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NSA, EAST BANK, NEW ORLEANS, LA

ANNEX A TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)  
TASK ORGANIZATION (U)

REFERENCES: None

MARINE FORCES RESERVE  
Headquarters Battalion, MARFORRES

LtGen Bergman  
LtCol Kleis

4<sup>th</sup> Marine Division  
4<sup>th</sup> Marine Aircraft Wing  
4<sup>th</sup> Marine Logistics Group

MajGen Williams  
BGen Bircher  
BGen Moore

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R. E. BRAITHWAITE  
Executive Director

APPENDIXES:

1 - Personnel Assignments

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APPENDIX 1 TO ANNEX A TO FORCE ORDER 3440.1F  
EVACUATION/COOP) (U)  
PERSONNEL ASSIGNMENTS (U)

REFERENCES: (a) OPNAVINST 5580.1A CH-2  
(b) CNO (N34) ltr of 19 Aug 02

1. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet National Defense and/or civil support requirements in the event that a disaster of any kind prohibits operations aboard the NSA, East Bank. Only through proper planning, will MARFORRES ensure that all personnel are evacuated safely and that we are able to continue to perform mission essential tasks from the AH.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Elements and teams have been established to perform specific functions during the evacuation or follow-on COOP. If assigned to an element or team, each Marine must understand the; who, what, where, when, why, and how of that element or team mission. Tab A covers the mission and composition of each element or team. (Refer to Annex X, Execution Checklist for timing and phasing of displacement.)
4. Administration and Logistics. Personnel to elements and teams will be assigned by name. Staff Sections, HQBn, and MSC's will ensure that Marines are aware of assignments.
5. Command and Signal.
  - a. Command. Refer to basic plan.

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b. Signal. OIC's will ensure that proper accountability is maintained and that required reporting is completed upon departure, en-route as directed, and arrival.

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Executive Director

TABS:

A - Element and Team Mission and Composition

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TAB A TO APPENDIX 1 TO ANNEX A TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
ELEMENT AND TEAM MISSION AND COMPOSITION (U)

1. The following exhibits provide the mission and composition, by billet and name, for each team and element.

- 1 - Tier I (Advance)
- 2 - Tier I
- 3 - Tier II
- 4 - Remain Behind Detachment
- 5 - Damage Control Team
- 6 - Equipment Recovery

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1. TIER I (Advance) - At landfall-96 hours, Tier I (Advance) personnel will move to the AH IOT to occupy and establish connectivity at the AH and begin the COOP(ing) of network services. Tier I (Advance) consists of:

TIER I (ADVANCE)		
BILLET	LAST NAME	RANK
G-6 NETWORK OPS (KC)	MCLAUGHLIN	LCPL
G-6 NETWORK OPS (KC)	MORGAN	SSGT
G-6 NETWORK OPS (KC)	RALSTON	CPL
G-6 NETWORK OPS (DFW)	PERKOWSKI	SGT

2. TIER I - At landfall-72 hours, Tier I personnel will move to the AH IOT establish functionality of AH, provide ability to continue mission essential functions, and assume command and control during the evacuation. Tier I consists of the following:

TIER I		
BILLET	LAST NAME	RANK
COS	KINNERUP	COL
CMD ADMIN CHIEF	LUCAS	GYSGT
CMD ADMIN CLERK	DONJUAN	SGT
CMD ADMIN CLERK	PIROLO	LCPL
AC/S G-1	PETERSON	COL
AC/S G-1 (INCOMING)	O'VERY	COL
G-1 CHIEF	CLAIBORNE	MGYSGT
G-1 ADJ/CACO	SKRYD	CAPT
G-1 NAVY PERS REP	WHITSON	LT (USN)
G-1 CIV LIASON	YOUNG	GS-9
G-1 MORNING RPT	WILLIAMS	GYSGT
G-1 ISC	KIMBROUGH	SSGT
G-1 IPAC PERSO	WILKINS	CWO2
G-1 IPAC UD	PAPAS	SSGT
G-1 IPAC ORDERS	SOILEAU	LCPL
G-1 IPAC	VERRETTE	CPL
AC/S G-2	MULL	LTCOL
AC/S G-3/5	PRATT	COL
G-3/5 ADMIN CHIEF	ANOMACHI	SGT
AC/S G-4	KIRKPATRICK	COL
G-4 LOGISTICS CHIEF	STOVALL	MGYSGT

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TIER I (continued)		
BILLET	LAST NAME	RANK
AC/S G-6	SCHLAFER	LTCOL
AC/S G-6 DEPUTY	BRANCO	GS-14
G-6 COMM CHIEF	SYLVAIN	MGYSGT
G-6 NETWORK OPS (DFW)	DUBEAU	SGT
G-6 NETWORK OPS (DFW)	THOMPSON JR	LCPL
G-6 NETWORK OPS (DFW)	ZAPOTOSKI	CPL
G-6 NETWORK OPS (DFW)	DUHON	GYSGT
G-6 NETWORK OPS (DFW)	ROGERS	LCPL
G-6 NETWORK OPS (DFW)	CAIN	CPL
G-6 NETWORK OPS (DFW)	DOANE	GS-15
G-6 NETWORK OPS (DFW)	GODCHAUX	GS-13
G-6 NETWORK OPS (DFW)	JONES JR	GYSGT
G-6 NETWORK OPS (DFW)	LUSCH	CTR
G-6 NETWORK OPS (DFW)	PIERCE JR	LCPL
G-6 NETWORK OPS (DFW)	BELL	SGT
G-6 TACOPS (DFW)	NOWLIN	CAPT
G-6 TACOPS (DFW)	KNOPP	SGT
G-6 TACOPS (DFW)	RODDY-JONES	GYSGT
G-6 TACOPS (DFW)	THOMPSON	MSGT
G-6 NETWORK OPS (KC)	ALFORD	SGT
G-6 NETWORK OPS (KC)	MILLER	GS-11
G-6 NETWORK OPS (KC)	CROGHAN	SSGT
G-6 NETWORK OPS (KC)	ROY	MSGT
G-6 NETWORK OPS (KC)	CRAWFORD JR	MSGT
G-6 NETWORK OPS (KC)	HADDEN	SGT
G-6 NETWORK OPS (KC)	EDWARDS	SGT
G-6 NETWORK OPS (KC)	BROWN	CTR
G-6 NETWORK OPS (KC)	HOLDERBY	CTR
G-6 TACOPS (KC)	SWARRINGIM JR	SGT
G-6 NETWORK OPS (KC)	RICHARD	MAJ
G-6 NETWORK OPS (KC)	WRONKOWSKI	MAJ
G-6 NETWORK OPS (KC)	BANKS	LCPL
G-6 NETWORK OPS (KC)	BUCHHOLZ	LCPL
G-6 NETWORK OPS (KC)	CANETE	CPL
G-6 NETWORK OPS (KC)	DEMILLE	CPL
G-6 NETWORK OPS (KC)	EMBRY	LCPL
G-6 NETWORK OPS (KC)	KONG	SGT
G-6 NETWORK OPS (KC)	LEAHY	LCPL
G-6 NETWORK OPS (KC)	LONG	LCPL

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TIER I (continued)		
BILLET	LAST NAME	RANK
G-6 NETWORK OPS (KC)	NASON	LCPL
G-6 NETWORK OPS (KC)	PALMER	CPL
G-6 NETWORK OPS (KC)	PRIDGEON	PFC
G-6 NETWORK OPS (KC)	SHAW	CPL
G-6 NETWORK OPS (KC)	SOLOMON	LCPL
G-6 NETWORK OPS (KC)	FISKEY	LCPL
G-6 NETWORK OPS (KC)	FITZHUGH	LCPL
G-6 NETWORK OPS (KC)	WILSON	PFC
G-6 NETWORK OPS (KC)	WATSON	CPL
G-6 NETWORK OPS (KC)	DELAUNE	PFC
G-6 NETWORK OPS (KC)	EMMONS	GYSGT
G-6 NETWORK OPS (KC)	LARA	SGT
G-6 NETWORK OPS (KC)	MORTON	PFC
G-6 NETWORK OPS (KC)	TSAI JR	CPL
G-6 NETWORK OPS (KC)	WARREN	LCPL
AC/S G-7	ELLINGSON	COL
AC/SG-8 DEPUTY	MCGUINNESS	GS-14
COMPTROLLER	HOGBERG	COL
SJA	SESSOMS	COL
SJA LEGAL CHIEF	GOSS	MSGT
FACILITIES	DAVIS	LTCOL
PAO	PICCOLI	LTCOL
PAO	ASH	CWO2
MFN COS	NEELY	COL
AC/S G-3 MFN	FLETCHER	COL
MFN G-3	EBEL	LTCOL
MFN G-3	SELDON	LTCOL
MFN G-3	RITCHIE	MAJ
MFN G-3	TRIPPODO	SFC
MFN G-3	SAUNDERS	GYSGT
MFN G-3	MEYNIER	CTR
MFN G-3	PARKINSON	SGT
MCCS	GUZMAN	MSGT
CAMP COMMANDANT HQBN	LOGAN	MAJ
S-1	ORMOND	GYSGT
S-3	SCHUMACHER	MAJ
S-4	MOORE	CAPT

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3. TIER II - Tier II personnel will continue mission essential functions from New Orleans while Tier I displaces and establishes C2 at the AH. Tier II consists of the following:

TIER II		
BILLET	LAST NAME	RANK
COMMANDER	BERGMAN	LTGEN
EXECUTIVE DIRECTOR	BRAITHWAITE	SES-1
FORCE SGTMAJ	CUMMINGS	SGTMAJ
COMMAND MASTER CHIEF	WRIGHT	CMDCM
AIDE-DE-CAMP	SMITH	MAJ
DRIVER	GOLIDAY	CPL
PROTOCOL	BOYD	MS
ENLISTED AIDE	HUNTER	SSGT
STAFF SECRETARY	MICHAEL	CAPT
CMD DECK ISC	ZAPOTSOSKI	CPL
CMD DECK CLERK	TWISS	LCPL
CMFR SECRETARY	WHITTINGTON	GS-11
COUNSEL	NAGLE	GS-15
COUNSEL	TAYLOR	GS-13
MARFORRES SECURITY	COCHRAN	GS-12
MARFORRES SECURITY	WASHINGTON	GS-11
MARFORRES SECURITY	PIERREPAUL	SGT
AC/S G-1 DEPUTY	BUTCHER	GS-14
AC/S G-2 DEPUTY	HORMBERG	MAJ
G-2 MFN	COGAN	SSGT
MFN STAFF SECRETARY	RANKIN	CAPT
MFN OPERATIONS OFFICER	CLONTS	LTCOL
MFN	JOHNSON	CPL
MFN	WIDMAYER	CPL
MFN OPS CLERK	HALEY	SGT
AC/S G-4 DEPUTY	ORMEROD	LTCOL
AC/S G-6 DEPUTY	BRANCO	GS-14
G-6 NETWORK OPS	CAPT	MANNING
G-6 NETWORK OPS	SGT	BAUMAN
G-6 NETWORK OPS	CPL	MAY
G-6 NETWORK OPS	SSGT	CRITTENDEN
AC/SG-7 DEPUTY	POMEROY	GS-14
AC/S G-8	JAGUSCH	COL
SJA	DUNN	MAJ
FACILITIES	MAQUIRE	GS-14
COMPTROLLER	STEGALL	GS-14
MCCS	DEWITT	CPL
PAO	FOUCHA	GS-13
PAO	RETANA	MSGT

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4. REMAIN BEHIND MARFORRES DETACHMENT -

a. Upon receipt of the evacuation order, the RBM Det will muster in the Force Conference Room, 4<sup>th</sup> Deck, Bldg 601. The RBM Det will accomplish the following missions:

- 1) Assist Tier II in command and control of the evacuation until the AH is established and functional.
- 2) Provide Security for Bldg 601.
- 3) Provide Security for Bldg 10 and Quarters A, NSA, West Bank.
- 4) Provide ongoing assessments and recommendations during Phase II and Phase III if executed. Phase II assessments will determine execution of Phase III or Phase IV and recommend the timeline and plan for a return to NOLA during Phase III.
- 5) Continue to perform duties of the MFR Command Center as required.
- 6) BPT act as LNO's for MARFORNORTH during potential HA/DR missions in the New Orleans area.
- 7) Establish the Return Movement Control Center.

b. Composition of the RBM is as follows:

REMAIN BEHIND MFR DETACHMENT		
BILLET	LAST NAME	RANK
OIC	BAXTER	COL
G-3/5 (ASST OIC/SWO)	BATEMAN	LTCOL
MFR CDO	TBD	TBD
MFR CSDO	TBD	TBD
MFR DNCO	TBD	TBD
G-1	MCDOWELL	SSGT
G-1	MOODY	LCPL
G-2	GUZMAN	SGT
G-2	TERRY	CPL
G-4 (MEDICAL/IDC)	BERRY	CPL
G-4 (MEDICAL/IDC)	THOMPSON	HM2
G-6 EKMS	BROUGHTON	MGYSGT
G-6 TACOPS	HIMEL	SGT
G-6 NETWORK OPS	HELLER	CPL
G-6 NETWORK OPS	TORRES	CPL
SUPPLY	MERRILL	GYSGT
FORK LIFT OPERATOR	ANCAR	SGT

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5. DAMAGE CONTROL TEAM - Upon receipt of the evacuation order, the DCT will report to the RBM OIC in Bldg 601. The DCT will work pre and post event actions IOT prepare and minimize damage to Bldg 601 and MFR spaces on the NSA, East and West Bank as needed. The DCT will remain in NOLA until mission completion. Composition is as follows:

<b>DAMAGE CONTROL TEAM</b>		
<b>BILLET</b>	<b>LAST NAME</b>	<b>RANK</b>
FACILITIES SNCOIC	FLOWERS	SSGT
G-1	HUDNALL	CPL
G-3/5	COLLINS	CPL
G-4	CRAFT	SGT
PAO	LOPEZ	LCPL
SJA	WALDROP	LCPL
COMPROLLER	CUMMINGS	PFC
4th MARDIV	THIBODEAUX	CPL
4TH MAW	LOUIS	SGT
4TH MLG	GIBSON	CPL

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6. EQUIPMENT RECOVERY TEAM - Upon receipt of the evacuation order, the ERT will evacuate to their assigned AH. On order, during Phase III, the ERT will return to New Orleans IOT embark all mission essential equipment necessary to function at the AH. Anticipate this mission lasting 48-72 hours. The ERT will accompany all gear to the AH. Security Managers will ensure that ERT members have appropriate security clearance and courier cards necessary to perform function. Composition is as follows:

