



# UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:  
ForO 3440.1G  
G-3

4 1 JUL 2009

## FORCE ORDER 3440.1G

From: Commander  
To: Distribution List

Subj: MARINE FORCES RESERVE HURRICANE EVACUATION AND COOP PLAN

Ref: (a) OPNAVINST 3440.16C  
(b) NAVSUPPACTNRLNSINST 3450.5B ch 1  
(c) NAVSUPPACTNRLNSNOTE 5530  
(d) SECNAVINST 5820.7B  
(e) SECNAVINST 5510.36  
(f) MCO 3440.7A  
(g) FORO 3440.2

### 1. 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 plan provides instructions specifically for hurricane evacuation and execution of the continuity of operations plan (COOP) in the event MARFORRES must evacuate the New Orleans area for the safety of its personnel and families. This plan could be utilized for evacuations due to hazards other than hurricanes; however, an impending hurricane represents the most likely and potentially the most dangerous threat to the New Orleans area.

### b. Friendly Forces

(1) Higher. Headquarters, Marine Corps (HQMC) will monitor the evacuation through the HQMC Crisis Response Center (CRC).

### (2) Adjacent

(a) Marine Forces Command (MARFORCOM) will coordinate with the Commander, US Northern Command

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(CDRUSNORTHCOM) requests for forces for recovery operations as required by the Commander, US Joint Forces Command (CDRUSJFCOM).

(b) NSA is responsible for all Base functions to include the physical security of NSA, East Bank and NSA, West Bank, prior to, during, and after a natural disaster, i.e. a hurricane.

(c) Marine Forces North (MARFORNORTH) is responsible for advising CDRUSNORTHCOM on the availability of Marine Forces to assist in rescue/recovery efforts in the case of a civil disaster. By virtue of the collocation of the MARFORRES and MARFORNORTH staffs, MARFORNORTH staff in New Orleans will use this plan as the basis for their evacuation plan. Headquarters Battalion (HQBN) MARFORRES will provide support to MARFORNORTH personnel during an evacuation. Similarly, MARFORNORTH will be prepared to support HQBN in their capacity as the MARFORRES Headquarters Commandant throughout an evacuation.

(d) Mobilization Command (MOBCOM) will begin to relocate to New Orleans during summer 2009. The MOBCOM G-3/5 will be directed to coordinate with the MARFORRES G-3/5 and HQBN for all issues as they relate to evacuation and COOP. MOBCOM personnel that relocate to New Orleans will be subject to this Order.

(3) Supporting

(a) Federal Emergency Management Agency (FEMA), United States Department of Homeland Security.

(b) State and local civil defense/emergency service organizations.

(c) Federal, state, and local law enforcement agencies.

(d) Civilian Relief Agencies

1. American Red Cross

2. Salvation Army

3. Various faith-based and other volunteer relief organizations.

c. Assumptions

(1) Given the geographic location of New Orleans, and historic precedent, the most likely cause for MARFORRES to evacuate will be to avoid an approaching hurricane.

(2) A hurricane striking the New Orleans area may result in some or all of the following:

(a) Great loss of life and/or injury to the civilian population.

(b) Extensive damage to government and private property.

(c) Standing water.

(d) Lawlessness, to include rioting and looting.

(3) A hurricane will affect military and civilian activities and agencies requiring coordination and mutual assistance between military and civilian organizations.

(4) COMMARFORCOM will request COMMARFORRES to assign forces to COMUSNORTHCOM via COMMARFORNORTH for emergency response and recovery efforts.

(5) A hurricane or other civil emergency will disrupt or severely impair communications, transportation, and health and sanitation services/capabilities.

(6) This plan may be used as the basis for an all hazards COOP plan, exclusive of a hurricane scenario.

d. Legal Considerations. With the exception of the immediate protection of life/limb, MARFORRES will not be employed as units except in accordance with established Department of Defense policies for Defense Support to Civilian Authorities and coordinated with MARFORCOM.

2. Cancellation. ForO 3440.1F.

3. Mission. On order, MARFORRES conducts evacuation operations and establishes Alternate Headquarters (AH) at designated locations in order to safeguard military and government service personnel and their families, classified material, and maintain continuity of operations.

4. Execution

a. Commander's Intent

(1) Purpose. To provide guidance, instruction, and procedures for executing the evacuation plan and COOP in the event of an impending major hurricane tracking to hit the New Orleans geographical area. This plan is designed to allow for variation due to changes in meteorological conditions or storm track, as well as establish an adaptable base plan for the execution of COOP due to any spontaneous event.

(2) Method

(a) MARFORRES evacuation and COOP planning will focus on a hurricane scenario given the high likelihood of a future MARFORRES evacuation due to a hurricane in proximity to the Central Gulf Coast.

(b) The safety of our personnel and our families is paramount. To ensure their safety, I want established procedures that provide for early evacuation decisions allowing our personnel time to prepare their homes, personal effects, and families prior to leaving for the AH. Any evacuation of MARFORRES personnel must be orderly and controlled. By controlled, I mean that Commanders and Department Heads must maintain accountability for their personnel (both military and government service) throughout the evacuation to their designated AH. I intend for military and government service personnel to be afforded the opportunity to evacuate with their families. However, Major Subordinate Command (MSC) Commanders and Department Heads, with the concurrence of the Force Chief of Staff, may authorize members, due to extenuating circumstances such as spousal employment as a First Responder, to remain behind with their families. Daily accountability of those remaining behind is a prime directive.

(c) I intend to exercise command and control (C2) of the evacuation from the AH. However, throughout any evacuation, I want to ensure that MARFORRES continues to support Overseas Contingency Operations and any ongoing operations by continuing to operate at NSA, East Bank, New Orleans until C2 can be passed to Command elements located at the AH.

(d) After the storm passes, we will assess the situation in New Orleans to determine our next action. We will be prepared to fully staff and continue operations from the AH until conditions allow for our return to New Orleans. However

long the AH remains operational, a deliberate retrograde will be planned and executed.

(3) Endstate. Success is defined as MARFORRES personnel and their families safely evacuated from the New Orleans area and all accounted for daily; MARFORRES equipment and classified material safeguarded; essential operations continue uninterrupted; and finally, Marines and their families safely returned to New Orleans and operations resumed from NSA, New Orleans.

b. Concept of Operations/Scheme of Maneuver. The MARFORRES evacuation and COOP plan will be conducted in four phases. Transitions between phases will be conditions based, or as determined by the Commander, MARFORRES. Flexibility in transitioning between phases is essential due to changes of projected storm tracks, potential alterations in city and state evacuation timelines, potential early activation of the Contraflow evacuation traffic pattern, etc. The phases are:

(1) Phase I - Preparation. The Preparation Phase continues throughout the year. Phase I ends 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area, or as determined by the Commander, MARFORRES.

(a) MARFORRES Staff Sections, HQBN, and each of the MSCs will continuously update their evacuation databases to ensure accuracy.

(b) Commencing 1 December and to be completed no later than (NLT) 1 May, each Staff Section and MSC will review after-action reports from the previous hurricane season and recommend/make appropriate adjustments to the evacuation and COOP plan.

(c) During this phase, MARFORRES will conduct detailed planning and coordination with NSA, New Orleans-based military and civilian organizations in order to fully integrate their respective evacuation and COOP plans. At a minimum this will entail a complete review of their respective evacuation and COOP orders and an evacuation rehearsal. Additionally, each year prior to 1 June, HQBN will conduct a full participation staff exercise and evacuation rehearsal for all MARFORRES personnel.

(d) HQBN will provide hurricane awareness/preparedness training and evacuation briefings to all MARFORRES personnel.

