating Instructions.

(1) Event timeline. The following major planning events and exercise execution timeline are scheduled to facilitate execution:

DATE/TIME	EVENT	LOCATION	PARTICIPANTS
27 Oct	WOCC Communications Walkthrough (Completed)	WOCC	G-33, G-6, IMO Representatives
3 Nov	Pre-INFOFLOEX	WOCC	G-33, G-4, G-6, IMO
6 Nov	Submission of draft COOP Plan and Annexes to Exercise OIC. Submission of transportation requirements to MGH	N/A	COOP WG Action Officers
10 Nov 1330-1500	Final Coordination Meeting	I MEF Crows Nest	Exercise Participants/ Observers
12 Nov/ - 0800-0830	Initiating Event/IRC Notification	I MEF MOC	G-33/IRC Members
12 Nov/ 0845-1000	Movement to WOCC	Enroute WOCC	IRC
12 Nov 1000-1130	IRC Convenes	WOCC	IRC
12 Nov 1130-UTC	Mvt back to I MEF	Enroute I MEF	IRC
13 Nov 0615	Muster at I MEF Parking Lot (unless traveling via POV)	I MEF	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 0630-0730	Mvt to MCAS Miramar	N/A	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 0730-0800	Arrive at WOCC, initial set up	3d MAW WOCC	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 0800-0930	Review IRC Brief/ADVON/Initial CAT Tasks	3d MAW WOCC	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 0930-1130	COMMEX/INFOFLOEX/ Preparation working group for Tier 2/3 reception	3d MAW WOCC	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 1130-1230	ENDEX/Hot Wash on site	3d MAW WOCC	Designated ADVON/Initial CAT Participants/ Observers
13 Nov 1230-1330	Mvt back to I MEF	N/A	Designated ADVON/Initial CAT Participants/ Observers
24 Nov	AAR Items due to I MEF Action Officer	N/A	Exercise Participants/Observers/S taff Section and MSC Representatives

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(2) The uniform for this exercise is the woodland MARPAT.

(3) All personnel assigned to the COOPEX portion (ADVON/Initial CAT Staff) of the exercise will meet on Tues, 10 Nov from 1330-1530 for a final coordination meeting prior to execution.

4. Administration and Logistics.

a. I MEF COOP references and current plan development documents are located at the following link:

<https://eis.usmc.mil/sites/imef/G3/COPS/ATFP/Continuity%20of%20Operations%20COOP/Forms/AllItems.aspx>

b. CAPSOP can be accessed at the following link:

<https://eis.usmc.mil/sites/imef/G3/COPS/CAT/SitePages/Home.aspx>

c. I MHG will provide transportation (and driver support) for 12 and 13 Nov. Personnel are authorized to use POV transportation for both days, however as transportation is provided, mileage will not be paid for those that choose to utilize POVs.

d. Per encl (1), provide specific names and contact information for section representatives that will be participating in the 13 Nov COOPEX ADVON/Initial CAT deployment to LtCol Prindiville by COB 6 Nov. Also, provide list of who will require GOV transportation and who will be using their POVs. For members of the IRC who require transportation on 12 Nov, please notify the Exercise OIC by 6 Nov.

e. Although the goal for the exercise is to focus on the ADVON/Initial CAT deployment, sections/units may also benefit their own COOP planning initiatives by providing an additional observer to gather their own lessons learned. Provide requested observer information to LtCol Prindiville using encl (1) by COB 6 Nov.

f. All personnel are required to bring their I MEF MOC access badges to gain access to the WOCC.

5. Command and Signal.

a. Command.

(1) Overall Exercise OIC and POC is LtCol Prindiville, I MEF G-33 LE/ATFP at 760.725-8992 or 760.763-4644.

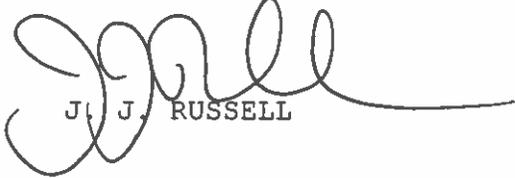
(2) I MEF G-33 will assign a COOP ADVON/Initial CAT exercise OIC to lead the 13 Nov ADVON/Initial CAT deployment to MCAS Miramar.

b. Signal. The following reports will be provided via AMHS traffic to the MSC and higher headquarters distro lists.

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(1) Passage of Control to 3d MAW WOCC

(2) Establishment of I MEF Control at MCAS Miramar


J. J. RUSSELL

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