<b>EQUIPMENT RECOVERY TEAM</b>		
<b>BILLET</b>	<b>LAST NAME</b>	<b>RANK</b>
G-4 SNCOIC	ELLIOT	GYSGT
COMMAND DECK	LUCAS	GYSGT
G-3/5	AKERMAN	SGT
G-3 MFN	PARKINSON	SGT
G-1	MUNOZ	SSGT
G-1	LUCAS	SGT
G-1	GARROW	CPL
G-1	EMMONS	LCPL
G-2	HAIYASOSO	LCPL
G-7	HAGAN	GYSGT
G-8	STEIN	MAJ
FACILITIES/SAFETY	ZAHNEN	SGT
PAO	LOPEZ	LCPL
4TH MARDIV	JARUSOOK	SGT
4TH MARDIV	VANDERMOLEN	LCPL
4TH MAW	LUCAS	SGT
4TH MAW	PAMOLERAS	CWO3
4TH MAW	SMITH	SGT
4TH MAW	STEWART	CPL
4TH MLG	DESTEFANO	LCPL
4TH MLG	RAY	LCPL
COMPTROLLER	MACKINNON	CPL
RCO	AUSTIN	MSGT
MCCS	KING	LCPL
HQBN	EDMONDS	SSGT
HQBN	KERN	SGT

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ANNEX B (INTELLIGENCE & INFORMATION) TO FORCE ORDER 3440.1F  
(EVACUATION/CONTINUITY OF OPERATIONS PLAN) (U)

1. MISSION AND CONCEPT OF INTELLIGENCE OPERATIONS

a. Mission

On Order MFR G-2 provides an Analysis Cell, 1 Officer/SNCO and 2 Marines in order to augment the remain behind MFR Command Center and will be responsible for data/information collection as to the status of the city, pre and post-event. This cell will coordinate with Local Civil and Military Authorities and attend as able, the city Emergency Operations Center (EOC) meetings providing information to enhance COMMARFORRES situational awareness as to the condition of city utilities, traffic ability, medical conditions, and the overall condition of the city and surrounding parishes.

b. Concept of Operations

(1) MFR G-2 will coordinate with City, State and Federal agencies to provide information to COMMARFORRES and staff necessary to plan and execute the current evacuation/Continuity of Operations Plan (COOP). This will be conducted in five (5) Phases.

(2) MFR G-2 concurrently establishes an alternate COOP site at designated area.

(a) Phase 1 Preparatory Phase

1. Upon the onset of hurricane season, MFR G-2 will monitor and when necessary, coordinate with **G-3** to brief any potential destructive weather patterns that may affect the New Orleans area that could lead to an evacuation. The primary source for collecting this information will be the National Oceanic & Atmospheric Administration. Upon determining a potential threat, the G-2 will provide daily updates in tracking destructive weather.

2. MFR G-2 will provide current MC&G products in support of operational planning.

3. MFR G-2, at the onset of hurricane season, will establish liaison with proposed city Emergency Operations Center personnel and maintain communication with all applicable agencies.

(b) Phase 2 Evacuation Phase Landfall -96 to landfall -12

1. When directed by COMMARFORRES, MFR personnel evacuate the Headquarters and MFR G-2 Analysis cell begins 24 hour operations in coordination with the MFR command center.

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2. Assigned personnel will evacuate to designated COOP site in accordance with OPOD.

(c) Phase 3 COOP/Assessment Phase (Landfall to Landfall +48)

Following landfall COMMARFORRES directs execution of COOP.

1. MFR G-2 analysis cell conducts assessment to determine COA's for redeployment or execution of COOP.

2. Evacuated G-2 personnel on order, report to designated COOP Site, supports analysis cell with reachback, and assist in the preparation of briefings to COMMARFORRES and Staff.

(d) Phase 4 Reconstitution Phase

COMMARFORRES directs phased return to NOLA. MFR G-2 remains in contact with RBE and Analysis Cell IOT report information concerning status of utilities, roads, and other related infrastructure.

c. Intelligence/Information support available

The following agencies will be the primary sources for information:

Marine Corps Intelligence Activity (MCIA)

NOAA

Northern Command (NORTHCOM)

New Orleans EOC to include all local, state, and federal response teams.

2. SITUATION

a. Characteristics of AO weather and terrain

NOLA egress routes. Hurricane XX is currently located at Lat /Long, approx xx miles from the mouth of the river moving (direction) at xx MPH. There is/is not significant weather impacting evacuation routes.

b. Summary of Local Situation

Orleans Parish has ordered an evacuation (will order voluntary evac effective date/time), Jefferson has ordered an evacuation (will order voluntary evac effective date/time), Plaquemines has ordered an evacuation (will order voluntary evac effective date/time), St. Tammany has ordered an evacuation (will order voluntary evac effective date/time), NSA has informed residents that they must evacuate NLT xxx.

c. Estimate of Local Situation

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3. INTELLIGENCE AND INFORMATION ACTIVITY

MFR G-2 and the Analysis Cell use all sources to gather information, verify the accuracy of information and disseminate it to the Commander MFR and his Staff.

4. ASSIGNMENT/COORDINATION OF INTELLIGENCE AND INFORMATION TASK

- a. Military Commands (NorthCom, MCIA, LA. Nat Guard)
- b. Law Enforcement (St Police, Local Police, EOC's)
- c. MFR command center
- d. Coordinating Instructions.: Coordination through agencies will be directed by MFR G-2

5. MISCELLANEOUS INSTRUCTIONS

None



H. E. MULL JR.

APPENDIXES :

- 1 - Appendix (1) Evacuation Routes and trafficability
- 2 - Appendix (2) Designated safe harbor sites and emergency contacts
- 3 - Appendix (3) MC&G

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APPENDIX 1 TO ANNEX B (INTELLIGENCE & INFORMATION) TO FORCE ORDER  
3440.1F (EVACUATION/CONTINUITY OF OPERATIONS PLAN) (U)

Evacuation Routes (U)

Evacuation routes are in accordance with published state evacuation routes:

- <http://www.ohsep.louisiana.gov/evacinfo/stateevacrtes.htm>
- There are 6 Primary routes out of NOLA
- All I-10 based
- 10 East to I-12W/I-59N interchange
- 1-10 West to I-55N interchange

WestBank Options:

- Hwy 90 E to Crescent City Connection to 1-10 East or West
- Hwy 90 W to Huey P. Long Bridge to 1-10 West
- H~y90Wt01-310t01-10W
- Hwy 90 W to 1-1011-49 interchange (in Lafayette, La.)

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APPENDIX 2 TO ANNEX B (INTELLIGENCE & INFORMATION) TO FORCE ORDER  
3440.1F (EVACUATION/CONTINUITY OF OPERATIONS PLAN) (U)  
 Emergency Shelter Information Points and Contact Numbers (U)

Evacuation Area of the State	Information Point Location	Address
Re-entry from Mississippi on US 65 and US 84	1 Tourist Welcome Center	US 65 & 841401 Carter St. (US 84), Vidalia, LA
Re-entry from Mississippi on I-20	2 Tourist Welcome Center	836 I-20 West, Tallulah, LA
From the Southeast area on LA 1	3 Paragon Casino	711 Paragon Place, Marksville, LA
From the Southeast/Central areas on I-49	4 Sammy's Truck Stop	I-49, Exit 53, 3601 LA 115 W, Bunkie, LA
From the Southeast/Central areas on US 71	5 Med Express Office	7525 US 71, Alexandria, LA
From the Southeast/Southwest/Central areas on US 171 and I-49	6 P.E. Gym, LSU-Shreveport	One University Place, Shreveport, LA
From the Southwest area on US 171	7 Pickering High School	180 LeBleu Rd, Leesville, LA
From the Southwest/Central areas on US 165	8 Mowad Civic Center	5th Ave and 10th St, 1 Blk off US 165, Oakdale, LA

- American Red Cross
  - 1-800-229-8191
  - [www.preparelouisiana.redcross.org](http://www.preparelouisiana.redcross.org)
- Louisiana Department of Transportation and Development
  - (225) 379-1232
  - [www.dotd.state.la.us](http://www.dotd.state.la.us)
- Louisiana Office of Homeland Security and Emergency Prep
  - 1-800-256-7036
  - [www.ohsep.louisiana.gov](http://www.ohsep.louisiana.gov)
- Louisiana State Police
  - 1-800-469-4828 (road closure information hotline)
  - 1-800-969-2059 or dial "577 from cell phone
  - [www.lsp.org](http://www.lsp.org)
- Louisiana Department of Health and Hospitals
  - [www.dhh.state.la.us](http://www.dhh.state.la.us)
- Federal Emergency Management Agency
  - [www.ready.gov](http://www.ready.gov)

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APPENDIX 3 TO ANNEX B (INTELLIGENCE & INFORMATION) TO FORCE ORDER  
3440.1F (EVACUATION/CONTINUITY OF OPERATIONS PLAN) (U)

Mapping, Charting and Geodesy (U)

- National Oceanic and Atmospheric Administration (NOAA) Charts
- State Issued Hurricane Evacuation Maps
  - Released 14 April 2006
  - [http://www.ohsep.louisiana.gov/evacinfo/2006\\_se\\_guide.pdf](http://www.ohsep.louisiana.gov/evacinfo/2006_se_guide.pdf)
- USGS Maps of New Orleans and surrounding areas
  - Provided by MFR G-2

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ANNEX C TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)

REFERENCES: None

1. General

- a. Purpose. This annex provides detailed guidance and information for the conduct of the MARFORRES Evacuation and Continuity of Operations Plan.
- b. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
- c. Area of Operations. Refer to basic plan.
- d. Situation. Refer to basic plan.

2. Concept of Operations. Refer to basic plan and Appendix 4 (Operations Overlay).

3. Conduct of Operations. The following provide detailed guidance during the conduct of the Evacuation and COOP:

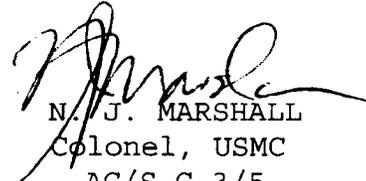
- a. Hurricane Conditions of Readiness and Storm Categories. Refer to Appendix 1 (HURRCOR/Categories).
- b. Storage and Safeguard of Classified Material. Refer to Appendix 2 (Classified Material Collection and Storage Matrix).
- c. Pre and Post Event Reporting Requirements. Refer to Appendix 3 (Reporting Requirements and Report Formats).
- d. Operations Overlay. Refer to Appendix 4 (Operations Overlay).

4. Operational Constraints. None.

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5. Command and Signal. Refer to basic order.

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N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

APPENDIXES:

- 1 - Hurricane Conditions of Readiness and Storm Categories
- 2 - Classified Material Collection and Storage Matrix
- 3 - Reporting Requirements and Report Formats
- 4 - Operations Overlay

APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F

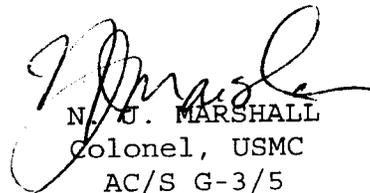
(EVACUATION/COOP) (U)

HURRICANE CONDITIONS OF READINESS AND STORM CATEGORIES (U)

REFERENCES: None

1. Purpose. To publish the criteria for each Hurricane condition of Readiness (HURRCOR), 5 through 1 and each Storm Category, 1 through 5.
2. HURRCOR. The information in Tab A shows the correlation between the HURRCOR and the time from forecasted landfall. HURRCOR changes will require different events or actions with each and have direct effect on the Phases of the Evacuation/COOP.
3. Storm Categories. The information in Tab B shows the Category of the storm based on the intensity, measured in wind speed, and the projected storm surge with each.

ACKNOWLEDGE RECEIPT

  
N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

TABS:

- A - Hurricane Conditions of Readiness
- B - Storm Categories

TAB A TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
HURRICANE CONDITIONS OF READINESS (U)

**Hurricane Conditions of Readiness (HURRCOR) are separated into 5 categories. The conditions of readiness are listed below.**

I. **HURRCOR - 5.** The normal hurricane season is a 6-month period from 1 June to 30 November. This condition is primarily a reminder that the hurricane season is in effect.

II. **HURRCOR - 4.** A tropical disturbance (gale, storm, cyclone, or hurricane) has been identified with destructive winds forecast to reach this area within 72 hours.

III. **HURRCOR - 3.** Destructive winds are forecast to reach this area within 48 hours.

IV. **HURRCOR - 2.** Destructive winds are forecast to reach this area within 24 hours.

V. **HURRCOR - 1.** Destructive winds are imminent and are anticipated within 12 hours.

**HURRCOR may also be assigned one of two classifications based on the intensity of the storm. These classifications are "A" and "B" and are also explained below.**

I. **HURRCOR (4 through 1) A.** Used for a major hurricane with winds of 130 mph or higher (category 4 or 5).

II. **HURRCOR (4 through 1) B.** Used for less severe hurricanes and tropical storms. Evacuation is normally not anticipated with classification B.

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TAB B TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
STORM CATEGORIES (U)

**Hurricanes are separated into 5 categories. The categories and criteria are listed below.**

- I. **Category - 1.** Sustained winds of 75-95 MPH. Storm Surge expected to be 4-6 FT.
- II. **Category - 2.** Sustained winds of 96-110 MPH. Storm Surge expected to be 7-8 FT.
- III. **Category - 3.** Sustained winds of 111-130 MPH. Storm Surge expected to be 9-12 FT.
- IV. **Category - 4.** Sustained winds of 131-155 MPH. Storm Surge expected to be 13-18 FT.
- V. **Category - 5.** Sustained winds of 155+ MPH. Storm Surge expected to be 18+ FT.

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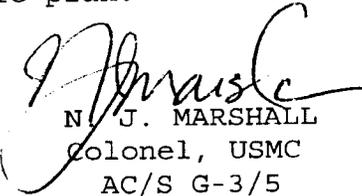
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APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL (U)

REFERENCES: SECNAVINST 5510.36

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. Since it is not feasible to evacuate with all classified material, Security Managers must plan for and ensure that classified materials are properly safeguarded and secured prior to departure.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Every Marine will act as a Security Manager and ensure that classified material is properly safeguarded and stored prior to evacuation. Assigned Security Managers will adhere to the matrix in Tab A prior to each evacuation in order to inspect and ensure that classified material in their section is properly safeguarded and stored and that the section is prepared for a prolonged evacuation.
4. Administration and Logistics. Security managers will ensure that the proper storage material is available and on hand and that all safes and locks are functional prior to the beginning of the Hurricane Season (1 Jun).
5. Command and Signal. Refer to basic plan.

