



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 3020.1
G-3/5
15 JUL 2013

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 3020.1

From: Commanding General
To: Distribution List

Subj: REGIONAL CONTINUITY OF OPERATIONS PLANNING (COOP)
GUIDANCE

Ref: (a) DoD Directive 3020.26, "Department of Defense
Continuity Programs," January 9, 2009
(b) DoD Instruction 3020.42, "Defense Continuity Plan
Development," February 17, 2006
(c) DoD Instruction 3020.45, "Defense Critical
Infrastructure Program (DCIP) Management," April 21,
2008
(d) SECNAV 3030.4C
(e) SECNAV M-5210.1
(f) DoD Instruction 6055.17 Ch 1, "DOD Installation
Emergency Management (IEM) Program," January 13, 2009
(g) MCO 3501.36A
(h) MCO 3440.9
(i) MCO 3030.1

1. Situation. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) COOP Guidance Order provides the means to continue mission-essential functions during emergencies and incidents that require all or the majority of the installation and/or regional staff to be relocated or reconstituted. This Order provides guidance and critical direction for maintaining continuity of operations to ensure operational readiness and mission success.

2. Mission. To delineate the Commanding General (CG), MCIEAST-MCB CAMLEJ policies and responsibilities for providing regional COOP guidance to subordinate installations. It is the fundamental mission of MCIEAST-MCB CAMLEJ to prepare for continued operations prior to, during, and post disasters/hazardous events, to include terrorist attacks.

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The COOP is the road-map on how all installation commanders will continue to provide mission-essential functions without unacceptable interruption during such incidents. This Order administers policy and guidance for the establishment of COOP within the MCIEAST-MCB CAMLEJ area of responsibility.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, and the mission statement above, MCIEAST-MCB CAMLEJ and subordinate installations shall establish and implement a COOP Program that will:

(a) Identify and prioritize organizational mission-essential functions, particularly those performed under all circumstances (to support the mission-essential functions of MCIEAST-MCB CAMLEJ).

(b) Ensure continuity-related policies, plans, and programs support the continuation of organizational mission-essential functions under all circumstances for up to 30 days, or until normal operations can be resumed. Planning should also consider the challenges posed by extended events (such as pandemic influenza) that occur in a repetitious manner and cannot be addressed by traditional COOP responses.

(c) Leverage and integrate Marine Corps COOP requirements delineated in this Order with existing mission assurance policies and programs. These requirements focus on the protection of critical resources, infrastructure, and the continuation of mission-essential functions.

(d) Ensure COOP programs are adequately planned, programmed, and resourced to meet Marine Corps continuity requirements. COOP programming will incorporate a multi-year strategic planning effort to ensure all assets and resources required to execute COOP plans are addressed and COOP capabilities are developed in a timely fashion.

(2) Concept of Operations

(a) The CG's intent will be accomplished through the establishment of COOP programs and shall:

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1. Identify, integrate, and address mitigation of the loss of Tier I-II critical assets and their impact on maintaining continuity of operations.

2. Identify and prioritize organizational mission-essential functions.

3. Provide continuation of mission-essential functions within 12 hours of notification of an incident and be capable of sustaining mission-essential functions for up to 30 days.

4. Plan for challenges posed by extended events such as pandemic influenza that can occur in a repetitious manner and cannot be addressed by traditional COOP responses.

5. Define emergency delegations of authority and orders of succession for key positions; identify and provide for alert/notification, movement, and training of continuity staffs; and address information technology and communications support to continuity operations.

6. Develop procedures to communicate guidance to personnel on the command's operating status during emergencies, to include pay, leave, staffing, and other human resource issues.

7. Develop and implement procedures to account for and contact all assigned personnel, including family members, in an emergency event.

8. Identify the systems and assets, to include commercial vendor and contractor services, required to sustain or successfully execute the mission-essential functions.

9. Identify the coordination required to transfer specific function(s) to alternate locations, to include staffing and equipment.

10. Identify "work-around" or relocation sites that could assume mission-essential functions for a period of time. Site selection should consider geographical dispersion, maximum collocation and dual-use facilities.

11. Develop and integrate the Risk Management Process to ensure that appropriate operational readiness decisions consider the probability of an attack, other threats,

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or hazardous events, as well as the impact on assets supporting the execution of mission-essential functions.

12. Identify resources needed to sustain the mission-essential functions at alternate locations. Identify primary and alternate emergency relocation staff (ERS), and ERS staff rosters.

13. Develop procedures for recovering from the emergency and re-establishing the mission-essential functions at the original site or a new site.

14. Establish a process for identification, storage, protection, and availability for use at relocation sites of vital records, material, and databases required to execute mission-essential functions.

15. Develop and outline a decision process for determining appropriate actions in implementing continuity plans and procedures with or without warning, during duty and non-duty hours, and address the stand-down of continuity operations and transition back to normal operations.

16. Establish the capability to shelter-in-place both essential and non-essential personnel.

17. Develop and integrate continuity-related functions and activities into operations and exercises to assure that mission-essential functions can be performed across the spectrum of continuity threats or events.

18. Test and exercise the COOP plan at least annually utilizing the homeland security exercise and evaluation program, or as otherwise directed, to evaluate readiness.

(b) COOP Phases. Address COOP actions in four basic phases: readiness and preparedness, activation and relocation, continuity operations, and reconstitution:

1. Readiness and Preparedness. Preparation for military operations will take priority over actions to coordinate and implement readiness measures to protect personnel, infrastructures, and vital resources through dispersal or relocations for reasons of survival. This phase also addresses measures to attain and maintain personal and organizational readiness for continuity operations.

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2. Activation and Relocation. Giving priority to military operations and relocation of leadership and ERS personnel are primary concerns during this phase. Key actions include: alert and notification of the ERS, ERS deployment, site activation, communications, and devolution of command and control, if necessary.

3. Continuity Operations. During this phase, focus is on military operations, mission-essential function performance, communications, transportation, and resource recovery to regain operational stability. Key activities include: sustaining functions that allow the ERS to conduct mission essential functions, accounting for and managing personnel and ERS augmentation, and coordinating alternate site activities.

4. Reconstitution. During reconstitution, focus remains on military operations while planning for the return of staff and mission-essential functions performance to the primary operating facility or a permanent replacement facility. Reconstitution planning normally begins at the onset of a continuity event.

b. Subordinate Element Missions. Installation Commanders shall review and update existing COOP plans, per this Order, and associated standing operating procedures annually, and as required.

c. Coordinating Instructions. MCIEAST-MCB CAMLEJ Department Heads shall report cases where implementation of the installation emergency management (IEM) program requirements will adversely affect or significantly hamper the accomplishment of their mission.

4. Administration and Logistics. All recommendations concerning this Order should be submitted to the Assistant Chief of Staff, G-3/5, Regional IEM Manager.

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5. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, and tenant and subordinate installations.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "Brian Palmer", with a long horizontal flourish extending to the right.

BRIAN T. PALMER
Deputy Commander

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