(e) Each Staff Section and MSC will coordinate with HQBN and the MARFORRES G-4 for embark preparation for all equipment and materials identified as essential for operations during evacuation. Details are provided in Annex D of this order and the HQBN Evacuation/COOP order.

(f) HQBN and each MSC will revise their Memorandum of Understanding (MOU) with their respective AH sites that comprehensively address all facilities issues.

(g) MARFORRES G-3 will identify and source Liaison Officers (LNOs) to both the State and City of New Orleans/Orleans Parish Emergency Operations Centers (EOCs). LNOs will attach to their respective EOCs in the event of projected destructive weather conditions. Identification of LNO requirements, sourcing, location of EOCs, and description of LNO responsibilities will be provided in a separate Letter of Instruction (LOI).

(h) MARFORRES Facilities, with HQBN in support, will identify personnel to comprise one Damage Assessment Team (DAT). The DAT will provide an early assessment of all Marine spaces at NSA, New Orleans following a destructive weather event. The mission, personnel requirements, equipment set, and coordinating instructions will be provided in the HQBN Evacuation/COOP Order.

(i) MARFORRES Facilities and HQBN will inspect all Marine spaces aboard NSA, New Orleans for broken windows, doors, etc. that would become hazardous in the event of a tropical storm/hurricane. All necessary repairs will be completed prior to 1 June.

(j) On 1 June or as directed by COMMARFORRES, Hurricane Condition of Readiness (HURRCOR) 5 will be set. HURRCOR 5 will be maintained from 1 June through 30 November until weather conditions compel an increased state of readiness. Changes in the HURRCOR will be at the direction of COMMARFORRES or the Executive Director, MARFORRES. (Refer to Annex C for HURRCOR and Storm Categories.)

(k) MARFORRES G-3 will assign one Marine to be the MARFORRES LNO to the Navy Remain Behind Element (RBE) in Bldg 601.

(1) HQBN will coordinate training with NSA security personnel for an additional complement of Marines to serve as Auxiliary Security Force (ASF) attached to the Navy during an evacuation. MARFORRES G-3 will assist HQBN in identifying the Marines needed to fill this requirement prior to 1 May.

(2) Phase II - Evacuation Phase. Phase II commences 96 hours prior to the forecasted landfall of a tropical storm/hurricane in the New Orleans area, or as directed by COMMARFORRES. Phase II ends when COMMARFORRES determines that the AH be established in order to continue operations (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 weather conditions no longer present a danger to MARFORRES personnel and their families in the New Orleans geographical area.

(a) Throughout Phase II, the Destructive Weather Officer (DWO) will advise COMMARFORRES on the status of the tropical storm/hurricane and will recommend appropriate courses of action. Advance Party personnel may be ordered to displace up to 120 hours prior to projected landfall, or as directed by COMMARFORRES. Additionally, a warning order will be issued to all Jump Command Post (CP) personnel to be prepared to evacuate to the AH. HQBN, in conjunction with (ICW) the Staff Sections and MSCs, will review evacuation/COOP plans and ensure all evacuation databases are updated and complete.

(b) Advance Party and Jump CP personnel may execute movement to the AH via Privately Owned Vehicle (POV), commercial air, or military air. This includes personnel from the MARFORRES Command Operations Center, Forward (COC-FWD). The execute movement order will be given by COMMARFORRES and coordinated by the MARFORRES G-3/5.

(c) State/City/Parish EOC LNOs will be prepared to assume their duties. LNO movement to the EOCs will be executed on order and coordinated with the MARFORRES G-3/5.

(d) COMMARFORRES will set HURRCOR 4 at 72 hours prior to forecasted landfall.

1. Jump CP personnel will be given authorization to evacuate with dependents.

2. An evacuation warning order will be issued to the remainder of MARFORRES (Main Body). This will release Marines and government service workers to prepare their homes and families for evacuation. The warning order is not the evacuation order. The evacuation order will be issued separately.

3. Prior to securing any work spaces and living quarters in preparation of an evacuation, all MARFORRES personnel, Staff Sections, and MSCs will coordinate with HQBN in their capacity as Headquarters Commandant. This will include a foreign object debris (FOD) "walk" of the exterior spaces to ensure no potentially dangerous FOD is left unsecured. Further direction regarding inspections and approvals for securing all work and living spaces will be provided in the HQBN Evacuation/COOP Order.

4. Upon arrival at the AH, the MARFORRES COC-FWD Senior Watch Officer will establish communication with the MARFORRES Command Operations Center (COC), New Orleans and the NSA EOC by NIPRNET, telephone, telephone conference call, and fax. Additionally, SIPRNET, VTC, and SVTC connectivity will be established with the MARFORRES COC.

5. Upon arrival of the Jump CP and establishment of communications at the AH, MARFORRES (FWD) will assume C2 of the evacuation.

(e) Between 72 and 60 hours prior to forecasted landfall, COMMARFORRES will issue either an "authorized" or "directed" evacuation order based on storm forecasts and any additional factors relevant to the situation. (Note: Authorized evacuation means that Marines, Sailors, and federal employees may evacuate if they desire. Directed evacuation means all Marines, Sailors, and federal employees will evacuate. In either case, Marines, Sailors, and federal employees will be reimbursed for evacuating in accordance with the Joint Federal Travel Regulations (JFTR).)

1. Personnel will evacuate via POV toward their respective AH. Specific guidance regarding minimum or maximum allowed driving distances will be issued in the evacuation order. Exceptions to individual personnel not traveling in the direction of their respective AH may be granted by an Assistant Chief of Staff (AC/S) on a case by case basis.

2. MARFORRES Headquarters personnel who lack personal transportation will muster at a designated location at NSA and await government provided transportation to the AH. MSCs are responsible for providing transportation to AHs for their personnel who lack personal transportation.

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

4. MARFORRES Staff Sections, HQBN, and each MSC will establish communication controls and ensure accountability for their personnel throughout the evacuation. Morning reports will be provided daily to the MARFORRES G-1 at the AH using the Evacuation Personnel Accountability System (EPAS).

(f) COMMARFORRES will set HURRCOR 3 at 48 hours prior to forecasted landfall.

(g) COMMAFORRES will set HURRCOR 2 at 24 hours prior to forecasted landfall.

1. All MARFORRES Staff and MSC personnel should be evacuated to their designated AH or Safe Haven. MARFORRES G-1 will provide COMMARFORRES with personnel status updates.

2. EOC LNOs will continue communications and coordination with the MARFORRES G-3/5.

(h) COMMARFORRES will set HURRCOR 1 at 12 hours prior to forecasted landfall.

(3) Phase III - COOP Execution. COMMARFORRES will ensure that COOP is maintained throughout transfer of C2 during Phase II. Phase III commences upon COMMARFORRES decision to fully staff and continue operations from the AH. Phase III ends upon return of MARFORRES C2 functions to New Orleans.

(a) On order, the Equipment Recovery Team (ERT) will return to New Orleans to load and transport previously identified MARFORRES and MSC mission-essential equipment and publications to their respective AH sites. MARFORRES G-4 will be the lead staff section in this effort. (See Annex D for procedures for pre-staging equipment).

(b) MARFORRES Staff Sections, HQBN, and each MSC are responsible for movement and accountability of personnel to their respective AH as soon as practical following COMMARFORRES order to execute Phase III. Staff principals, MSC Chiefs of Staff, and HQBN CO will participate in a daily COMMARFORRES conference call.

(c) COMMARFORRES will determine if contractors will be required to relocate to the appropriate AH for the duration of Phase III. If required, the Regional Contracting Officer (RCO) will coordinate with the contractor employees to have them move to the AH.