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TABS:

A - Classified Material Collection and Storage Matrix

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TAB A TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1F

(EVACUATION/COOP) (U)

STORAGE AND SAFEGUARD OF CLASSIFIED MATERIAL MATRIX (U)

1. MARFORRES personnel and Security Managers will ensure the following matrix is followed during the Hurricane Season and prior to evacuation in order to store and safeguard all classified materials.

2. Questions/Concerns should be addressed to the MARFORRES Security Manager.

ACTION	TIME	REFERENCE	RESPONSIBLE OFFICER
Conduct Inventory of Classified Material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager
Prep of Hand Carried Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager
Prep of Shipped Material	NLT 1 Jun, Setting of HURRCOR 4	5510.36	Individual/Section Security Manager/TMO
Verify Courier Cards are issued to individuals that need to transport classified material	NLT 1 Jun, Appearance of storm	5510.36	Individual/Section Security Manager/MFR Security Manager
Ensure combinations to all vaults, safes, and spaces are to G-1	NLT 1 Jun, Appearance of storm	Force Order 3440.1F and 5510.36	Individual/Section Security Manager
Ensure combination to G-1, CMCC present in MFR COC	NLT 1 Jun, Setting of HURRCOR 4	Force Order 3440.1F and 5510.36	MFR Security Manager/CDO
Destroy un-needed classified material	NLT 1 Jun, Continuous	5510.36	Individual/Section Security Manager
Ensure 2 Party Destruction of classified material	As needed	5510.36	Individual/Section Security Manager
Ensure JPAS current and individuals authorized to view/handle classified material	NLT 1 Jun, Continuous	5510.36	Section Security Manager

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APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORTING REQUIREMENTS AND REPORT FORMATS (U)

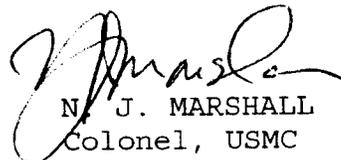
REFERENCES: NONE

1. Situation. The evacuation of MARFORRES, will require Marines to travel independently to evacuation locations and the AH. In previous evacuations, this has led to problems with accountability. The safety of MARFORRES personnel is the most important issue during the evacuation. Maintaining strict accountability is key to ensuring their safety. Reporting will begin at the individual level and work up the chain of command. It is imperative that higher, adjacent, and subordinate commands understand the situation and are kept informed through every step of our evacuation.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. Every Marine and unit will conduct timely and accurate reporting throughout the evacuation in order to ensure strict accountability and keep higher, adjacent, and subordinate units informed of the situation. Staff Sections and MSC's will ensure adherence to the accountability procedures published in Annex E. Unit reporting requirements are covered in Tabs A and B of this Appendix.
4. Administration and Logistics. Refer to the basic plan and Annexes E and K.

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5. Command and Signal. Refer to basic plan.

ACKNOWLEDGE RECEIPT

  
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Colonel, USMC  
AC/S G-3/5

TABS:

A - Reporting Matrix

B - Report Formats

C-3-2

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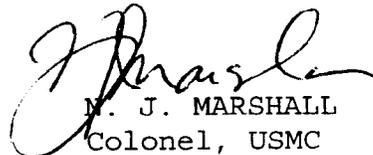
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TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORTING MATRIX (U)

1. Purpose. Exhibits 1 and 2 are the reporting requirements at the individual and unit level. The matrices are provided to assist in execution and accountability during the Evacuation/COOP plan.

ACKNOWLEDGE RECEIPT

  
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AC/S G-3/5

EXHIBITS:

- 1 - Reporting Matrix
- 2 - Report Formats

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EXHIBIT 1 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
 REPORTING MATRIX (U)

1. The following event matrix detail the individual's reporting responsibilities during the execution of the Evacuation/COOP plan.

INDIVIDUAL RESPONSIBILITIES

EVENT/ACTION	PHASE OR TIME	REPORTS TO	SYSTEM
Evacuation Intentions (Location & Contact Info)	HURRCOR 5	Section/SNCOIC	Verbal/Phone
Acknowledges receipt of Evac Order	HURRCOR 4 (60 HOURS OUT)	Section/SNCOIC	Verbal/Phone
Arrival at initial evac location	Upon Arrival	Section/SNCOIC	Phone - Primary E-mail - Alt
Daily report	As directed	Section/SNCOIC	Phone - Primary E-mail - Alt
Acknowledges receipt of order directing individual to AH or return to NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt
Arrival at AH or NOLA	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt

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EXHIBIT 2 TO TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
REPORTING MATRIX (U)

1. The following event matrices detail unit reporting responsibilities during the execution of the Evacuation/COOP plan.

**MARFORRES/HQBN REPORTING MATRIX**

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
CMFR Sets HURRCOR 5 (Remains in 5 throughout Hurricane Season)	1 June	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 4 (Evacuation Intentions)	72 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR G-3 Reports evac intentions of MFR Air Assets	Upon receipt of 4 <sup>th</sup> MAW report	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR (Fwd) reports AH occupied	HURRCOR 4	HQMC, Adj MARFORs, and MSC's Navy EOC	DMS/E-mail (NIPR/SIPR)/Phone
CMFR issues evac order	60 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 3 (Evacuation Intentions)	48 Hours out	HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
MFR AH assumes Command and Control of evacuation	HURRCOR 3	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 2 (Evacuation Intentions)	24 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Sets HURRCOR 1 (Evacuation Intentions)	12 Hours out	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2
CMFR Order to return to NOLA	Phase IV On order	MFR G-3 to HQMC, Adj MARFORs, and MSC's	DMS - Primary E-mail - Alt 1 Phone - Alt 2

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4<sup>th</sup> MARDIV, 4<sup>TH</sup> MAW, 4<sup>TH</sup> MLG REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
MSC confirms/sets HURRCOR 5	1 June	MFR G-3/Sub units	DMS/E-mail
MSC confirms/sets HURRCOR 4	72 Hours out	MFR G-3/Sub units	E-mail
4 <sup>th</sup> MAW Reports evac intentions of MFR Air Assets	Upon evac of assets	MFR G-3	E-mail - Primary Voice - Alt
MSC issues evac order	60 hours out	Sub units	E-mail - Primary Voice - Alt
MSC AH functional	Upon completion	MFR G-3	DMS/E-mail/Phone
MSC confirms/sets HURRCOR 3	48 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 2	24 Hours out	Sub units	E-mail
MSC confirms/sets HURRCOR 1	12 Hours out	Sub units	E-mail
MSC initial accountability and damage report of I&I locations	Landfall + 24 hours	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC Accountability Report	Every 24 Hours until 100% accountability of I&I/SMCR Marines	MFR G-3/G-1	E-mail - Primary Voice - Alt
MSC intentions to COOP or return to NOLA	Landfall +24 hours	MFR G-3/Sub units	E-mail - Primary Voice - Alt
MSC confirms/issues order to return to NOLA	Phase IV On order	MFR G-3/Sub units	E-mail - Primary Voice - Alt

I&I/SMCR REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
Confirms/Sets HURRCOR 5	Phase I 1 June	MSC G-3 via Chain of Cmnd	E-mail Voice
Confirms/Sets HURRCOR 4 (Evacuation Intentions)	Phase I/II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Evacuation intentions of Air Assets or other Critical Items	Phase II	MFR G-3 via Chain of Cmnd	E-mail - Primary Phone - Alt
Initial accountability/damage report	Landfall +24 hours	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Accountability Report	Every 24 hours until 100% accountability of SMCR Marines	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt
Reoccupation of I&I Site	I&I Determination	MFR G-3/G-1 via Chain of Cmnd	E-mail - Primary Phone - Alt

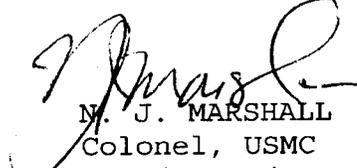
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TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
REPORT FORMATS

1. Purpose. Exhibits 1 and 2 are formats to be used to standardize reporting. The formats will be used as dictated by the Reporting Matrices.

ACKNOWLEDGE RECEIPT

  
N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

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EXHIBIT 1 TO TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1F (EVACUATION/COOP) (U)  
REPORT FORMATS (U)

1. The following is to be used by MARFORRES/MSR throughout the execution of the Evacuation/COOP plan. Refer to Reporting Matrix to determine sending occasions.

XXXXXXZ XXX 06 R UNCLAS ou:COMMARFORRES CMD CTR(uc)

TO COMMARFORRES(uc)  
COMMARFORRES G1(uc)  
COMMARFORRES G2(uc)  
COMMARFORRES G4(uc)  
COMMARFORRES G5(uc)  
COMMARFORRES G6(uc)  
COMMARFORRES G7(uc)  
HQBN MARFORRES(uc)  
COMMARFORRES SJA(uc)  
COMMARFORRES PAO(uc)  
COMMARFORRES CONTRAC(uc)  
COMMARFORRES CMD CTR(uc)  
CG 4TH MAR DIV(uc)  
CG 4TH MAR DIV G1(uc)  
CG 4TH MAR DIV G3(uc)  
CG 4TH MAW(uc)  
CG 4TH MAW G1(uc)  
CG 4TH MAW G3(uc)  
CG 4TH FSSG(uc)  
CG 4TH FSSG G1(uc)  
CG 4TH FSSG G3(uc)  
CG MARCORMOBCOM KANSAS CITY MO(uc)  
MAG 42 DET C(uc)  
CC CMC WASHINGTON DC(uc)  
CMC WASHINGTON DC PPO(uc)  
CMC WASHINGTON DC PPO PS(uc)  
CMC WASHINGTON DC PPO POC(uc)  
CMC WASHINGTON DC MRA(uc)  
CMC WASHINGTON DC MRA RA(uc)  
COMMARFORCOM(uc)  
COMMARFORCOM G-1(uc)  
COMMARFORCOM G3-5-7(uc)  
MAG 42(uc)  
14TH MAR(uc)  
AL 13775(uc)

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TO COMMARFORRES//G1/G2/G4/G5/G6/G7/HQBN/SJA/COMPT/PAO/HSS/FAC/CONT//  
CG FOURTH MARDIV/G1/G3/  
CG FOURTH MAW//G1/G3//  
CG FOURTH MLG//G1/G3//  
CG MOBCOM KANSAS CITY MO//  
FOURTEENTH MAR  
MARCORLOGCOM ALBANY GA  
HQ SVC BN 4TH FSSG  
MAG FOUR TWO  
INFO CMC WASHINGTON DC//PP&O/M&RA/POC/POS/RA//  
COMMARFORCOM//G1/G3//  
COMMARFORPAC//G1/G3//  
COMMARFORSOUTH//G1/G3//  
COMMARFOREUR//G1/G3//  
COMMARCENT//G1/G3//  
ALL MARFORRES

BT

UNCLAS //N03400//

SUBJ//SET DESTRUCTIVE WEATHER CONDITION OF READINESS ONE (COR 4/3/2/1) IN  
RESPONSE TO HURRICANE XXXXXXX//

POC/MAJ KIELY/MFR G3/TEL: 504-678-8089//COC/TEL: 504-678-8701/8672//

REF/A/COMMARFORRES/FO 3440.1F//

AMPN/REF A IS MARFORRES LOCAL DESTRUCTIVE WEATHER EVACUATION/COOP PLAN//  
RMKS/1. HURRICANE XXXXXX IS PROJECTED TO POTENTIALLY THREATEN THE NOLA  
AREA WITHIN THE NEXT 72/48/24/12 HOURS.

2. IF IT STAYS ON ITS CURRENT PROJECTED PATH, IT COULD POTENTIALLY ARRIVE IN  
THE NOLA AREA BY (DAY), XX SEP.

3. THE FOLLOWING MFR ACTIONS WILL COMMENCE IMMEDIATELY UPON SETTING OF  
HURRCOR x. (PUBLISH INTENTIONS LAUNCHING TIER I, EVACUATING ETC)

4. ALL MFR UNITS AND STAFFS IN THE NOLA AREA ARE ORDERED TO SET COR 4,3,2,1 AND  
ENSURE COMPLIANCE WITH REF A. NOTIFY THE MFR G-3 AND MFR CDO VIA CHAIN OF  
COMMAND AS ACTIONS APPROPRIATE TO COR ARE COMPLETED.

5. MOBCOM, 14TH MARINE REGIMENT, MARINE CORPS LOGISTICS BASE, ALBANY, GA,  
HQ SVC BN 4TH MLG, AND I&I STAFFS WITHIN THE AFFECTED AREA PREPARE TO  
RECEIVE/ASSIST MFR PERSONNEL IN THE EVENT OF AN EVACUATION AS DIRECTED IN  
REF A.

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2. The following SitRep is to be used by I&I Site Commanders. Refer to Reporting Matrix for Sending occasions. SitRep to be completed and forwarded to next highest unit. MSC's will update MFR as to situations with evacuated units.

1. DTG of Report
2. Current Situation
  - 2.A. Unit sending report
  - 2.B. Current Loc of unit
  - 2.C. Designated Evacuation Location
  - 2.D. Air Assets/Critical Items to Evac
  - 2.E. 24-Hour POC/Contact Number
3. Accountability
  - 3.A. Current number of I&I Marines/sailors accounted/unaccounted for
  - 3.B. Current number of SMCR Marines/sailors accounted/unaccounted for
  - 3.C. Actions to locate Marines/sailors unaccounted for
4. Damage Assessment (If available)
5. Commander's Comments

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ANNEX D to MARFORRES Operational Order 3440.1F(U)  
LOGISTICS (U)

REFERENCES: (a) ForO 3440.1F

1. (U) Situation. This Annex assigns responsibilities and provides MARFORRES (MFR) logistics guidance in support of the Continuity of Operations Plan (COOP) and equipment accountability.
  - a. (U) Assumptions. Refer to Base Plan.
  - b. (U) Resource Availability. Refer to Base Plan.
2. (U) Mission. Provide timely and responsive logistic oversight to MARFORRES Command Element and MSCs in order to affect the evacuation of personnel and critical equipment while retaining our Title 10 mission capability in the event of a natural disaster or emergency.
3. (U) Execution
  - a. (U) Concept of Operations. The concept of logistics support for the Evac/COOP involves pre/post disaster event execution. More specifically, the planning and execution for the recovery of mission essential equipment from MARFORRES occupied buildings aboard NSA New Orleans. The following logistic actions must be accomplished during each of the (4) phases outlined in the basic order.
    - (1) (U) Phase I (Preparatory Phase)
      - a) (U) NLT 15 May, annually, HQ Bn and each MSC will identify and prepare an Equipment Density List (EDL) of all mission essential equipment needed to support the COOP evacuation plan. Each EDL will be sent to the MFR G-4 SMO for consolidation, determination of lift requirements and transportation. During the hurricane season, HQ Bn and each MSC will re-validate their EDLs by the 1st of each month to ensure changes (if any) are incorporated into their EDL. (For the required format refer to Appendix 1 (Transportation and Embarkation) of this Annex.)
      - b) (U) HQ Bn and each MSC is responsible for ensuring that they have the proper amount of embarkation boxes needed to support their mission essential equipment requirements. Each box must have the required standard packing list attached for accountability purposes. (For further clarification IRT embark preparations refer to Appendix 1 of this Annex).

