



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

3000

G-1

DEC 05 2012

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 10-12

From: Deputy Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: INTERIM PERSONNEL ACCOUNTABILITY PROCEDURES FOR MCICOM HEADQUARTERS
PERSONNEL

Ref: (a) DODI 3001.02

Encl: (1) MCICOM Phone Tree

1. Situation. Personnel accountability is a shared responsibility between the Commander, supervisor, and each individual employee, whether active duty, reservist, or civilian. Per the reference, every Commander is responsible to account for all of their personnel and the dependents with whom they reside following a natural or manmade disaster.

2. Cancellation. MCICOM Policy Letter 7-12

3. Mission. To publish interim policy and procedures for establishing and maintaining accountability for all MCICOM Headquarters military and civilian personnel and their family members in the event of a National Capital Region emergency in order to maintain situational awareness and operational capability at all times.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Accountability for all Marine Corps Installations Command (MCICOM) personnel and their dependents will be accomplished through the establishment of phone trees, as set forth in the enclosure. In the event that telephone service in the National Capital Region is disabled, accountability will be established as soon as practicable via any possible means (email connectivity, home visit, etc).

(2) Concept of Operations. In the event of a natural or man-made disaster, reference (a) stipulates that the command achieve 100% personnel accountability. Directorate heads are responsible for establishing internal procedures for contacting each of their employees to verify their status and that of their dependents. The overarching goal is to ensure all MCICOM personnel and the family members who reside with them are safe and do not require assistance. For the purposes of this policy letter, the Adjutant will maintain accountability for all special staff and the Command Group.

(a) During Working Hours. The Commander will issue guidance when an emergency or inclement/destructive weather event occurs during normal working hours. When an "adjusted work dismissal" policy is approved by higher headquarters, MCICOM personnel will adjust their departure times accordingly. Directorate heads will ensure all personnel are thoroughly briefed on recall and accountability procedures prior to their departure.

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MCICOM personnel will also be briefed on the requirement to maintain accurate contact information for their directorate leaders.

(b) After Working Hours. MCICOM personnel can monitor the local news media or OPM website at www.opm.gov/status for applicable announcements when inclement/destructive weather occurs after working hours. In the event of an emergency in the National Capital Region, the emergency recall process will be initiated by the Chief of Staff through notification to the Watch Officer. The Watch Officer will then contact each Assistant Chief of Staff to initiate the phone tree recall process at the directorate level. Upon completion of the calls to their respective personnel, the Assistant Chiefs of Staff will contact the Watch Officer to provide accountability reports. The Watch Officer will then report the information to the Chief of Staff. The following report information is required:

1. Names of personnel present or accounted for (i.e. local, TAD/PTAD)

2. Names of any personnel unaccounted for (i.e. local but unreachable by phone, email or text message)

3. Number of dependents unaccounted for, by category (i.e. military spouse and/or child and civilian spouse and/or child)

4. Personnel and/or family members injured or hospitalized (name, medical condition as verified by competent medical authority, and location of hospitalization)

5. Damage to personal residences

5. Administration and Logistics. The Adjutant will ensure that a current copy of the personnel recall roster is maintained in the MCICOM Watch Officer binder. Each directorate head will maintain current recall information for their personnel and the Command's leadership at all times. Recall rosters will be updated by the Adjutant on a monthly basis as part of the personnel check-in/check-out process. Biannually, the Adjutant will initiate a phone tree recall drill to test the accuracy of recall rosters and procedures.

6. Command and Signal

a. Command. This policy is applicable to all Marine Corps Installations Command Headquarters personnel. Marine Corps Base Quantico and the Region Headquarters will continue to follow established procedures for their respective Commands in the event of emergency relative to their areas of operation.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.


DAVID R. CLIFTON

DISTRIBUTION: A

MARINE CORPS INSTALLATIONS COMMAND (MCICOM) PHONE TREE