(4) Phase IV - Return/Consolidation. Phase IV commences upon return of MARFORRES C2 functions to New Orleans. This decision will be made when conditions permit a safe return of our Marines, Sailors, federal employees, and families. Phase IV ends upon the complete return and consolidation of MARFORRES personnel in New Orleans, and COMMARFORRES resets HURRCOR 5.

(a) Damage assessment will begin after the storm passes. EOC LNOs will inform MARFORRES (FWD) on the status of communications, municipal services, and road traffic-ability in New Orleans and the surrounding parishes.

(b) The DAT will be prepared to return to New Orleans to conduct an assessment of damages to Marine spaces at NSA. MARFORRES Facilities will have the lead on the DAT; HQBN will provide support.

(c) Return and consolidation will be conducted in phases to ensure that personnel and their dependents have housing with functioning utilities, and that there is adequate workspace and communication connectivity to resume daily operations.

(d) When conditions permit an immediate or near immediate return to New Orleans, C2 for the return will be run through the COC in New Orleans and regular operations in Building 601 will resume on the first practical weekday following the decision to return.

(e) When conditions preclude an early return, MARFORRES (FWD) will maintain C2 at the AH and continue to assess the situation until a safe return is feasible.

(f) MARFORRES Staff Sections, HQBN, and each MSC are responsible for notifying their personnel on the plan to return.

c. Tasks

(1) G-1; See Annex E.

(a) Maintain accountability for all MARFORRES personnel throughout the evacuation period.

(b) Ensure sufficient G-1 personnel are assigned to the Jump CP in order to maintain accountability and reporting at the AH.

(c) If necessary, join additional personnel (via Active Duty-Operational Support orders) to meet increased Temporary Additional Duty (TAD) travel claims processing requirements.

(2) G-2; See Annex B.

(a) Assist the DWO in assessing pertinent meteorological data that will/may bear on the Commander's decision to authorize/direct an evacuation.

(b) ICW the G-3/5, identify EOC LNOs.

(3) G-3/5; See Annexes A and C.

(a) Designate an officer to serve as the MARFORRES DW/COOP Officer.

(b) Coordinate with the NSA and other tenants in regards to their respective destructive weather/evacuation plans. Detailed planning in this matter is essential.

(c) Identify EOC LNOs. Establish communications with the LNOs once emplaced.

(d) Conduct a site survey of the Force AH prior to 1 May; coordinate actions with the G-6 and HQBN.

(e) Coordinate with HQBN on the planning and execution of a hurricane evacuation exercise and rehearsal prior to 1 June.

(f) Conduct Destructive Weather Briefings to COMMARFORRES, as required.

(g) Report changes in HURRCOR and evacuation/COOP intentions to HQMC, Marine Forces Commands (MARFORs), MSCs, the NSA EOC, and the New Orleans Federal Executive Board.

(h) Notify HQMC, MARFORs, and the New Orleans Federal Executive Board of the decision to evacuate.

(i) Ensure DWO reports to the NSA EOC for synchronization of evacuation conditions/events.

(j) Transfer COC functions from New Orleans to the AH, and from the AH back to New Orleans during Phase IV, without interruption.

(k) Conduct an Anti Terrorism/Force Protection (AT/FP) Site Vulnerability Assessment for each AH site.

(l) Assign a Marine to serve as the MARFORRES liaison to the Navy RBE.

(m) ICW HQBN, ensure the ASF complement is adequately staffed to support the security mission.

(4) G-4; See Annex D.

(a) BPT provide Subject Matter Expert (SME) assistance to the MSCs to facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) Develop an embark plan of all mission essential equipment.

(c) NLT 15 May, construct a comprehensive Equipment Density List (EDL) of all MARFORRES, HQBN, and MSC equipment to be embarked during an evacuation.

(d) Provide (1) Staff Non-Commissioned Officer (SNCO) to serve as the SNCO-In-Charge (SNCOIC) of the ERT.

(e) ICW G-1, G-3/5, G-6, HQBN, and the MSCs, develop, publish, and execute (when ordered) the equipment recovery plan.

(5) G-6; See Annex K.

(a) BPT provide SME assistance to the MSCs in order to facilitate planning and execution of the respective MSC Evacuation/COOP Plans.

(b) BPT provide all required communications at the AH and other sites required by the MSCs in support of the Jump CP. Collect all communication requirements from each Staff Section and MSCs for their respective AH sites prior to 1 May.

(c) ICW the G-3/5, conduct AH site survey prior to 1 May in order to assess telecommunication capabilities, identify shortfalls, and establish remedies.

(d) BPT support the G-3/5 in providing seamless transfer of COC functions from New Orleans to the AH, and from the AH to New Orleans during Phase IV.

(e) BPT transfer all data services with minimal interruption.

(6) Facilities

(a) Ensure master keys are available for all MARFORRES spaces in NSA, East Bank.

(b) BPT to lead the DAT in coordination with HQBN. Identify and stage all requisite equipment needed for the DAT.

(7) Security Manager

(a) Provide specific instructions on the storage and transportation of classified material during an evacuation to each Staff Section, MSC, and HQBN.

(b) ICW G-6, develop a plan to safeguard SIPRNET computers left behind and to transport SIPRNET computers to the AHs.

(c) ICW G-2, HQBN, and each MSC Security Manager, plan for an inspection of all work spaces in the event of an evacuation to ensure classified material is properly stored or transported.

(8) Commanding Officer (CO), HQBN

(a) Publish the HQBN Evacuation/COOP Order. This order will outline the Headquarters Commandant functions and processes for all MARFORRES Staff Sections and MSCs to coordinate the evacuation and securing of work spaces and living quarters aboard NSA, New Orleans.

(b) Coordinate with each Staff Section and MSC in the assignment of personal effects officers. Ensure that personal effects inventories are conducted and that the barracks is secured.

(c) NLT 31 May, provide COMMARFORRES with a confirmation brief.

(d) BPT support Facilities in establishing a DAT.

(e) Assign an officer to serve as the Camp Commandant for the Force AH.

(f) ICW the MARFORRES G-3/5 and G-6, conduct a site survey of the Force AH site prior to 1 May.

(g) BPT stand up a Reception Center at the Force AH in order to in-process personnel (i.e., identify work spaces, obtain billeting, etc.)

(h) Develop blueprint for MARFORRES Command section and Staff with space assignments at the AH.

(i) Coordinate transportation requirements for personnel who do not possess a POV and require transportation to the AH.

(j) Provide embark boxes necessary to support relocation of the MARFORRES Staff.

(k) NLT 15 May, submit a consolidated (all staff sections) updated EDL of mission essential equipment to the MARFORRES G-4 (Strategic Mobility Office (SMO)).

(l) Conduct hurricane awareness and preparation training for all Marines, sailors, and Federal employees stationed at NSA, New Orleans, East Bank.

(m) Ensure preparation of all Marine spaces aboard NSA, New Orleans is conducted commensurate with appropriate HURRCOR.

(n) BPT assume personnel accountability duties from the MARFORRES G-1 if the order to evacuate is given.

(o) BPT augment NSA, New Orleans installation security with a trained ASF component.

(9) Commanding General (CG), 4th Marine Division  
(MARDIV)

(a) NLT 31 May publish the Evacuation/COOP Plan for 4th MARDIV.

(b) NLT 31 May provide a confirmation brief on the 4th MARDIV Evac/COOP Plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all Inspector-Instructor (I-I) sites in the affected areas report HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting will be completed via the Chain of Command. Reporting requirements are covered in Annex C.

(e) Upon occupation of the AH, establish a 4th MARDIV 24-hour POC to interface with the MARFORRES COC.