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c) (U) Once the evacuation warning order is given, HQ Bn and each MSC is responsible for packing their designated embark boxes to the maximum extent possible.

(2) (U) Phase II (Evacuation Phase)

a) (U) Transportation of Personnel (TOP). Primary means of movement for MFR personnel (mil/civ) and families during the evacuation phase is POV. All personnel without POVs or other means to evacuate will muster at Bldg 601 (NSA East Bank) or Barracks 769 (NSA West Bank). Transportation will be provided by HQ Bn to a predetermined evacuation site. HQ Bn and each MSC will provide strip maps of all primary and alternate routes out of the Greater New Orleans area to their respective Safe Havens/Alternate Headquarters (AH).

b) (U) Transportation of Things (TOT)

i) (U) If mission essential equipment is needed during this phase, it is the responsibility of HQ Bn and each MSC to transport the equipment via POV or to coordinate alternate transportation (e.g. travel orders/rental vehicles) as available.

ii) (U) Transportation of Classified or sensitive materials during this Phase is strictly prohibited.

(3) (U) Phase III (COOP Execution Phase)

a) (U) When the decision is made to establish an AH, the OIC of the Equipment Recovery Team (ERT) will coordinate with the MARFORRES CDO, TMO/SMO office and appropriate federal/civil agencies in order to develop a detailed plan of execution and to acquire appropriate lift for the recovery of mission essential equipment from the NSA in New Orleans, Building #601 (East Bank) and Building #10 (West Bank). The ERT OIC will initially utilize the consolidated EDLs for the recovery of mission essential equipment, but the packing list will become the source document for equipment accountability. (Packing list format in Appendix 1 of the Annex). Instructions for the handling of classified materials are in Appendix 2, Annex C of the COOP Force Order.

(4) (U) Phase IV (Reconstitution Phase)

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a) (U) TOP: When the order is given to return to New Orleans, MFR personnel will utilize POVs as their primary means of transportation. If transportation was provided by HQ Bn to evacuate during Phase II, government transportation will be provided for the return trip to New Orleans as necessary.

b) (U) TOT: If mission essential equipment has a requirement for TOT back to New Orleans, HQ Bn and each MSC will need to identify their lift requirements to the TMO/SMO office for coordination and scheduling of the equipment movement. It is the responsibility of HQ Bn and each MSC to conduct a complete inventory and properly pack the items for shipment. HQ Bn and each MSC will provide personnel to oversee the loading and unloading of mission essential equipment.

b. (U) Tasks

(1) (U) Headquarters Battalion, MARFORRES

a) (U) Annually, NLT 15 May, provide an EDL of MFR HQ Bn mission essential gear needed to execute the COOP to MFR G-4 SMO.

b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.

c) (U) Identify requirements for embarkation assistance to MFR G-4 SMO.

d) (U) Develop a plan to purchase all materials required to establish and operate at the AH.

e) (U) BPT provide members to the ERT.

f) (U) Provide appropriate government transportation for personnel, as required, from NSA New Orleans to the predetermined evacuation site during Phase II. During Phase III, if required, provide transportation for personnel to their appropriate AH. During Phase IV, provide appropriate government transportation back to NSA, New Orleans.

g) (U) Provide transportation and security for all weapon systems at or aboard NSA, New Orleans.

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(2) (U) 4th MARDIV/4th MAW/4th MLG

- a) (U) Annually, NLT 15 May, provide an EDL of all mission essential gear needed to execute the COOP to MFR G-4 SMO.
- b) (U) Order, mark, store and maintain a sufficient amount of embark boxes in accordance with Appendix 1 of this Annex.
- c) (U) Identify embarkation assistance requirements to MFR G-4 SMO.
- d) (U) BPT purchase all materials required to establish and operate at the AH.
- e) (U) BPT provide members to the ERT.

4. (U) Administration and Logistics

a. (U) Logistics

(1) (U) Transportation/Embarkation

(a) (U) Specified Guidance. Refer to Appendix 1 (Transpo/Embark).

(2) (U) Health Service Support

(a) (U) Specified Guidance. Refer to Appendix 2 (Health Services).

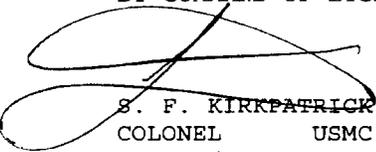
5. (U) Command and Signal

b. (U) Communications and Information Systems. Refer to Annex K (Communications)

APPENDIXES:

- 1 - Transportation/Embarkation
- 2 - Health Service Support

Original Signed by Assistant Chief of Staff G-4  
BY COMMAND OF LTGEN J. W. BERGMAN



S. F. KIRKPATRICK  
COLONEL USMC  
AC/S G-4

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APPENDIX 1 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES TRANSPORTATION/EMBARKATION OPERATIONS

1. (U) Purpose. The purpose of this appendix is to provide transportation and embarkation guidance necessary, in order to provide timely logistics support to MARFORRES in the execution of the EVAC/COOP Plan.

2. (U) Execution

a. (U) Concept of Operations. Refer to Annex D.

b. (U) Tasks

(1) (U) MARFORRES Headquarters Battalion

(a) (U) Create an COOP EDL for the Battalion HQ and General Staff Sections utilizing Microsoft Excel in the format provided (TAB A) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan, it is to be assumed that available lift will be extremely limited therefore you are directed to only include mission essential equipment on your EDL.

(b) (U) Order embark boxes in sufficient number to maximize the containerization of your EDL. Any item too large to be containerized will be identified in the remarks column of the EDL along with any special shipping instructions.

(c) (U) All embark boxes will be marked in accordance with TABS B and C.

(d) (U) Provide and store warehouse pallets and banding material for use by the ERT.

(e) (U) A packing list (TAB D) will be created for each box. Two copies will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(f) (U) Provide strip maps from the greater New Orleans Area, of main and alternate routes to safe havens, to all MFR Staff Sections.

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(g) (U) Provide government transportation to a designated safe haven for all MFR personnel, as required.

(2) (U) 4th MarDiv/4th MLG/4th MAW

(a) (U) Create an COOP EDL for your unit utilizing Microsoft Excel in the format provided (TAB A) to 'level-six' detail to include the full-hierarchy of associations, i.e. items to box, box to pal/quadcon. This EDL should include all mission essential equipment needed to execute the COOP and is due to the MFR SMO by 15 May of each year. Due to the nature of the plan, it is to be assumed that available lift will be extremely limited therefore you are directed to only include mission essential equipment on your EDL.

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(c) (U) All embark boxes will be marked in accordance with TABS B and C.

(d) (U) A packing list (TAB D) will be created for each box. Two copies will be affixed to the outside of the box, appropriately protected from weather. One copy will be placed inside the box and one copy will be retained by the owning unit.

(e) (U) Identify all personnel who will require government transportation to a safe haven to MARFORRES HQBN S-4 NLT 01 Jun of each year.

4. (U) Administration and Logistics

a. (U) Specific guidance for submitting Transportation of Things (TOT) and Transportation of Personnel (TOP) requests will be published via official message traffic, once the SMO has been established at their AH.

b. (U) Embark box requisition requirements should be coordinated through the MFR G-4 SMO IOT utilize their standing contract with ARBO.

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5. (U) Command and Signal

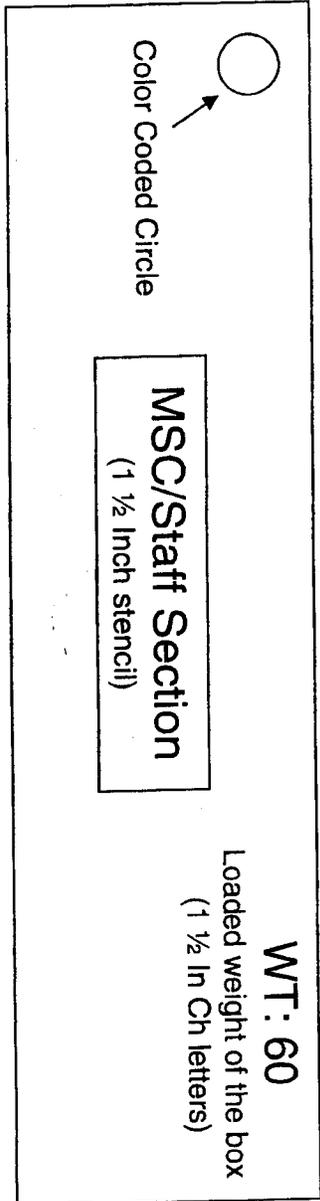
- a. (U) Communications and Information Systems. Refer to Annex K (Communications).

TABS:

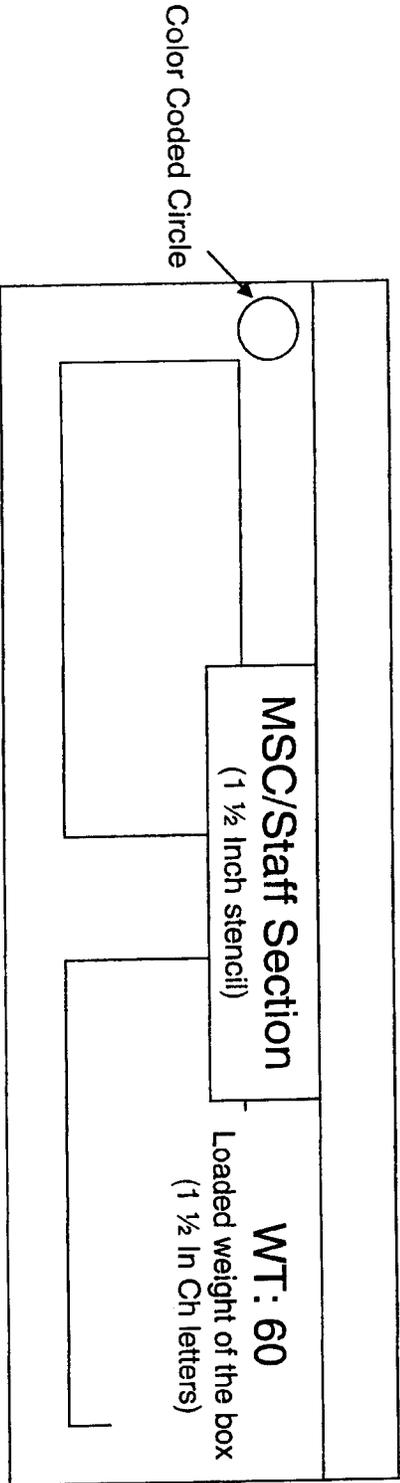
- A - Example EDL Format
- B - Example of Marking for Embark Boxes
- C - Location Color Scheme
- D - Example of a Packing List



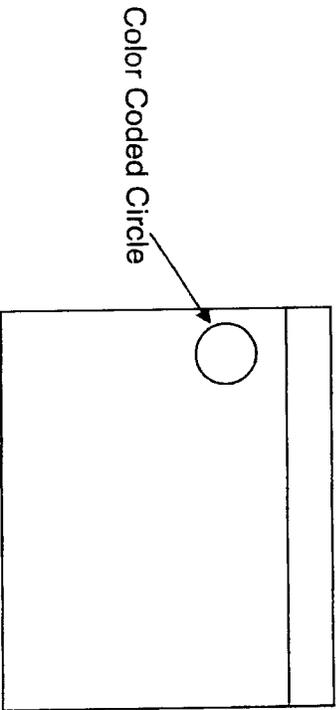
**TOP**



**Side**



**Bottom**



## Location Color Scheme

- 1) The following color scheme will be used in conjunction with the markings listed in TAB B to assist the ERT with identifying the destination of mission essential equipment needed to execute the COOP.
- 2) In addition to the marking of embarkation boxes each item will be marked with a sticker of the appropriate color. The sticker should be placed in plain view for ease of identification in the event that the power is out when the ERT is executing their mission.

### Colors by Location

Yellow - Dallas-Fort Worth, TX/ Grand Prairie, TX / Irvine, TX

Red - Kansas City, KS

Blue - Albany, GA / Marietta, GA/ Atlanta, GA



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APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. (U) Purpose. To provide guidance to HQ Bn and the Major Subordinate Command (MSC) HSS Branches during the execution of the COOP, and oversee medical and dental readiness via Medical Readiness Reporting System (MRRS) and the Immunization Plan.

2. (U) Mission. To outline those tasks and responsibilities during an evacuation period in order to oversee the maintenance of medical and dental readiness while working in conjunction with Naval Ambulatory Care Clinic (NACC) personnel. The purpose is to provide Health Service Support (HSS), MSC HSS Branches and NACC personnel a standard reporting/tracking format in order to evacuate from Marine Forces Reserve (MFR), New Orleans.

3. (U) Execution

a. (U) Concept of Operations. The concept of medical and dental support for the Evac/COOP involves pre-disaster and post-disaster event execution. More specifically, the planning and execution for the update of medical information and also the immunization of military personnel assigned to HQ, MARFORRES and MSCs located aboard NSA New Orleans. The following actions must be accomplished during each of the four phases outlined in the basic order.

