



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

MCIEAST-MCB CAMLEJO 3020.1A  
G-3/5  
DEC 13 2016

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

From: Commanding General  
To: Distribution List

Subj: REGIONAL CONTINUITY OF OPERATIONS PLANNING (COOP)  
GUIDANCE

Ref: (a) National Security Presidential Directive - 51/  
Homeland Security Presidential Directive 20 (NSPD-  
51/HSPD-20)  
(b) Federal Continuity Directive 1 (FCD 1)  
(c) Federal Continuity Directive 2 (FCD 2)  
(d) DoD Directive 3020.26, "Department of Defense  
Continuity Programs," January 9, 2009  
(e) DoD Instruction 3020.42, "Defense Continuity Plan  
Development," February 17, 2006  
(f) DoD Instruction 3020.42, "Defense Critical  
Infrastructure Program (DCIP) Management," April 21,  
2008  
(g) SECNAVINST 3030.4C  
(h) SECNAV M-5210.1  
(i) DoD Instruction 6055.17 Ch 1, "DoD Installation  
Emergency Management (IEM) Program," January 13,  
2009  
(j) MCO 3501.36A  
(k) MCO 3440.9  
(l) MCO 3030.1

1. Situation. The Marine Corps Installations East (MCIEAST) Regional COOP Order provides information to facilitate planning and continue mission-essential functions during emergencies and incidents that requires staff personnel 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. Cancellation. MCIEAST-MCB CAMLEJO 3020.1.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

3. Mission. To disseminate guidance, policies, and responsibilities for providing COOP at subordinate Installations. It is the fundamental mission of MCIEAST to ensure essential functions are maintained across a wide range of potential hazards and threats, including natural, manmade, and technological; as well as attack-related emergencies. COOP is the road-map on how Installations 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 area of responsibility.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Per the references, and the mission statement above, MCIEAST and subordinate Installations shall establish and implement a COOP program that will:

(a) Identify and prioritize organizational mission-essential functions (MEF), particularly those performed under all circumstances (to support the mission-essential functions of MCIEAST.) These following six functions enable an Installation to provide vital services and sustain the mission of that Installation during disruption of normal operations. These MEF's are the minimum for each Installation to plan towards for COOP.

1. Command and Control
2. Communications and Technology
3. Installation Protection
4. Facilities
5. Vital Records and Human Capital
6. Logistical Support

(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 the current asymmetrical threat

DEC 13 2016

environment and the potential for no-notice natural, manmade, technological, and attack-related emergencies.

(c) Leverage and integrate 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 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 Commanding General's intent will be accomplished through the establishment of COOP programs at each Installation which shall: Identify, integrate, and address mitigation of the loss of Tier I-II critical assets and their impact on maintaining continuity of operations.

1. Identify and prioritize organizational mission-essential functions.

2. 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.

3. Plan for challenges posed by all-hazards and their cascading effects that may adversely affect COOP responses.

4. 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.

5. 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.

DEC 13 2016

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

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

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

9. 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.

10. Develop and integrate the Risk Management Process to ensure that appropriate operational readiness decisions consider the probability of an attack, other threats or hazardous events, as well as the impact on assets supporting the execution of mission-essential functions.

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

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

13. 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.

14. 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.

15. Exercise the COOP plan utilizing the homeland security exercise and evaluation program, or as otherwise directed, to evaluate readiness.

DEC 13 2016

16. 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.

(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.

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, and 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. Tasks. MCIEAST Commanders shall review and update existing COOP plans, per this Order, and associated standing operating procedures annually, and as required.

DEC 13 2016

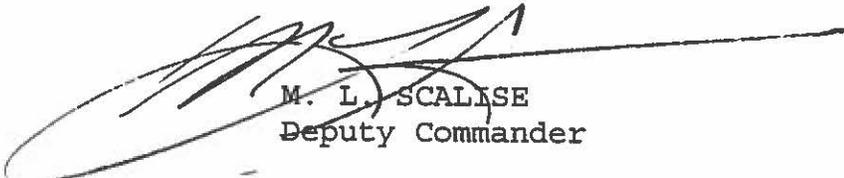
c. Coordinating Instructions. MCIEAST Installation Commanders shall review and update existing COOP plans, per this Order, and associated standing operating procedures annually, and as required.

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

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST Installations, subordinate commands, and tenant commands they support.

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



M. L. SCALISE  
Deputy Commander

DISTRIBUTION: A/B/C