(f) Identify support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate planning and execution of your COOP.

(g) Ensure that I-I sites in the areas prone to destructive weather are familiar with this order.

(h) Direct I-Is to have an evacuation and accountability plan to include accounting for all assigned Selected Marine Corps Reserve (SMCR) Marines living in the affected areas.

(i) Ensure that I-I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) NLT 15 May, submit updated EDL of mission essential equipment to the MARFORRES G-4 (SMO).

(k) During Phase II provide daily accountability for all 4th MARDIV Marines living in areas being evacuated.

(l) BPT supply two HMMWV's to be pre-staged (location TBD) for use by the DAT.

(m) BPT support MARFORRES HQBN in Headquarters Commandant evacuation/COOP duties. Refer to the HQBN Evacuation/COOP Order.

(10) CG, 4th Marine Air Wing (MAW)

(a) NLT 31 May publish the Evacuation/COOP Plan for 4th MAW.

(b) NLT 31 May provide a confirmation brief on the 4th MAW Evac/COOP Plan to COMMARFORRES.

(c) Report all HURRCOR changes and actions associated with each to the MARFORRES COC.

(d) Ensure that all I-I sites in the affected areas report HURRCOR changes, evacuation intentions, and post-event unit condition and accountability. Post-event reporting will be completed via the Chain of Command. Reporting requirements are covered in Annex C.

(e) Upon occupation of the AH, establish a 4th MAW 24-hour POC to interface with the MARFORRES COC.

(f) Identify support requirements and request augmentation as necessary from the MARFORRES Staff Sections to facilitate planning and execution of your COOP.

(g) Ensure that I-I sites in the areas prone to destructive weather are familiar with this order.

(h) Direct I-Is to have an evacuation and accountability plan to include accounting for all assigned SMCR Marines living in the affected areas.

(i) Ensure that I-I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) NLT 15 May, submit updated EDL of mission essential equipment to the MARFORRES G-4 (SMO).

(i) Ensure that I-I Staffs not in the affected area, but in proximity or direction to the AH, are prepared to assist MARFORRES personnel and SMCR Marines during the evacuation.

(j) NLT 15 May, submit updated EDL of mission essential equipment to the MARFORRES G-4 (SMO).

(k) During Phase II provide daily accountability for all 4th MLG Marines living in areas being evacuated.

(l) BPT support MARFORRES HQBN in Headquarters Commandant evacuation/COOP duties. Refer to the HQBN Evacuation/COOP Order.

d. Coordinating Instructions

(1) During Phase I, review all after-action reports from the previous hurricane season and make appropriate adjustments to evacuation and COOP plans. All Staff Sections and MSCs will participate in an evacuation exercise and rehearsal conducted by HQBN.

(2) All Staff Sections and MSCs will designate a SNCO or officer to serve as section/MSC Destructive Weather Evacuation/COOP Representative. Provide the name of the representative to the MARFORRES G-3/5 NLT 1 May.

(3) All Staff Sections and MSCs will ensure that classified material is properly secured in accordance with reference (e) and Annex C.

(4) All Staff Sections and MSCs will ensure that personnel required to transport classified material have required courier cards.

(5) All Staff Sections and MSCs will support HQBN in their directed role as Headquarters Commandant through the hurricane season, and during an evacuation/COOP. Refer to the HQBN Evacuation/COOP order.

(6) NLT 31 May and throughout the hurricane season, each Staff Section and MSC will validate respective personnel's data resident in EPAS and will review and update evacuation checklists. Anticipate a weekly validation/certification during peak hurricane season (August-September).

(7) During Phase II, Staff Sections and MSC's will establish internal communication controls and ensure accountability for their personnel throughout the evacuation. Accountability will be reported to MARFORRES G-1 in accordance with Annex E.

5. Administration and Logistics

a. Personnel

(1) Staff Sections, HQBN, and MSC's will ensure all assigned personnel, to include families of Marines who are TAD or TAD-Excess, have individual/family evacuation plans.

(2) Contractor employees will be advised of the command decision to evacuate by their Contracting Officer Representative (COR). Contractor employees and their employing company are responsible for their own evacuation. The MARFORRES Contracting Officer is the only person authorized by law to direct contractor employees to report to an alternate work site. For specific guidance concerning contractor and government employee evacuation, refer to Annex E.

(a) Accountability will be maintained through the normal morning report procedure. Accountability procedures are published by the MARFORRES G-1 in Annex E.

(b) There may be other extenuating circumstances, e.g. a spouse is too ill to safely evacuate, which precludes an individual from evacuating. For each case, approval must be granted by the Staff Section AC/S or MSC C/S. Daily accountability must still be maintained for those personnel who do not evacuate.

(d) All personnel assignments are listed in Annex A.

b. Logistics

(1) Staff sections will submit any additional logistical requirements needed to function at the AH to the HQBN S-4.

(2) During Phase II, HQBN will identify available billeting in the vicinity of the Force AH and communicate availability to each Staff Section. Normally, individuals will coordinate their own billeting during an evacuation, in accordance with Annex E. If individuals require assistance in obtaining billeting, they will use their chain of command. MSCs

are responsible for coordinating billeting for individuals in their chain of command.

6. Command and Signal

a. Command Posts and Alternate Headquarters

(1) COMMARFORRES will relocate to Joint Reserve Base (JRB) Fort Worth, Texas.

(2) CG, 4th MARDIV will relocate to Grand Prairie, Texas.

(3) CG, 4th MAW will relocate to Marietta, Georgia.

(4) CG, 4th MLG will relocate to Marietta, Georgia.

b. Signal

(1) MARFORRES and MSC G-3/COCs will notify higher, adjacent, and subordinate commands of the transfer of C2 to AHS via Automated Message Handling System (AMHS).

(2) The Emergency Management Officer (EMO) is located in Bldg 8, NSA, West Bank. The MARFORRES DWO will maintain communication with the EMO during hurricane season and provide HURRCOR/evacuation status updates. In the event that an evacuation is ordered, the EMO activates the EOC located on the 5th Deck, Bldg 601, NSA, East Bank. The EOC remains in place throughout the evacuation and is responsible for physical security of NSA, New Orleans. Upon evacuation, the MARFORRES COC will maintain communication with the EOC and keep the EOC informed throughout MARFORRES evacuation.

(3) The MARFORRES COC is located on the 4th Deck, Bldg 601, NSA, East Bank. The COC can be contacted at (504)678-8701/8672 or via email at the following: MARFORRESCDO@usmc.mil.