(1) (U) Phase I (Preparatory Phase)

a) (U) Ensure that all personal medical and dental readiness information entered into MRRS is up-to-date and accurate. This will be accomplished by MFR Base Medical Support Corpsman when available or the Health Service Support Personnel (G-4 HSS) if NACC has not converted to the Medical Readiness Reporting System.

b) (U) Prior to the start of the hurricane season (by 1 June), MFR HSS will coordinate with and support NACC for a command-wide SHOT-EX to bring all members current in the following immunizations: Hepatitis A, Tetanus, Typhoid, and PPD. MFR HSS will liaise with NACC Immunizations Department to order required vaccines for HQ Bn, MFR. The MSCs will coordinate their own vaccines.

c) (U) Validate and publish Military Treatment Facilities (MTF) locations which are enroute to the various safe havens.

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d) (U) Identify representatives to act as medical liaisons for Alternate Headquarters (AH) site Medical Treatment Facilities (MTF) for MFR: Ft. Worth, TX, and Albany, GA.

(2) (U) Phase II (Evacuation Phase)

a) (U) On behalf of HQ Bn, MFR and the MSCs, MFR HSS is responsible for identifying functioning MTFs through the NACC Emergency Operations Center (EOC).

b) (U) Provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT affected area by contacting the NACC EOC at 1-866-639-0878.

(3) (U) Phase III (COOP Execution Phase)

a) (U) During the displaced period, MFR HSS and MSC HSS branches continue to be responsible for normal maintenance and oversight of MRRS database.

b) (U) MFR HSS will provide medical support for the Remain Behind MARFORRES Detachment (RBM Det).

c) (U) MFR HSS will continue to provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT the affected area through the NACC EOC.

d) (U) MFR HSS will liaise with NACC EOC (NAS Belle Chasse) to recover HQ Bn, MFR and MSC health records which were secured for protection from the storm.

(4) (U) Phase IV (Reconstitution Phase)

a) (U) MFR HSS will continue to provide up-to-date health announcements from BUMED, Federal, State, and Local Health officials WRT the affected area through the NACC EOC.

b) (U) Identify and assess health concerns (e.g. mold mitigation, special immunizations, etc.) for return to the New Orleans HQ.

c) (U) Identify and publish available MIL/CIV MTF capabilities in the affected area.

b. (U) Tasks

(1) (U) Headquarters Battalion, MARFORRES

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a) (U) Work in conjunction with MFR HSS to notify personnel requiring immunizations for annual SHOT-EX.

b) (U) BPT assist MFR HSS in accomplishing Post-Deployment Health Assessments.

(2) (U) MFR G-1 Medical Manpower Section. Submit monthly alpha rosters with personnel gains/losses to HSS for MRRS validation.

(3) (U) 4th MARDIV/4th MAW/4th MLG HSS Branches

a) (U) Identify representatives for respective AH site MTF.

b) (U) Conduct SHOT-EX for identified personnel requiring vaccinations.

c) (U) Ensure that MTF information is provided to all personnel within your MSC.

d) (U) Continue validation of MRRS for gains and losses and most up-to-date medical and dental readiness information.

e) (U) BPT assist MFR HSS in assessing health concerns for return to the New Orleans HQ.

f) (U) Conduct Post-deployment Health Assessment.

4. (U) Administration and Logistics

a. (U) Logistics

(1) (U) MTF Locations. Refer to TAB A for the list of MTF locations enroute to the various safe havens, and TAB B for the list of MTF locations at AH sites.

5. (U) Command and Signal. Refer to Annex K (Communications) for Communications and Information Systems.

TABS:

A - List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.

B - List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.

TAB 1 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations enroute to respective safe havens.

a) MTF enroute to Fort Worth, TX.

- (1) Barksdale AFB  
243 Curtis Road  
Barksdale, LA 71110  
Phone: 318-456-6555  
[www.barksdale.af.mil](http://www.barksdale.af.mil)
- (2) Fort Polk Army Base  
1583 Third Street  
Fort Polk, LA 71459  
Phone: 337-531-3118/800-752-4658  
[www.jrtc-polk.army.mil](http://www.jrtc-polk.army.mil)

b) MTF enroute to Albany, GA.

- (1) NAS Meridian  
1801 Fuller Street  
Meridian, MS 39309  
Phone: 601-679-2633  
[www.cnet.navy.mil/meridian/](http://www.cnet.navy.mil/meridian/)
- (2) Fort Rucker Army Base  
Andrews Avenue Bldg 301  
Fort Rucker, AL 36362  
Phone: 334-255-7000  
[www-rucker.army.mil/](http://www-rucker.army.mil/)
- (3) Fort Benning Army Base  
7950 Martin Loop  
Fort Benning, GA 31905  
Phone: 706-544-2273  
[www-benning.army.mil](http://www-benning.army.mil)

TAB 2 to APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN (U)  
MARFORRES HEALTH SERVICES OPERATIONS

1. List of Medical Treatment Facilities (MTF) locations at respective Alternate Headquarters.

a. MTF Fort Worth, TX.  
1711 Doolittle Ave.  
Ft. Worth, TX. 76127  
Phone: 817-782-5000  
<http://nasftw.cnrf.nola.navy.mil>

b. MTF Albany MC Logistics Base  
814 Radford Blvd. Suite 20306  
Albany, GA. 31704-1128  
Phone: 229-639-5000  
[www.ala.usmc.mil/](http://www.ala.usmc.mil/)

c. MTF MOBCOM  
Branch Dental Clinic  
15431 Andrews Rd.  
Kansas City, MO 64147  
Phone: 816-843-3670

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ANNEX E (Personnel) to FORCE ORDER 3440.1F; EVACUATION/CONTINUITY  
OF OPERATIONS PLAN (EVAC/COOP)

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this annex is to provide detailed guidance regarding personnel support to be provided in preparation for and in the event of a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. MARFORRES Destructive Weather/Morning Report

(1) Each section will select a minimum of one (1) SNCO/Officer and two (2) clerks who will be responsible for populating, updating, and maintaining all respective section personnel accountability information contained in the Marine Forces Reserve (MARFORRES) Destructive Weather/Morning Report database.

(a) The database is accessible on-line at; <http://kcmaweb/MCRSC/>. Once at the aforementioned cite, users must select the "MFR Morning Report" icon located on the top of the right-hand column.

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(b) Any questions on the database information requirements, database accessibility, etc, should be forwarded to the MARFORRES G-1, Adjutant's section.

(c) As personnel turnovers take place, it is imperative the MARFORRES Adjutant's section be made aware of those who have assumed section accountability responsibility. Sections are required to provide information on those assuming accountability responsibilities immediately upon their assignment.

(2) At a minimum, each section will review and update required the personnel accountability information before the close of business each Friday throughout the year or last workday before an extended weekend.

(3) As additional information requirements are levied and incorporated into the database, appropriate section representatives will be notified and required to populate and maintain the data as quickly as possible.

b. Personnel Accountability Upon Evacuation

(1) Commencing on the date an evacuation is ordered, accountability for HQBN and MSC personnel will be initially performed telephonically at NLT 0900 and 1700 CST each day.

(2) Each Section and MSC will contact the MARFORRES G-1 Adjutant Section at Marine Corps Mobilization Command at toll free (800)255-5082.

(3) Section reps will identify:

(a) Who they are

(b) What Section/MSD they are representing

(c) A functioning contact number for them

(4) Section reps will then provide numbers; 1) evacuated; 2) remaining in the New Orleans area; and 3) unaccounted for, broken down by each of the following categories:

(a) Service members, Branch (USMC, USN, USA, etc), and Component (AC/AR // Activated // ADSW (members on 31 or more days of ADSW & members on 30 days or less of ADSW) // SMCR/IMA) and respective dependents

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(b) Government Service (GS) employees and respective dependents

(c) Non-Appropriated Fund (NAF) Employees and respective dependents

(d) Contractors and respective dependents

(5) Marines who are administratively attached to MARFORRES and report to other Commands or activities in the New Orleans area (e.g. Commander Naval Reserve Force) will report their current location/situation and confirm personal contact information in accordance with Appendix 3 of this Annex.

(6) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for HQBN and MSC personnel will be transferred by the telephonic means detailed above to the MARFORRES Destructive Weather/Morning Report database.

(a) On order, each section's morning report representative will be required to update their respective section's information in the database not later than 0730 CST, each day (Mon - Fri).

(b) Section representatives will perform daily personnel updates, to include weekends.

(c) As additional information requirements become known and associated fields are added, representatives will make updates to the database as quickly as possible.

c. Personnel Accountability Upon Retrograde To New Orleans

(1) Upon the order to return to the New Orleans area, personnel accountability will continue to be maintained using the Destructive Weather/Morning Report Database.

(2) Upon return to New Orleans, and the resumption of normal operating procedures, the MARFORRES Chief of Staff will announce the return of accountability via the "Marine On-Line" (MOL) program.

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(3) Once MOL resumes as the primary personnel accountability tool, section representatives may resume weekly updates (NLT COB each Friday) of section information contained in the Destructive Weather/Morning Report Database.

d. Orders Production

(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) All Marines, Sailors, GS and NAF, who evacuate pursuant to the Commander Marine Forces Reserve or Naval Base's Evacuation Order will be issued orders directing or authorizing their evacuation and if warranted their direction to report to an alternate work site.

(3) Authorized dependents of Marines, Sailors, and Government Service Employees covered under the provisions of the Commander's Evacuation Order will be issued Invitational Travel Orders (ITO).

e. Inbound/Outbound PCS Movement. While MARFORRES is in an evacuation status, outbound PCS movements will not be executed unless an outbound Marine has affected family and household goods movement. Inbound movement of Marines will be halted until coordination is affected with MMOA, MMEA, and RAM.

f. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1.

g. Execution of TAD or Leave during Hurricane Season. Any Marine or Sailor executing a period of TAD or Leave during Hurricane season will ensure they have either in their possession, or staged in their section:

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(1) 1 set of Digital Camouflaged Utilities with all required accessories, and

(2) 1 set of Desert Camouflaged Utilities with all required accessories.

3. FINANCE AND DISBURSING

a. Government Travel Charge Card (GTCC)

(1) Immediately upon notification of COC(FWD) personnel being sent to the AH, the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(2) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(3) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marines Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

(a) The cardholder is ordered to return back to the work in the New Orleans area.

(b) The dependents remain at the location where the cardholder returned from.

(c) The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

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b. Military Member and Civilian Employee Travel Advances. In the event a member is not eligible to possess a GTCC, a request for travel advance will be submitted to the MOBCOM Finance Office. A roster of members ineligible to possess a GTCC will be maintained by the MARFORRES Headquarters (HL3), IOPC and the Headquarters Battalion (HL4), APC. In the event of a directed evacuation, these rosters will be submitted to the G1/IPAC (TAD) in the form of a Travel Advance Request. Upon receipt of the Travel Advance Requests, the MOBCOM Finance Office will disburse travel advances in the amount of \$690.00. This advance will be deposited by the Finance Office into the Member's Direct Deposit account. Travel advances are disbursed as follows:

(1) 5 days M&IE and Lodging expenses based upon the CONUS base rate of \$39 per day for M&IE and \$60 per day for Lodging.

(2) 400 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 SNCOIC on the use of such advance and 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 MOBCOM Finance Office. If the 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 30<sup>th</sup> day of evacuation.

c. Dependent Travel Advances. Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced. In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Upon return from a short-term evacuation or upon requirement to submit 30-day partial settlements, informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).

4. PAY AND ALLOWANCES

a. Military Regular pay and allowances are not affected by an evacuation.

b. 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 Installation Personnel Administration Center (IPAC). Arrangements for possible extensions will be made on a case-by-case basis if requested and warranted.

c. Military Advance Pay. IAW DODFMR Volume 7A, Table 32-2, rule 4, in the event of an evacuation, advance pay may be requested. Any requests for advance pay must be prepared by the member and forwarded to the Headquarters Battalion Adjutant section for the Commanding Officer's determination and signature.

5. RESERVE COMPONENT MEMBERS. Reserve Component Members serving on duty in the New Orleans area in the event an evacuation order is given will or will not execute an evacuation based upon the member's status.

a. SMCR/IRR/IMA Member serving on Mobilization orders will execute evacuation as directed.

b. SMCR/IRR/IMA Members serving on Active Duty Special Works (ADSW) orders where orders are written for duty a period of duty for 31-days or more will execute evacuation as directed.

c. SMCR/IRR/IMA Members serving on Active Duty for Operational Support (ADOS) orders where orders are written for a period of duty less for 30 days or less in duration will NOT automatically execute an evacuation. Any member in this category will require authorization by MARFORRES/MSC Chief of Staff. Only after careful consideration and research will Marines of this category execute an evacuation. Member 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.

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d. SMCR/IMA Members serving on any type of Drill (IDT, ATP, RMP, AFTP, etc) will NOT execute an evacuation. The members will be credited for the time spent on duty in New Orleans 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.e. SMCR Members serving on a period of Annual Training (AT) will not execute an evacuation. AT Orders will be modified to expire effective the date the evacuation order is given, and the member will be released from active duty. 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. RECRUITING AND RETENTION. Reenlistments and Extensions will be done utilizing the closest Marine Corps facility and Career Planner to the Safe Haven site. The "Host" Career Planner will coordinate with the MARFORRES G-1 CRS on all matters concerning MARFORRES Marines. Appropriate level waiver packages will continue to route through the G-1.

7. POSTAL SERVICES. Continuation of postal procedures plan shall be accomplished by implementing the following course of action:

a. MARFORRES Postal Officer will liaise with the CMC postal section in order to generate and release an appropriate MARADMIN announcing the relocation of forces and new postal addresses to be used.

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

c. Upon return to the New Orleans vicinity (contingent upon the availability of Postal services) the MARFORRES Postal Officer will liaise with the CMC postal section in order to generate and release appropriate message traffic announcing the return of forces and appropriate address changes accordingly.

8. CASUALTY/SERIOUS INCIDENT REPORTING

a. Overview. It is absolutely imperative that the relocation to an AH does not impact MARFORRES's capability to report, process, and address any casualties or serious incidents which may occur. Communication procedures will not deviate based upon relocation of forces, and the MARFORRES, Command Operations Center (COC) and MARFORRES Casualty Officer will continue to be the primary information flow points.

b. MARFORRES HQBN and MSC HQ Casualties/Serious Incidents

(1) Any casualties sustained, or other serious incidents must be communicated to the COC as quickly as reasonably possible. 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 the MARFORRES HQBN or MSC HQ.

(3) Should commands not have the capability to release messages due to relocation to an AH, the MARFORRES COC will take on the responsibility of releasing the respective messages (SIR/PCR) accordingly. Personal Casualty Reports will be submitted utilizing Defense Casualty Information Processing System Forward (DCIPS Forward) when possible. If the COC is needed to release a PCR/SIR, it is imperative that the notifying command makes the COC aware of the requirement immediately.