R. E. BRAITHWAITE  
Executive Director

DISTRIBUTION: D

ANNEXES:

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- ANNEX B - Intelligence
- ANNEX C - Operations
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ANNEX A TO FORCE ORDER 3440.1G (HURRICANE EVACUATION) (U)  
TASK ORGANIZATION (U)

REFERENCES: None

MARINE FORCES RESERVE

Headquarters Battalion, MARFORRES

4th Marine Division

4th Marine Aircraft Wing

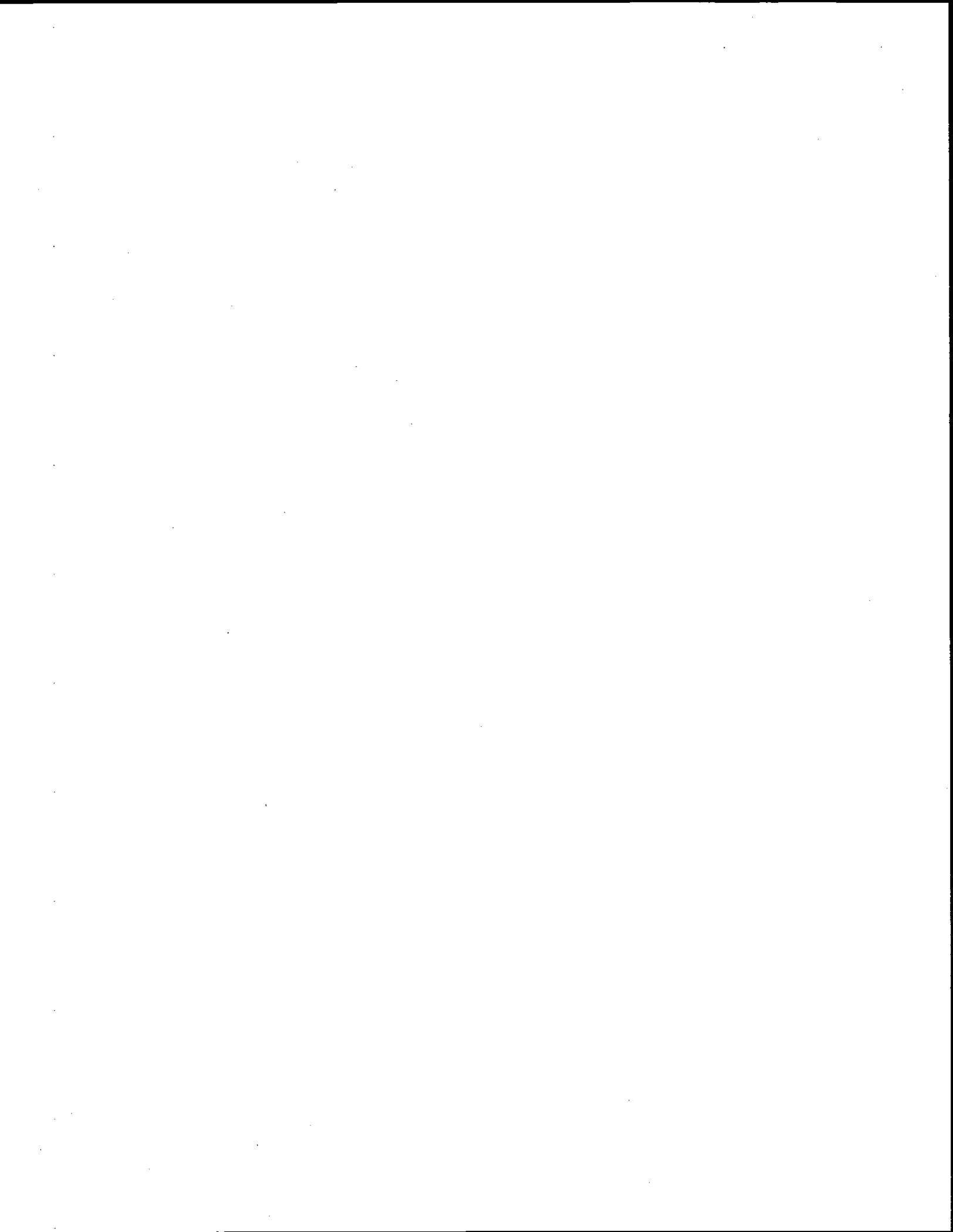
4th Marine Logistics Group

LtGen Bergman  
LtCol Hawkins

MajGen Williams  
MajGen Croley  
MajGen Moore

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ANNEX C TO FORCE ORDER 3440.1G (HURRICANE EVACUATION) (U)

REFERENCES: None

1. General

a. Purpose. This annex provides detailed guidance and information for the conduct of the MARFORRES Hurricane Evacuation 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 the basic plan.

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 Security Procedures).

c. Pre and Post Event Reporting Requirements. Refer to Appendix 3 (Reporting Requirements and Report Formats).

4. Operational Constraints. None.

5. Command and Signal. Refer to basic order.

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APPENDICES:

- 1 - Hurricane Conditions of Readiness and Storm Categories
- 2 - Classified Material Security Procedures
- 3 - Reporting Requirements and Report Formats

APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (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 for 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.

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TABS:

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

TAB A TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)

HURRICANE CONDITIONS OF READINESS (U)

Hurricane Conditions of Readiness (HURRCOR) are separated into five 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 of readiness 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 (minimum of 40-45 mph) forecasted to reach this area within 72 hours.

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

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

V. HURRCOR - 1. Destructive winds are forecasted to reach this area 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.

TAB B TO APPENDIX 1 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)  
STORM CATEGORIES (U)

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

I. **Category - 1.** Sustained winds of 75-95 mph. Storm Surge expected to be 4-6 feet.

II. **Category - 2.** Sustained winds of 96-110 mph. Storm Surge expected to be 7-8 feet.

III. **Category - 3.** Sustained winds of 111-130 mph. Storm Surge expected to be 9-12 feet.

IV. **Category - 4.** Sustained winds of 131-155 mph. Storm Surge expected to be 13-18 feet.

V. **Category - 5.** Sustained winds of 155+ mph. Storm Surge expected to be 18+ feet.

APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)

CLASSIFIED MATERIAL SECURITY PROCEDURES (U)

- REFERENCES: (a) DOD 5200.1R  
(b) SECNAVINST 5510.36  
(c) ForO 5510  
(d) ForO 2281  
(e) ForO 3440

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of NSA, East Bank. It is not feasible or practical to evacuate with classified material. Therefore, command/section security representatives must plan for and ensure that all classified materials and spaces are properly safeguarded and secured prior to departure.

2. Mission. To maintain accountability and security of classified materials and spaces throughout the entire EVACUATION/COOP event.

3. Administration. The command/section Security Representative is a designated position, but every Marine and civilian must act as a security representative in a time of crisis. Anticipate evacuation and ensure classified materials and spaces are properly inventoried and secured. Security Representatives will ensure that proper storage is available and on hand, and that all safes, secure areas, alarms and locks are functional prior to evacuation. Designated security representatives will ensure the following checklist is completed quarterly in preparation for hurricane evacuation.

- a. Store only the minimum amount of classified material required for operational purposes.
- b. Schedule a classified material cleanout day. Destroy excess, unneeded classified material, and transfer paper classified to media. Log all items destroyed in accordance with ref (b).
- c. Notify the Security Management Office to schedule the degaussing and destruction of classified computers, hard drives or media devices.

- d. Store classified material in assigned, secure storage spaces, and complete signed and dated inventories of classified material quarterly.
  - e. Ensure combinations to all vaults, safes, alarms, and spaces are up to date and recorded. Hand deliver signed copies of combinations, access codes, and personnel access lists to MARFORRES COC and the Command Security Manager.
  - f. Ensure classified materials are locked command/section's assigned safe with the current, signed inventory
  - g. Ensure spaces and safes are properly secured at the end of the day using Standard Forms SF701 and SF702.
  - h. Ensure courier personnel are identified and courier cards are up to date. Roster of courier personnel due to the Security Management Office 01 May, annually.
  - i. Use enclosed HUREVAC/COOP Classified Material Security Checklist to prepare and initiate evacuation procedures.
3. Assumptions. That all classified material users are adhering to standard operating procedures outlined in refs (a), (b), and (c), and with proper tracking of storms, there will be time to complete all actions prior to departure.
4. Concept of Operations. In order to ensure security and accountability of classified materials throughout the entire HUREVAC/COOP event, all Security Representatives will properly safeguard and store all classified material in accordance with refs (a), (b), and (c).
5. Questions and concerns should be addressed to MARFORRES Security Management Office (504)678-5336/5063/1090; emergency cell phone number (504) 616-2902.

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TABS:

- A - Classified Material Security Checklist
- B - Damage Assessment Team Access Procedures
- C - Security incidents and reporting

TAB A TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)

CLASSIFIED MATERIAL SECURITY CHECKLIST (U)

COOP/HUREVAC CLASSIFIED MATERIAL SECURITY CHECKLIST

- \_\_\_ 1. Conduct inventory of Classified Material prior to evacuation. Sign and date and provide a copy of the inventory to the MFR Security Management Office for signature.
- \_\_\_ 2. Identify classified material to transport. Package classified material in accordance with refs (b) and (c) of this appendix. Do not plan to transport any classified material or equipment unless operationally necessary.
- \_\_\_ 3. Ensure Courier Personnel are identified and confirm their courier cards are in-hand and up to date.
- \_\_\_ 4. Ensure unnecessary classified material is destroyed in accordance with refs (b) and (c) of this appendix.
- \_\_\_ 5. Store paper classified material (i.e. binders, documents, books) in the assigned command/section safe with a copy of the inventory receipt.
- \_\_\_ 6. Store digital classified material (i.e. classified hard drives, disks, laptops) in the assigned command/section safe with a copy of the inventory receipt.
- \_\_\_ 7. Ensure classified materials and spaces are properly secured using Standard Forms SF701 and SF702.
- \_\_\_ 8. Activate alarm system and ensure locks are engaged.
- \_\_\_ 9. Conduct a post-evacuation inventory of classified material and report any losses or unauthorized exposures to the Security Manager.

\_\_\_\_\_  
Security Representative

\_\_\_\_\_  
Command Security Manager

TAB B TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)  
DAMAGE ASSESSMENT TEAM ACCESS PROCEDURES (U)

Post-Hurricane Damage Assessment Team Access Procedures

1. Ensure building structure is secure and surrounding area is safe prior to entry.
2. Contact LtCol Scott Smith, MFR LNO to NSA, to confirm you are entering building and will need the Access Code Master List. Cell:616-802-8663, [scott.h.smith@usmc.mil](mailto:scott.h.smith@usmc.mil)
3. Main copy of Access Code Master List is in the safe in G3/5 LtCol Smith's office. Access route is by the most accessible means to the main door of G5, Bldg 601, Room 4A450. The safe is in room 4A458.
4. Backup copy of Access Code Master List is locked in a safe in the COC. Access route to the COC is by the most accessible means to the main door of the COC, Bldg 601, Room 4B101. The safe is in the back saferoom 4B101.
5. Access Code Master List is a limited access document. Ensure the Access Code Master List is updated annually NLT 1 May. Personnel authorized to access the Access Code Master List are as follows:
  - i. Steve McMurtry                      Command Security Manager
  - ii. Don Washington                     Assistant Security Manager
  - iii. Ed Maguire                         Deputy Director, Facilities
  - iv. Ted Harmon                         Physical Security Engineer
  - v. Scott Smith                         LtCol, G3/5, LNO to NSA
6. Authorized personnel will be issued an access card with the appropriate access codes to the doors of rooms 4A450, 4A450, 4B103, 4B101, and the combinations to each safe.

TAB C TO APPENDIX 2 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)  
SECURITY INCIDENTS AND REPORTING (U)

SECURITY INCIDENTS AND REPORTING

1. PURPOSE: This standard operating procedure implements DoDI 5200.1-R, Information Security Program and is to assist in identifying security incidents and the proper reporting procedure.

2. SECURITY INCIDENT: A security incident is defined as a compromise, possible compromise, loss, or a possible loss of classified information, or an infraction of the handling requirements of DoD, DON and DISA policy.

3. SECURITY INCIDENT CATEGORIES: There are four types of security incidents. They are:

a. Compromise: The disclosure of classified or classified information to an unauthorized party.

b. Possible Compromise: Through the loss of control of classified information, compromise cannot be ruled out.

c. Inadvertent Access: An individual with a clearance, or eligible for a clearance, has access to classified information for which they did not have a need-to-know.

d. Security Deviation: The possibility of compromise has been completely ruled out, but the classified information was handled improperly.

4. SECURITY INCIDENT REPORTING: In the event classified information or material is found unsecured, the discoverer must take two immediate steps. They are:

a. The classified information, or material, must be brought under control and secured.

b. Report any possibility of a security incident to the MFR Security Management Office (504)678-5336/5063/1090.

APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)  
REPORTING REQUIREMENTS AND REPORT FORMATS

REFERENCES: None

1. Situation. The evacuation of MARFORRES will require personnel 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. Storm Categories. Every Marine, unit, and government service employee 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 MSCs 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.

5. Command and Signal. Refer to the basic plan.

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TABS:

- A - Reporting Matrix
- B - Report Formats

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TAB A TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (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 Evacuation/COOP plan.

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EXHIBITS:

- 1 - Reporting Matrix
- 2 - Report Format

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EXHIBIT 1 TO TAB A TO APPEDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1G (HURRICANE EVACUATION) (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 and Contact Info)	HURRCOR 5	Section/SNCOIC	EPAS/Verbal/Phone
Acknowledge receipt of Evac Order	HURRCOR 4 (60 Hours Out)	Section/SNCOIC	3N/Verbal/Phone
Arrival at initial evac location (safe haven)	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 NRLNS	Phase III and Phase IV	Section/SNCOIC	3N notification Phone - Primary E-mail - Alt
Arrival at AH or NRLNS	Phase III and Phase IV	Section/SNCOIC	Phone - Primary E-mail - Alt

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	AMHS - Primary E-mail - Alt
MSC confirms/sets HURRCOR 4	72 Hours Out	MFR G-3/Sub units	AMHS - Primary E-mail - Alt
4th 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	AMHS - Primary E-mail - Alt
MSC AH functional	Upon completion	MFR G-3	AMHS - Primary E-mail - Alt 1 Phone - Alt 2
MSC confirms/sets HURRCOR 3	48 hours out	Sub units	AMHS - Primary E-mail - Alt 1 Phone - Alt 2
MSC confirms/sets HURRCOR 2	24 hours out	Sub units	AMHS - Primary E-mail - Alt 1 Phone - Alt 2
MSC confirms/sets HURRCOR 1	12 hours out	Sub units	AMHS - Primary E-mail - Alt 1 Phone - Alt 2
MSC initial accountability and damage report of I&I locations	Landfall +24 hours	MFR G-3/G-1	E-mail - Primary Phone - Alt
MSC Accountability Report	Every 24 Hours until 100% accountability of I&I/SMCR Marines	MFR G-1	E-mail - Primary Phone - Alt
MSC intentions to COOP or return to NRLNS	Landfall +24 hours	MFR G-3/ Sub units	E-mail - Primary Phone - Alt
MSC confirms/issues order to return to NRLNS	Phase IV On order	MFR G-3/ Sub units	E-mail - Primary Phone - Alt

I&I/SMCR REPORTING MATRIX

EVENT/ACTION	PHASE	REPORTS TO	SYSTEM
Confirms/sets HURRCOR 5	1 June	MSC G-3	AMHS - Primary E-mail - Alt
Confirms/sets HURRCOR 4	72 Hours Out	MSC G-3	AMHS - Primary E-mail - Alt
Evac intentions of MFR Air Assets	Upon evac of assets	MSC G-3	E-mail - Primary Voice - Alt
Initial accountability and damage report	Landfall +24 hours	MSC G-3/G-1	E-mail - Primary Voice - Alt
Accountability report	Every 24 Hours until 100% accountability of I&I/SMCR Marines	MSC G-3/G-1	E-mail - Primary Voice - Alt
Reoccupation of I&I site	Phase IV On order	MSC G-3/G-1	E-mail - Primary Voice - Alt

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TAB B TO APPENDIX 3 TO ANNEX C TO FORCE ORDER 3440.1G (HURRICANE  
EVACUATION) (U)  
REPORT FORMATS (U)

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.