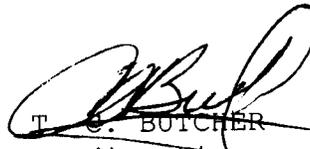
c. Other MARFORRES Casualties/Serious Incidents. Reporting chain will remain constant regardless of relocation of forces. The requirement to relocate to an AH can not be an excuse for the degradation of casualty or serious reporting and information flow.

d. Additional questions with regard to casualty reporting should be vetted through the MARFORRES Casualty Officer, at (504) 952-2720

9. DECORATIONS AND AWARDS

a. Personal and Unit Awards. The HQMC electronic awards system will continue to be the mechanism by which personal awards are generated and processed in accordance with MCO 1650.19J. Items that are abnormal or those requiring expedited timelines, should be followed-up with a phone conversation to the Adjutant's Awards Section in order to ensure they receive the attention required.

b. Special Category Awards. Relocation of the headquarters will not impact the processing of Special Category awards. All submissions will continue to be processed by the appropriate MSC before being submitted to the MARFORRES G-1. Additionally, the Special Category "duty submission" rotation will remain in effect regardless of headquarters relocation.

  
T. C. BUTCHER  
By direction

APPENDIXES:

- 1 - FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND (NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)
- 2 - CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN (EVAC/COOP)
- 3 - SAMPLE LETTER TO MARINES ADMINISTRATIVELY ATTACHED TO MARFORRES AND REPORT TO OTHER COMMANDS/ACTIVITIES

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APPENDIX 1 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)  
FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND  
(NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding personnel support for GS and NAF employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station.

2. PERSONNEL POLICIES AND PROCEDURES

a. Personnel Accountability

(1) Personnel Accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information for GS and NAF employees.

(2) Initial accountability for all GS and NAF personnel will be performed by your appointed Department/MS

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representative telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) Accountability of members and their dependents is absolutely crucial in the event of evacuation. It is incumbent upon members to ensure that respective departments have complete and accurate recall information for the member and their dependents. Members will maintain a personal copy of their section's recall roster.

(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year. Members will promptly report any changes to their information to their appropriate section representatives in order to assist the Command in maintaining up-to-date, correct information on all members and their dependents.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSC's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri).

(7) Members will maintain close contact with Department/MSC representatives throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.

b. Orders Production

(1) Overview. Depending on the length of the anticipated evacuation and the impact on the area, CMC (RFL) will direct orders to be produced via either Standard Accounting and Budget Reporting System (SABRS) or by production of letter-type Temporary Additional Duty Orders. Official Evacuation Orders will be issued per the Commander's Evacuation Order within the first 30-days of evacuation, or immediately upon return from evacuation; whichever occurs first. All orders issued will be prepared per regulations found in Joint Federal

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Travel Regulations (JFTR), the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) In the event the evacuation is short term in nature, less than 2 weeks, the G-1 will issue orders via SABRS citing the appropriation data provided by the Comptroller and as directed by higher headquarters.

(3) In the event the evacuation is for more than 2 weeks, the G-1 will issue orders via letter-type Temporary Additional Duty Orders citing the appropriation data provided by the comptroller and as directed by higher headquarters.

(4) All GS and NAF Employees who evacuate pursuant to the Commander's Evacuation Order will be issued orders directing their evacuation and if warranted their direction to report to an alternate work site.

(5) Authorized dependents of GS and NAF Employees covered under the provisions of the Commander's Evacuation Order will also be issued orders. Their orders will be issued as invitational travel orders.

c. Transfer/Joins of GS/NAF Employees

(1) While MARFORRES is in an evacuation status, the join or transfer of all outbound/inbound GS/NAF employees will be frozen, if possible.

(2) Disposition for GS employees will be formally requested from the Human Resources agencies that will be designated by the Office of Personnel Management and appropriate guidance requested.

(3) NAF Headquarters will be contacted for appropriate disposition of inbound/outbound NAF employees.

d. Personnel matters requiring COMMARFORRES action will continue to be supported by the MARFORRES G-1 Civilian Liaison Office.

3. FINANCE AND DISBURSING

a. Use of Government Travel Charge Card (GTCC) to Defray Authorized Initial Expenses during Evacuations

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(1) In most cases, GS/NAF employees will utilize their GTCC to defray authorized initial expenses incurred because of evacuations. The following information details the sequence of events relative to activation of employee GTCC's.

(a) Immediately upon notification of Command Operations Center, Forward (COC(FWD)) personnel being sent to the Alternate Headquarters (AH), the Agency Program Coordinators (APCs) for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of COC(FWD) and TIER I personnel in possession of a GTCC.

(b) Immediately upon notification of HURRCOR 4 being set, the APCs for the MARFORRES Headquarters and Headquarters Battalion will activate the accounts of all remaining cardholders within their Hierarchy.

(c) In the event the evacuation is determined to be for an extended period of time, authorization will be sought from the GTCC Program Manager at Headquarters, U. S. Marine Corps allowing dependents to use of the cardholder's GTCC. This authorization will only be obtained and authorized for expenses incurred for the lodging of dependents and when ALL of the following conditions are met:

1. The cardholder is ordered to return back to the work in the New Orleans area.

2. The dependents remain at the location where the cardholder returned from.

3. The payment for lodging had been pre-arranged with the lodging agency for monthly electronic charges against the cardholder's GTCC.

b. Advance Payments to Employees who Receive an Order to Evacuate

(1) In those cases where a GS/NAF employee does not have a GTCC, or in the event of other unusual circumstances, advance payment of pay, allowances and differentials may be approved for an employee who has received an order to evacuate.

(2) An advance payment, (defined as a payment in advance of the date which the employee otherwise would be entitled to be

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paid), must be required to help the employee defray immediate expenses incidental to the evacuation, and must be approved by the agency head or his designated official.

c. Payment of Employee Travel Advances After Travel Has Commenced

(1) Evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue travel advances after travel has commenced.

(2) In the event a GS/NAF employee is in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

d. Payment of Dependent Travel Advances After Travel Has Commenced

(1) Dependent evacuation orders are issued as "confirmation" orders after travel commences. There is no authorization to issue a travel advance to dependents after travel has commenced.

(2) In the event a dependent is evacuated separately from their sponsor and is determined to be in an emergency situation for funds, arrangements may be made for a partial settlement prior to the 30<sup>th</sup> day of evacuation. If the evacuation is determined to be less than 30 days in duration, there is no authority for any partial settlements. All funds will be disbursed upon final settlement of the evacuation travel claim.

e. Informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).



J. C. BUTCHER  
By direction  
Deputy AC/S G-1

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APPENDIX 2 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)  
CONTRACTOR EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding directed actions and personnel support for Contractor employees in preparation for, and in the event of, a required evacuation from the New Orleans area.

2. PERSONNEL POLICIES AND PROCEDURES

a. Contractor employees will be advised of the command decision to evacuate by their section personnel and/or Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation.

b. COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III.

(1) If relocation to the AH is required, the MARFORRES Regional Contracting Officer will be responsible for coordinating with the contractor's employers to have them move to the AH.

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(2) No one but the MARFORRES Contracting Officer is authorized by law to direct the contractor employees to report to an alternate work site.

c. Any COR wanting a contractor employee to report to an alternate work site must submit the request to the MFR Regional Contracting Office, who will consult with the Comptroller to determine if funding is available for the travel before issuing such a modification.

3. PERSONNEL ACCOUNTABILITY

a. Sections with Contractors assigned will continue to account for the whereabouts and well-being of their Contractor personnel and their respective dependents.

(1) Personnel Accountability procedures have been established by each Department and MSC. Each Department and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information accordingly.

(2) Initial accountability for all Contractor personnel will be performed by Department/MSR representatives telephonically NLT 0900 and 1700 CST each day, commencing with the date the evacuation is ordered.

(3) This accountability is crucial in the event of evacuation. Ensure that you have the latest update to your Departments Recall Roster with you, and that you and your family members know the names and complete contact information (to include cellular contact numbers) of your Department's representatives. If you haven't heard from your Department's representative in a timely fashion, or if you have any questions call them, your supervisor, or your Department Head as soon as possible and establish contact.

(4) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

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(5) All fields for each employee are checked for accuracy by Department/MSC representatives throughout the year. Promptly reporting any changes to your information will greatly assist the Command in maintaining up-to-date, correct information on you and your family that can be used during the initial phases of a command directed evacuation.

(6) While in an evacuated status, the web based MARFORRES Morning Report, will be the primary method to collect, collate and distribute accountability data. Each Department/MSC's morning report representative will perform daily updates not later than 0730 every business day (Mon - Fri). Ensure that you maintain close contact with your Department/MSC representative throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.

  
T. C. BUTCHER  
BY DIRECTION  
Deputy AC/S G-1

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APPENDIX 3 TO ANNEX E TO FORCE ORDER 3440.1F (EVACUATION/COOP)  
FEDERAL GOVERNMENT CIVIL SERVICE (GS)/ NON-APPROPRIATED FUND  
(NAF) EMPLOYEES EVACUATION/CONTINUITY OF OPERATIONS PLAN

1. GENERAL

a. Situation. As a major Marine Corps Command, MARFORRES must be prepared to continue mission essential functions required to meet national defense and/or civil support requirements in the event that a disaster of any kind prohibits operations at the current location aboard the Naval Support Activity (NSA), East Bank, New Orleans, LA. Only through proper planning, will MARFORRES ensure that all personnel are evacuated in a safe and timely manner and that we are able to continue to perform mission essential tasks from the Alternate Headquarters (AH).

b. Purpose. The purpose of this appendix is to provide detailed guidance regarding personnel support for Marines who are administratively attached to MARFORRES and report to another Command or Activity in the New Orleans area, in preparation for, and in the event of, a required evacuation from the New Orleans area.

c. Concept of Personnel Support. The general concept for personnel support is to ensure that the command plans for, and has made necessary arrangements for, support requirements which are levied upon evacuation from the home duty station. A letter will be mailed to Marines identified in this category not later than May 1<sup>st</sup> of Each year.

2. PERSONNEL POLICIES AND PROCEDURES

a. Personnel Accountability

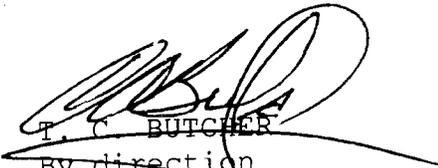
(1) Initial accountability for all personnel who are administratively attached to, and supported by MARFORRES will be performed by individual marines telephonically NLT 0800 each day, in the event a hurricane is forecasted to make landfall near the New Orleans area within 96 hours.

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(2) Accountability of members and their dependents is absolutely crucial in the event of evacuation. It is incumbent upon members to ensure they maintain contact with MARFORRES G-1 and ensure accurate recall information is provided for the member and their dependents.

(3) Once internet connectivity has been established, and word has been passed by the MARFORRES Chief of Staff, accountability for all personnel will be performed using the MARFORRES morning report database which is accessible via <http://kcmaweb/MCRSC/>, and then clicking on the "MFR Morning Report" icon located on the top of the right-hand column.

(4) Members will maintain close contact with the MARFORRES G-1 representatives throughout the evacuation and report any changes to your situation or status, or your family's situation or status promptly.

  
T. C. BUTCHER  
By direction  
Deputy AC/S G-1

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**UNITED STATES MARINE CORPS**  
MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO  
1000  
G-1

From: Commander, Marine Forces Reserve  
To: Captain I. M. Marine 867 XX 5309  
Via: Commanding Officer, Commander Naval Reserve Force

Subj: EVACUATION AND ACCOUNTABILITY OF PERSONNEL

Encl: (1) Personal Data Sheet  
(2) Confirmation of Understanding

1. You are administratively assigned to Marine Forces Reserve (MARFORRES). In the event that MARFORRES must evacuate the New Orleans area due to a hurricane, natural or manmade disaster, accounting for and ensuring the well-being of all MARFORRES personnel and their families in the New Orleans area is our highest priority. In the event that a hurricane is forecasted to make landfall near the New Orleans area within 96 hours, you are directed to contact the MARFORRES G-1 Adjutant Section at the following numbers, to report your current location/situation and confirm your personal contact information:

Adjutant Chief: 504-678-0878/7220 (DSN 678)  
Adjutant: 504-678-0428  
Blackberry: 504-952-2720

You are further directed to report your location/situation to the MARFORRES G-1 Adjutant Section not later 0800 each day during the hurricane or other type emergency, until you receive further instructions and/or alternate contact information.

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2. In the event an evacuation is authorized or directed, you should be aware you and your family will be eligible to receive related evacuation entitlements. For your convenience, I have enclosed digital copies (Compact Disk) of Force Order 3440.1F, MARFORRES Evacuation/Continuity of Operations Plan, and the most current entitlements brief. If you have any questions in regards to related entitlements, contact the G-1 Admin Assist Unit at the following numbers:

Office 504-678-0428/6197/8484  
Cell 504-914-9135  
Blackberry 504-655-2201

3. Finally, in order to ensure 100% accountability of personnel, you are directed to complete the enclosed personal data sheet (enclosure (1)) and return it with a signed copy of enclosure (2) in the enclosed, pre-addressed envelope, not later than 01 May 2007.

E. R. PETERSON  
By direction

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

- Ref: (a) OPNAVINST 3440.16C  
(b) NAVSUPPACTNRLNSINST 3450.5B with change 1  
(c) NAVSUPPACTNRLNSNOTE 5530  
(d) FORCE ORDER 3440.1F  
(e) MARFORRES G-6 EVAC/COOP SOP  
(f) SECNAVINST 5510.36

I. Situation.

a. General. As a major Marine Corps Command, Marine Forces Reserve (MARFORRES) must 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 Naval Support Activity (NSA), East Bank. This Annex (per the references) provides guidance, instruction, and procedures for Network and Command and Control "Continuity of Operations" (COOP), to continue to perform mission essential functions without interruption.

b. Friendly Forces. Support is anticipated from the following commands or agencies:

1) Higher.

a) See Force Order.

b) Headquarters, Marine Corps Network Operations Security Command (MCNOSC) will monitor and assist in the redirection of network services.

2) Adjacent.

a) Alternate Headquarters (AH) I&I Staffs will provide host headquarters support as required.

b) Assistant Chief of Staff G-6 Marines will work closely with contractor personnel to insure a smooth transition of NMCI provided services.

c. Assumptions.

1) In the event of a deliberate COOP, MARFORRES G-6 will have authorization to begin COOP process upon setting of HURRCOR 4 (H-72).

2) The pre-evacuation primary means of unclassified command, control, and communications (C3) among COMMARFORRES headquarters and staffs will be data.

3) Primary means of post evacuation C3 will be via unclassified data, secondary means is government / commercial telephone.

4) Blanket Travel orders for Pre-Tier Flyaway personnel will be provided.

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

5) All deployable NIPRNet laptops will be deployed with their owners to AH during COOP/Evac operations.

6) The following Standing Warning Orders are included in the Appendices and will be issued at the start of Hurricane season:

- a) Airlift of personnel to Kansas City, Missouri (KCMO) at HURRCOR V
- b) Airlift of personnel to KCMO at HURRCOR IV
- c) KCMO COOP support and preparation requirements
- d) MCNOSC/EDS Network COOP Warning Order
- e) EKMS accounts at AHs prepare to support

2. Mission. On order (O/O), Assistant Chief of Staff, G-6 will initiate procedures to provide a seamless transition of network services, or COOP of critical IT services in support of HQ MARFORRES. This will maintain C3 mission-essential functions and provide Comm-Elec support in terms of formal and informal instruction, guidance, and assistance in support of force redeployment planning and execution.

3. Execution.

a. Commander's Intent. The purpose of this plan is to provide guidance, instruction, and procedures for executing an evacuation and COOP plan in the event of an impending major hurricane tracking to impact the New Orleans geographical area. All or part of this plan may be implemented in response to other catastrophic events including floods, extended power outages, and train derailments. The plan must be designed to remain sufficiently flexible to permit variation due to change in meteorological conditions or storm track as well as an adaptable base plan for execution of the COOP due to a spontaneous event.

b. Concept of Operations/Scheme of Maneuver. The deliberate or emergency COOP of MARFORRES Network services in New Orleans by MARFORRES G-6 will be executed in four (4) phases according to the following guidance and direction. Critical to the successful execution of the plan is an early deployment of key personnel to the AH at Fort Worth, Texas, and the Alternate Network Operations Center (ANOC) at KCMO. The early deployment will prevent the command from an unexpected loss of mission capability. Gradual build up of personnel at the alternate sites and deliberate transfer of services will achieve the desired end state of full network capability before the hurricane impacts the New Orleans area. The phases are:

- Phase I - Preparatory Phase
- Phase II - Evacuation Phase
- Phase III - COOP Execution Phase
- Phase IV - Reconstitution Phase

1) Phase I. Preparatory Phase. HURRCOR 5 (H-96) from 01 Jun to 30 Nov MARFORRES G-6 will:

- a) Update evacuation databases to ensure preparedness for all-hazards evacuation.
- b) Review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to evacuation and COOP plans.

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

c) Participate in a staff exercise under the cognizance of the Assistant Chief of Staff, G-3/5 in order to rehearse the Evacuation/COOP decision-making process.

d) As directed by the Destructive Weather Officer (DWO) provide pre-season instructions/procedures via email or web site to all MARFORRES personnel for the following:

(1) How to backup critical information on shared drives

(2) Use of BuRAS and OWA

(3) Use of Government Emergency Telecommunications Service (GETS), and Wireless Priority Service (WPS) cards

e) Based upon requirements identified by the Major Subordinate Commands (MSC) and MARFORRES Staff agencies, ensure that at all planned alternate command posts NMCI and Legacy wall jacks are activated and telephone and VTC capabilities are in place.

f) Provide hot SIPRNET LAN connections in the AH vault prepared for immediate use upon arrival.

g) Have equipment identified as Group Gear tagged, and inventory list completed.

h) Ensure that planned AH and NOLA Headquarters security detachments have adequate communications capability.

i) Stage the following equipment at AH:

(1) Cell phones using AH local area codes

(2) Single channel satellite radios

(3) VTC equipment

(4) Fax/Scanners

(5) Phone Conference System

(6) SIPR/NIPR computers if available Operation of INMARSAT terminal

(7)

j) Provide GETS and WPS cards to key staff personnel.

k) Verify the accuracy of the Destructive Weather Database. Notify the G-1 of any necessary changes.

l) Assign an individual to serve as the Destructive Weather/COOP Representative. Provide name to the G-3.

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

m) Identify personnel requiring government transportation in the event of an evacuation to the HQBn. Verify that they have the means to get from their quarters to the government transportation pick up point.

n) Identify key personnel requiring cell phones with other than a (504) area code to the G-6 Telephone Chief.

o) Review procedures for proper handling and storage of classified material.

p) Provide names of TIER I and TIER II personnel to the G-3.

q) Provide names of personnel for DCT to the G-3.

r) Provide names of personnel for ERT to the G-3.

s) Ensure that all personnel going on extended periods of TAD have made provisions for their dependants to safely evacuate.

t) Ensure the Command's duty phone is equipped with AUDIX capable of remote message updating. This system will be monitored at the alternate command post.

u) Provide and publish "800" numbers to assist the Command Operations Center in controlling the deployment and redeployment of personnel.

2) Phase II. Evacuation Phase. HURRCOR 5(-) (H-96) thru HURRCOR IV (H-72). Phase II commences 96 hours prior to the projected landfall of a named tropical storm/hurricane in the New Orleans area. Phase II ends when COMMARFORRES determines that operations must continue at the AHs (execute Phase III) or that a return to New Orleans is feasible (execute Phase IV). COMMARFORRES may halt the evacuation and direct a return to New Orleans if it appears the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area. (See Annex C for Evacuation timeline and decision points.) See Force Order and Reference (e) for evacuation of personnel.

a) **On Order O/A H-96**

(1) Transfer the three (3) personnel identified as the Pre-Tier I to KCMO. Primary mode of travel will be via commercial air, secondary will be via POV. Upon arrival, begin preparations for COOP of network services and DMS messaging including coordination with local NMCI and MOBCOM personnel to prepare work areas.

(2) Transfer one (1) individual identified as Pre-Tier I personnel to DFW. Primary mode of travel will be via POV, secondary will be via commercial air. Upon arrival, begin preparations for COOP of the command staff including assisting the COC with initial installation and stand up, and operational checks of SIPRNET, NIPRNET, and VTC services.

b) **O/A H-85** - Pre-Tier I personnel arrive KCMO

c) **On Order O/A H-72**

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

(1) Execute Order Airlift Tier 1 personnel to KCMO.

(2) Tier 1 personnel will proceed via POVs and Airlift to their AH (Airlift to KCMO, POV DFW). Personnel are authorized to evacuate their dependents at this time.

d) **O/A H-65** - Airlifted Tier 1 personnel arrive KCMO.

e) **On Order O/A H-60**

(1) Upon receipt of COMMARFORRES Evacuation Order, MARFORRES G-6 Tier 2 personnel and dependents will begin evacuation in accordance with Appendix 4 (some directly to AH, non-essential to safe haven).

(2) Advance team arrives on deck in KCMO (~ H-65) and assists MOBCOM and pre-Tier 1 personnel in transfer of network and DMS services.

f) **O/A H-55** - Tier 1 personnel arrive at AH via POVs

g) **O/A H-48**

(1) Tier 1 personnel arrive at FW.

(2) NOLA Tier 3 team deploys to KCMO.

h) **O/A H-24** - Tier 3 personnel arrive at AH.

i) ALL G-6 Division Chiefs are responsible for ensuring they are prepared for possible evacuation and their personnel begin preparation task outlined in reference (e). Personnel must be properly assigned to the movement Tiers to permit the simultaneous execution of COOP and evacuation.

3) Phase III – COOP Execution Phase. HURRCOR 4 (H-72). MARFORRES G-6 will ensure continuity of operations is maintained throughout transfer of command and control during the Phase II Evacuation and thru Phase III. Phase III ends upon return of MARFORRES command and control to New Orleans. (Execute Phase IV).

a) **On Order O/A H-96** - Issue Execute Order tasking Commanding Officer MOBCOM to provide personnel to assist in prep for COOP.

b) **On Order O/A H-72**

(1) Upon setting HURRCOR 4, MARFORRES G-6 will begin COOP and transfer of network and DMS services ICW pre-Tier 1, and assigned MOBCOM personnel, providing uninterrupted network services to the fullest extent possible.

(2) Execute Order to NMCI to begin COOP for the redirection of services.

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

(3) Execute Order to Regional Contracting Office IRT contractor personnel proceeding to alternate work locations.

(4) Release DMS message notifying MCNOSC and EDS of the intent to redirect services (Appendix 1).

c) **On Order O/A H-60**

(1) MARFORRES G-6 personnel will work closely with the DWO to return services and personnel in the event the evacuation and COOP are halted and a return to New Orleans is directed if the storm no longer presents a danger to MARFORRES personnel or their families in the New Orleans geographical area.

(2) Activate off base automatic forwarding of key staff personnel's office phones to alternate CP locations.

(3) Release notification of 12 hour network outage and start of network COOP (Appendix 1).

d) **On Order O/A H-48**

(1) Tier 3 personnel complete network COOP from NOLA to KCMO. Release notification of restoral of network services (Appendix 1).

(2) Upon completion of COOP execution process primary communications for the NOLA COC will remain data (SIPR and NIPR), VTC, Commercial /Government phones, secure fax, and DSN.

(3) Supplemental communications means are:

- (i) Verizon Wireless for unclassified data
- (ii) Iridium phones for unclassified voice
- (iii) INMARSAT for classified data and STU/STE for classified voice
- (iv) Tactical Satellite Radio for classified/unclassified voice
- (v) Cellular text messaging

e) **On Order O/A (H-24) HURRCOR 2 thru Recovery Order** - Continue Phase III until recovery order is issued.

4) Phase IV. Redeployment Phase. On Order. During this phase, all network services, DMS messaging and personnel will be redeployed back to NOLA in accordance with reference (d) following the same manner as original deployment, evacuation and COOP orders were executed.

c. Task

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

- 1) Network Operations Division
  - a) Lead in planning and execution of technical aspects of COOP outlined in reference (e).
  - b) Determine network services requirement and prepare them for COOP.
  - c) Execute the transfer of critical IT services to AH.
  - d) Assign personnel to Forward and Rear teams for the duration of the hurricane season.
  - e) Prepare and release Warning and Execution Order messages when directed as outlined in paragraphs 3.c.1).q and 3.c.3).a.(6), to the required personnel.
  - f) Support all network services at AH in support of COOP.
  - g) Publish Appendices 1, 3 and 6.
  - h) Provide VTC support at AH.
  - i) Provide instruction / procedures on back-up of critical information, use of BuRAS, OWA, and cell phone cards and the priority override capability on executive cell phones.
  - j) Prep AH sites to be fully functional and ready to occupy on 01 June, to include capability for SIPR, NIPR, VTC, fax, scanner, printer and telephone operations.
  - k) Provide technical assistance and direction to the DWO on the employment of alternate means of communication with personnel including voice mail, section/office mailboxes, web page, emergency notification system, and other technology as available.
  - l) Publish Evacuation Telephone Directory with information for all AHs.
- 2) Resources and Requirements Division
  - a) Support procurement at all AH as required.
  - b) Support personnel requirements as directed.
- 3) Destructive Weather Officer
  - a) Lead effort in ensuring personnel readiness and personnel planning for COOP.
  - b) Provide list of G-6 Forward personnel, to include visitor requests, to MOBCOM NLT
  - c) Provide input to NETOPS for COOP of services as required.
  - d) Provide list of G-6 COOP team members to G-3.

June 01.

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ANNEX K TO FORCE ORDER 3440.1F EVACUATION/COOP (U)  
COMMUNICATIONS (U)

e) With MARFORRES G-3 and HQBN, determine cell phone requirements and assignments and publish a key personnel cell phone roster.

f) Publish Appendices 4 and 7.

4) Tactical Operations Division

a) Assign personnel to Forward and Rear teams for the duration of the hurricane season.

b) Determine and coordinate all aspects of providing SATCOM/Radio data or voice communications capability on following four nets:

(1) NORTHCOM Ops

(2) HQMC PP&O

(3) MARFORRES Command

(4) MARFORRES CommCoord

c) Provide instruction / procedures on use of INMARSAT for NIPR and SIPR operations to G-6 personnel.

d) Publish Appendices 2 and 5.

e) Ensure EKMS support to the Force can continue during execution of COOP.

f) Detachment OIC/SNCOIC's. Once assigned, assist NETOPS Division in preparing personnel and technical COOP activities. Have equipment identified as Group Gear tagged, and inventory list completed.

5) CG MOBCOM. Per the Execution Order, provide direct support to MARFORRES G-6 ISO COOP.

6) CG 4<sup>th</sup> Marine Air Wing, 4<sup>th</sup> Marine Division, and 4<sup>th</sup> Marine Logistics Group.

a) Conduct a similar preparation phase indicated in paragraph 3.b.1) verifying all communications requirements are met at the your AH location and provide a readiness report to MARFORRES G-6 prior to 10 May. Submit updates to the MARFORRES G-6 as required.

b) Provide network service and Information System Coordinator support for your AH location.

c) Provide Communications Status Readiness Reports in accordance with App I, TAB I.

d) Provide additional C4 requirements to MARFORRES G-6 as required.

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COMMUNICATIONS (U)

d. Coordinating Instructions

1) Should it be necessary to evacuate without notice, command and control will be maintained, if possible, from the MARFORRES Command Center with Tier II personnel remaining in place until the AH is occupied and functional by the Tier I personnel. Once the AH is functional, the Tier II Personnel and the remaining MARFORRES Command Center Teams will then displace to the AH location. In the event that the situation requires immediate evacuation of all MARFORRES personnel, command and control authority will be relinquished to MOBCOM in order to maintain command and control authority of MARFORRES until the AH is established and functional.

2) Ensure that classified material is properly secured in accordance with reference (f)

3) Priority of restoration is outlined in Appendix 1.

2. Administration.

a. Major Subordinate Commands are responsible for their AH communications and computer systems support, and should take full advantage of I&I staff support.

b. The Hurricane Conditions of Readiness (HURRCOR) are detailed in reference (d).

c. The SOP identified in reference (e), provides detailed instructions on the preparation, execution and recovery procedures applicable to the MARFORRES COOP.

d. Administration section will verify the accuracy of the Destructive Weather Database weekly.

e. KCMO Toll free number is (800) 255-5082 ext 3048.

f. Telephone roster for key personnel will be located on the MARFORRES website under Hurricane Info.

g. Key billet holders (Site OICs and Chiefs) will notify the DWO of leave/TAD and designate alternates. Division Chiefs will ensure alternates are designated for all key functions and notify the DWO of any issues.