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EXHIBIT 1 TO TAB B TO APPEDIX 3 TO ANNEX C TO FORCE ORDER  
3440.1G (HURRICANE EVACUATION) (U)  
REPORT FORMATS (U)

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

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 4<sup>TH</sup> MARDIV (UC)  
          CG 4<sup>TH</sup> MARDIV G1 (UC)  
          CG 4<sup>TH</sup> MARDIV G3 (UC)  
          CG 4<sup>TH</sup> MAW (UC)  
          CG 4<sup>TH</sup> MAW G1 (UC)  
          CG 4<sup>TH</sup> MAW G3 (UC)  
          CG 4<sup>TH</sup> MLG (UC)  
          CG 4<sup>TH</sup> MLG G1 (UC)  
          CG 4<sup>TH</sup> MLG G3 (UC)  
          CG MARCORMOBCOM KANSAS CITY MO (UC)  
          MARCORLOGCOM ALBANY GA  
          HQ SVC BN 4<sup>TH</sup> MLG  
          MAG 42 (UC)  
          14<sup>TH</sup> MAR  
          AL 13775 (UC)

CC      CMC WASHINGTON DC (UC)  
          CMC WASHINGTON DC PPO (UC)  
          CMC WASHINGTON DC PPO PS (UC)  
          CMC WASHINGTON DC PPO PC (UC)  
          CMC WASHINGTON DC MRA (UC)  
          CMC WASHINGTON DC MRA RA (UC)  
          COMMARFORCOM (UC)  
          COMMARFORCOM G1 (UC)  
          COMMARFORCOM G3-5-7 (UC)  
          COMMARFORPAC (UC)  
          COMMARFORPAC G1 (UC)  
          COMMARFORPAC G3 (UC)  
          MARFORSOUTH (UC)  
          MARFORSOUTH G1 (UC)  
          MARFORSOUTH G3 (UC)  
          COMMARFORNORTH (UC)  
          COMMARFORNORTH G3 (UC)

COMMARFOREUR (UC)  
COMMARFOREUR G1 (UC)  
COMMARFOREUR G3 (UC)  
COMMARFORAF (UC)  
COMMARFORAF G1 (UC)  
COMMARFORAF G3 (UC)  
COMMARCENT (UC)  
COMMARCENT G1 (UC)  
COMMARCENT G3 (UC)

UNCLAS//N03400//

MSGID/GENADMIN/COMMARFORRES/JUN 09//

SUBJ//DESTRUCTIVE WEATHER CONDITION OF READINESS FIVE (HURRCOR 5)//  
REF/A/DOC/COMMARFORRES/19MAY06//

NARR/REF A IS COMMARFORRES FORCE ORDER 3440.1F, MARFORRES  
EVACUATION/CONTINUITY OF OPERATIONS PLAN.//

POC/MARFORRES CDO/TEL:504-678-8701/DSN:678-8701/

EMAIL:MARFORRESCDO@USMC.MIL//

POC/LTCOL SMITH S.H./MFR G-3/5/TEL:504-678-8233/DSN:678-  
8233/EMAIL:SCOTT.H.SMITH@USMC.MIL//

RMKS/1. THIS MSG SETS HURRICANE CONDITION OF READINESS (HURRCOR-5) IAW  
THE START OF HURRICANE SEASON 2009.

2. MAINTAIN HURRCOR-5 UNTIL 30 NOV UNLESS DIRECTED TO INCREASE LEVEL  
OF READINESS.

3. THE FOLLOWING ACTIONS TO COMMENCE UPON SETTING HURRCOR-5:

3.A. HQBN AND MSC'S CONTINUE EVAC/COOP DEVELOPMENT.

3.B. ALL MARFORRES UNITS TO REVIEW AND FAMILIARIZE WITH  
ACTIONS/RESPONSIBILITIES CNTN REF A. REF A POSTED AT

[HTTPS://WWW2.MARFORRES.USMC.MIL/SITES/HQ/DEFAULT.ASPX](https://www2.marforres.usmc.mil/sites/hq/default.aspx), G3/5, ANTITERRORISM  
FORCE PROTECTION, HURRICANE EVACUATION/TIME CRITICAL COOP INFORMATION, MFR  
FORCE ORDER 3440.1F WITH ANNEXES.

3.C. MARFORRES UNITS IN HURRICANE-PRONE AREAS ALONG THE GULF/EAST COAST REGION  
ARE TO COMPLETE ACTIONS ASSOCIATED WITH HURRCOR-5 / PHASE I OF REF A.

3.D. MARFORRES FORCE UNITS AND MSC'S ARE TO ENSURE I&I / SMCR UNITS ARE  
CONDUCTING HURRICANE SEASON TRAINING/PREP.

3.E. MARFORRES UNITS AND GENERAL STAFF SECTIONS ARE TO VALIDATE DESTRUCTIVE  
WEATHER DATABASES TO ENSURE ACCURACY.

4. ALL MARFORRES UNITS IN HURRICANE-PRONE AREAS ARE TO REPORT SETTING OF  
HURRCOR-5 TO THEIR RESPECTIVE MSC VIA THE CHAIN OF COMMAND NLT 05 JUN 09.//BT

2. The following is an example of the SitRep that is to be used by I&I Site Commanders. Refer to Reporting Matrix (TAB A) for sending occasions. SitRep to be completed and forwarded to the next highest unit. MSCs will update MFR as to situations with evacuated units.

**Destructive Weather Report – RTC Austin**

Direct questions to Maj Hankard: (512) 458-4019, cell: (910) 547-5924, or home: (512) 288-6688; 1stSgt Oxner (512) 458-4035, cell (512) 497-0971; or Staff Duty cell: (512) 497-0976.

1. DTG OF REPORT: 210900Sep08 (0900, 21 September 2008)
2. CURRENT SITUATION: RTC Austin has resumed routine operations.
  - 2.A. UNIT SENDING: I&I, Weapons Company
  - 2.B. CURRENT LOC OF UNIT: Austin, TX.
  - 2.C. DESIGNATED EVACUATION LOCATION: N/A.
  - 2.D. AIR ASSETS/CRITICAL ITEMS TO EVAC: None.
  - 2.E. 24-Hour POC/Contact Number:  
Duty cell: (512)497-0976.  
Maj Hankard: cell: (910)547-5924. Home: (512)288-6688.  
1stSgt Oxner: cell: (512)497-0971.  
Wpns Co Duty: cell: (512)497-0976.
3. Accountability:
  - 3.A. Current Number of I&I Marines 18 / 1 Sailors.
  - 3.B. Current Number of SMCR Marines 152 / 00 Sailors.
  - 3.C. Deployed Marines/ Sailors: One Marine is mobilized and serving as an individual augment to I MEF at Camp Pendleton, California.
  - 3.D. Action to locate Marines/Sailors unaccounted for: Phone contact(emergency contacts, etc.), Home of record visit, Contact local authorities/ hospitals.
4. Damage Assessment (If available): N/A.
5. Commander's Comments: The Company has accounted for all of its personnel following the storm. The Command Element for 1st Battalion, 23d Marines has been established in Austin and will likely remain until power and communications can be reestablished in Houston. RTC Austin will provide support until RTC Houston is operational.

ANNEX D to MARFORRES Operational Order 3440.1F  
LOGISTICS

REFERENCES: (a) ForO 3440.1F

1. Situation. This Annex assigns responsibilities and provides MARFORRES logistics guidance in support of the Continuity of Operations Plan (COOP).