3. Command and Signal.

a. The Assistant Chief of Staff, G-6 as part of the advanced party will on order A/O H -72 redeploy to DFW.

b. The Deputy G-6 as part of the main body of evacuees will on order, deploy to KCMO.

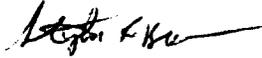
c. Division Chief locations are in accordance with Appendix 4.

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COMMUNICATIONS (U)



S. F. BRANCO  
By Direction

APPENDICES:

- Appendix 1 – Data/DMS Communications (Information Dissemination Management)
- Appendix 2 – Radio/Voice
- Appendix 3 – Information Assurance
- Appendix 4 – Time Phased Force Deployment
- Appendix 5 – Communications Security (EKMS)
- Appendix 6 – Telecommunications
- Appendix 7 – COOP Timeline

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ANNEX X TO FORCE ORDER 3440.1F (EVACUATION/COOP) (U)  
 EXECUTION CHECKLIST (U)

ACTION	PERSONNEL	TIMING	CONDITIONS
Update Evac database	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I-Phase II	
Review of AAR's Update Plan	Sections/HQBn/ MSC's	Prior to 1 Jun Phase I	
MFR HURREX	Sections/HQBn/ MSC's (G-3 Lead)	1-15 May Phase I	
Assignment of Marines to RBM Det/DCT to G-3	Sections/HQBn/ MSC's	NLT 1 Jun	Assignment of individuals, update as necessary
Confirm families of TAD/excess Marines plan for evac	Sections/HQBn/ MSC's	NLT 1 Jun As storm appears	Families of Marines in TAD/Excess through storm season
Identification of Marines that require Gov't transportation	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	Marines that do not possess reliable POV.
Hurricane Trng	All hands	1-15 May	
Set HURRCOR 5	CMFR	1 Jun	
Review of Evac/COOP	Sections/HQBn/ MSC's	Prior to 1 Jun Prior to Phase II	As storm forming/ approaching
Confirm evac plans for personnel	Sections/HQBn/ MSC's	Prior to Phase II	Storm approaching
Warning Order to Tier I (Advance)	DesPers	120 hours out	Storm approaching
Begin prep of Marine spaces on NSA	HQBn	120 hours out	Storm approaching
Provide names of Tier I (Advance) to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Tier I (Advance) ordered to launch
AC/S G-3/5, DWO advise CMFR	AC/S G-3/5, DWO	96 hours out	Storm tracking NOLA
Activate GTCC	G-1	96 hours out	Storm tracking NOLA
Roll of cell phone to alt area code	G-6	96 hours out	Storm tracking NOLA

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Begin Phase II	All hands	96 hours out	Storm tracking NOLA
Tier I (Advance) launches to AH	DesPers G-6/MFR COC	96 hours out	Storm tracking NOLA
Warning Order to Tier I Pers	CMFR issues to Tier I	96 hours out	Storm tracking NOLA
Provide names of Tier I to G-1	Sections/HQBn/ MSC's	96 hours out	Storm tracking NOLA/Warn O to Tier I
Ensure master key or key to all spaces in Marine bldgs staged in COC	Facilities	96 hours out	Storm tracking NOLA
Ensure Combination to CMCC staged in COC	MFR Security Manager/CDO	96 hours out	Storm tracking NOLA
Updates to CMFR	AC/S G-3/5, DWO	96-72	Storm tracking NOLA or Change in Track/Cond.
4 <sup>th</sup> MAW intentions of Air Assets	4 <sup>th</sup> MAW to MFR G-3/5, MFR COC	96-72 hours out	Storm tracking NOLA
Set HURRCOR 4	CMFR	72 hours out	Storm tracking NOLA
Tier I launch to AH	CMFR order to Tier I	72 hours out	Storm tracking NOLA
G-6 launch 25 PAX to KC via MFR Air	DesPers/4 <sup>th</sup> MAW	72 hours out	Storm tracking NOLA
Warning Order to Main Body/Tier II	CMFR issues WarnO	72 hours out	Storm tracking NOLA
Main Body secured to prep	Sections/HQBn/ MSC's	72 hours out	Storm tracking NOLA, Warning Order issued
RBM muster in Force Conf Room	DesPers	72 hours out	Storm tracking NOLA, Warning Order issued
COC fwd arrives AH, est comm.	SWO	72-60 hours out	Storm tracking NOLA
Tier I arrives AH	Tier I pers	60-50 hours out	Storm tracking NOLA
CMFR evac order to main body	CMFR	60 hours out	Storm tracking NOLA
Cancel evac/issue recall order	CMFR	60 hours out or as criteria met	Change in track or storm conditions

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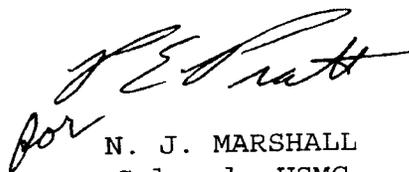
Pers requiring Gov't trans muster at Des Loc NSA	Des Pers/HQBn	60 hours out	Evac ordered, Storm tracking NOLA
RBM Det est	RBM DesPers	60 hours out	Evac ordered, Storm tracking NOLA
Augment to ASF	DesPers	TBD	Evac ordered, Storm tracking NOLA
Update to CMFR	RBM OIC	48 hours out	Storm tracking NOLA
AH assumes Cmnd & Cntrl	Tier I pers	48 hours or Upon est of connectivity/ functionality	Storm tracking NOLA/AH functional
Tier II launch to AH	Tier II pers	48 hours or AH established and functional	Storm tracking NOLA/AH functional
G-6 launch 5 PAX to KC via MFR Air	DesPers/4 <sup>th</sup> MAW	48 hours out	Storm tracking NOLA/MFR Air available and NAS remains open
Set HURRCOR 3	CMFR	48 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	48 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	24 hours out	Storm tracking NOLA
Set HURRCOR 2	CMFR	24 hours out	Storm tracking NOLA
Accountability update to CMFR	Sections/HQBn/ MSC's	24 hours out	Storm tracking NOLA
Update to CMFR	RBM OIC	12 hours out	Storm tracking NOLA
Set HURRCOR 1	CMFR	12 hours out	Storm tracking NOLA
Begin Assessment	RBM OIC	Landfall + 12 hours	Landfall
Update to CMFR	RBM OIC	L+12 hours	Storm passed
Update to CMFR	RBM OIC	L+24 hours	Storm passed
Initial Accountability Damage report from affected I&I/SMCR units	MSC's	L+24 hours	Storm passed
DCT begin recovery	DCT OIC	L+24 hours	Storm passed, clean up needed
Begin Phase III	CMFR issues COOP execute order	L+24-36 hours	Damage to NOLA
Begin Phase IV	CMFR issues recall order	L+24-36 hours	No Damage to NOLA

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Full staffing of AH	Sections/HQBn/ MSC's	On Order	If execute Phase III
Return of ERT	CMFR order	On Order	If execute Phase III
Contractors to AH	CMFR	On Order	If execute Phase III and needed/requires COR coordination
Post-storm assessment with EOC's	RBM OIC	L+24-36 hours	Phase II to determine next Phase
Accountability Damage reports MFR, MSC's, I&I/SMCR units	Sections/HQBn/ MSC's	L+24 hours	For all storm events
Post-storm assessments Updates to CMFR	RBM OIC	Continuous	If execute Phase III
Recommend Plan/Timeline for Return to NOLA	RBM OIC	As feasible	If execute Phase III As conditions allow
RMCC established	RBM OIC	On order	If execute Phase III
Command and Control return to NOLA	MFR COC/RMCC	On order	Conditions permit return of Command and Control
Begin Phase IV	RMCC	On order	Conditions permit return of MFR pers and families
Return order issued	CMFR	On order	Conditions permit return of MFR pers and families
Phase II to Phase IV	CMFR	L+24-36 hours	IF PHASE III NOT EXECUTED
Command and control return to NOLA	RBM OIC/MFR COC	L+24-36 hours	IF PHASE III NOT EXECUTED
Recall order issued	CMFR	L+36 hours	IF PHASE III NOT EXECUTED
End Phase IV	CMFR	On order	All MFR pers and families returned to NOLA Operations resumed at NSA

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A handwritten signature in black ink, appearing to read "N. J. Marshall", written in a cursive style.

*for* N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

APPENDIX:

1 - Hurricane Decision Point Timeline

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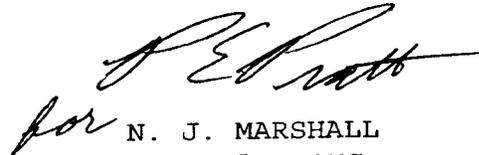
APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
HURRICANE DECISION POINT TIMELINE (U)

REFERENCES: None

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of the NSA, East Bank. For the safety of all MARFORRES personnel, it is imperative to make an early evacuation decision to stay ahead of a city wide evacuation. The decision points will aid in accomplishing all pre-evacuation tasks and ensure a timely departure for MARFORRES personnel.
2. Mission. On order, MARFORRES conducts evacuation operations and establishes alternate headquarters (AH) at designated locations from Texas to Georgia, in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.
3. Concept of Operations. The MARFORRES Command Center and the Force DWO will be responsible for tracking the progress of an approaching storm. Decision Points are provided to assist in making the proper and timely evacuation decision. Storm tracking and tripping of DP's will be reported to the COMMARFORRES, MARFORRES Chief of Staff, MFR Staff, HQBn, MSC's, and all DW Representatives. DP's are tied directly to the evacuation timeline with specific evacuation actions associated with each.
4. Administration and Logistics. Refer to the basic plan and all Annexes for Administrative and Logistics actions associated with tripping of each DP.
5. Command and Signal. Refer to the basic plan and all Annexes.

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for N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

TABS:

A - Hurricane Decision Point Timeline

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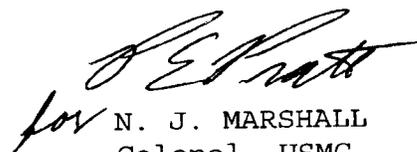
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TAB A TO APPENDIX 1 TO ANNEX X TO FORCE ORDER 3440.1F  
(EVACUATION/COOP) (U)  
HURRICANE DECISION POINT TIMELINE (U)

1. Purpose. The graphic on the following two pages details the timing, as it relates to hours from projected landfall and actions associated with each Decision Point.

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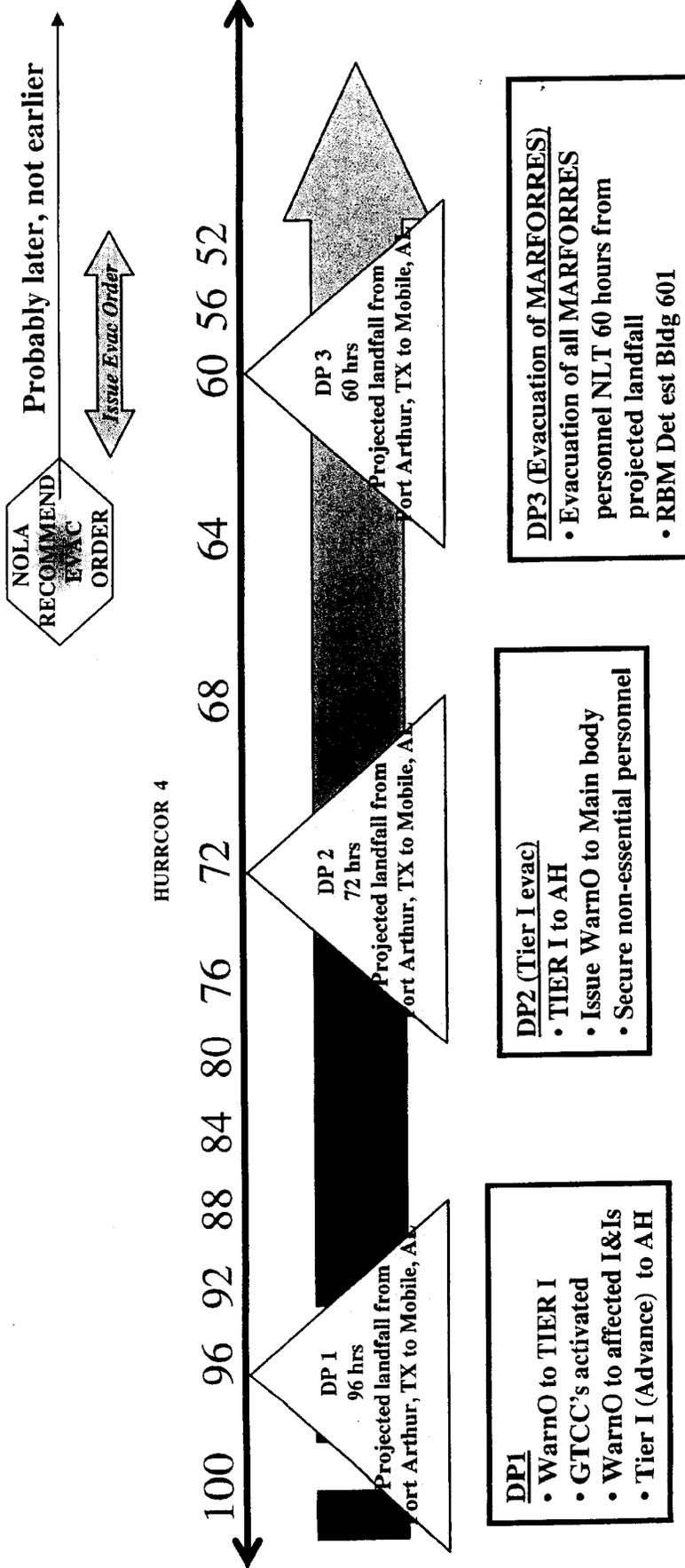
  
for N. J. MARSHALL  
Colonel, USMC  
AC/S G-3/5

Exhibits:

- 1 - HURRCOR 5/4 Evacuation Decision Points
- 2 - HURRCOR 3/2/1 Evacuation Decision Points

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# HURRCOR 5, 4 EVACUATION DECISION POINTS (DP)



# HURRCOR 3, 2, 1

## EVACUATION DECISION POINTS (DP)