2. Mission. Provide timely and responsive logistic oversight to MARFORRES Command Element and Major Subordinate Commands (MSCs) in order to affect the evacuation of personnel and critical equipment in the event of a natural disaster or emergency while retaining our Title 10 mission capability.

3. Execution

a. Concept of Operations.

(1) Embarkation Preparation and Coordination

(a) Provide guidance and direction for the preparation of equipment to be embarked and transported to alternate locations after an evacuation has been executed and an alternate headquarters has been established in order to maintain continuity of operations (COOP).

(2) Health Services Preparation and Coordination

(a) Provide guidance to Headquarters Battalion (HQBN) MARFORRES and each MSC Health Service Support (HSS) Representative on how to properly maintain medical/dental readiness in the case of an evacuation to alternate headquarters.

(b) Identify Medical Treatment Facilities (MTFs) capable of supporting evacuated personnel while in transit to safe havens, while temporarily assigned to safe havens or reassigned to alternate headquarters for extended periods of time.

(3) Equipment Recovery Planning and Execution

(a) Based upon conditions in New Orleans, develop and execute the plan to recover equipment identified as essential to continuity of operations by each staff section and MSC from NSA New Orleans.

(b) Coordinate transportation in support of the Equipment Recovery Plan based on equipment density lists submitted by HQBN MARFORRES and MSCs.

(c) Identify team members from each staff section and MSC requiring transportation of equipment essential to COOP to be assigned to the Equipment Recovery Team (ERT).

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

1. Purpose. To provide guidance on the execution of timely transportation and embarkation support to HQBN, MARFORRES and the MSCs during the execution of the EVAC/COOP Plan.
2. Mission. To outline those tasks and responsibilities during an evacuation period in order to provide quick response to a decision to evacuate from New Orleans area and/or COOP outside of New Orleans and recover equipment to support the command.
3. Execution
  - a. Concept of Operations. Refer to Annex D.
  - b. Tasks
    - (1) Headquarters Battalion, MARFORRES
      - (a) Create a COOP EDL for the Battalion HQ and General Staff Sections. This EDL should include all mission essential equipment needed to execute the COOP. It is due to the MARFORRES G-4 OPS by 15 May of each year. It is assumed that lift availability will be limited due to the storm/ recovery operations in the New Orleans area; therefore you are directed to only include mission essential equipment on your EDL. Reference the HQBN, MARFORRES Evacuation Order for detailed guidance and formats.
      - (b) Order embarkation boxes in sufficient number to maximize the containerization of your EDL. Follow guidance provided in the Battalion Evacuation Order for ordering of additional embark boxes.
    - (2) 4th MarDiv/4th MLG/4th MAW
      - (a) Create a COOP EDL for the Battalion HQ and General Staff Sections. This EDL should include all mission essential equipment needed to execute the COOP. It is due to the MARFORRES G-4 OPS by 15 May of each year. It is assumed that lift availability will be limited due to the storm/ recovery operations in the New Orleans area; therefore you are directed to only include mission essential equipment on your EDL. Reference the HQBN, MARFORRES Evacuation Order for detailed guidance and formats.
      - (b) Order embarkation boxes in sufficient number to maximize the containerization of your EDL. Follow guidance provided in Battalion Evacuation Order for ordering of additional embark boxes.
4. Administration and Logistics
  - a. Logistics
    - (1) Specific guidance for submitting Transportation of Things (TOT) and Transportation of Personnel (TOP) requests will be published via official message traffic, once the MARFORRES G-4 SMO has been established at their AH.

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(2) Embark box requisition requirements are provided in the Battalion Evacuation Order.

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

APPENDIX 2 to ANNEX D to COMMARFORRES EVAC/COOP PLAN  
MARFORRES HEALTH SERVICES SUPPORT

1. Purpose. To provide guidance on overseeing medical/dental readiness and the Immunization Plan via the Medical Readiness Reporting System (MRRS) to HQBN, MARFORRES and the MSC HSS Branches during the execution of the COOP.
2. 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) NOLA personnel. The intent is to provide a standard reporting/tracking format to subordinate and adjacent units in order to efficiently evacuate from HQ, MARFORRES, New Orleans and continue to monitor medical/dental readiness.
3. Execution
  - a. 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 HQBN, 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) Phase I (Preparatory Phase)
      - (a) HQBN, MARFORRES medical representative will ensure that all personal medical and dental readiness information entered into MRRS is up-to-date and accurate.
      - (b) Prior to the start of the hurricane season (NLT 1 June), HQBN, MARFORRES medical representative will coordinate with the NACC for a command-wide shot exercise (Shot-Ex) to bring all members current in the following immunizations: Hepatitis A, Tetanus, Typhoid, and PPD. HQBN, MARFORRES medical representative will liaise with NACC Immunizations Department to order required vaccines for, HQBN, MARFORRES. The MSCs will coordinate their own vaccines.
      - (c) MARFORRES G-4 HSS will validate and publish MTF locations which are enroute to the various safe havens.
      - (d) MARFORRES G-4 HSS will identify representatives to act as medical liaisons for Alternate Headquarters (AH) site MTFs for MARFORRES: Ft. Worth, TX, and Albany, GA.
    - (2) Phase II (Evacuation Phase)
      - (a) MARFORRES G-4 HSS is responsible for identifying functioning MTFs through the NACC Emergency Operations Center (EOC).
      - (b) MARFORRES G-4 HSS will 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) Phase III (COOP Execution Phase)

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(a) During the displaced period, HQBN, MARFORRES medical representative and MSC HSS branches will continue to be responsible for normal maintenance and oversight of the MRRS database.

(b) MARFORRES G-4 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.

(4) Phase IV (Reconstitution Phase)

(a) MARFORRES G-4 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) MARFORRES G-4 HSS will identify and assess health concerns (e.g. mold mitigation, special immunizations, etc.) for return to the New Orleans HQ by consulting the NACC EOC.

(c) MARFORRES G-4 HSS will identify and publish available MIL/CIV MTF capabilities in the affected area.

b. Tasks

(1) Headquarters Battalion, MARFORRES

(a) Conduct a Shot-Ex for identified personnel requiring vaccinations.

(b) Ensure that MTF information is provided to all personnel within the Battalion.

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

(d) BPT assist MARFORRES G-4 HSS in assessing health concerns for return to the New Orleans HQ.

(2) MARFORRES G-1 Medical Manpower Section

(a) Submit monthly alpha rosters with personnel gains/losses to HQBN, MARFORRES medical representative and MSC HSS branches for MRRS validation.

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

(a) Conduct a Shot-Ex for identified personnel requiring vaccinations.

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

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

(d) BPT assist MARFORRES G-4 HSS in assessing health concerns for return to the New Orleans HQ by consulting the NACC EOC.

4. Administration and Logistics

a. Logistics

(1) MTF Locations. Refer to HQBN, MARFORRES Evacuation Order Enclosure 6 for the list of MTF locations enroute to the various safe havens and list of MTF locations at AH sites.

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

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ANNEX E (Personnel) to FORCE ORDER 3440.1G; 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), 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 Evacuation Personnel Accountability System (ePAS)

(1) In the event of an evacuation, full accountability of all personnel, military and civilian, is of utmost importance. ePAS is a web based platform specifically designed to facilitate personnel accountability in the fluid environment presented by a large scale evacuation.

(2) Each staff section and Major Subordinate Command (MSC) will ensure that personnel are designated to populate, update, and maintain all respective section personnel accountability information contained in ePAS.

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(a) Additionally, each staff section and MSC will ensure that a representative capable of managing respective accountability requirements through ePAS is present on the Jump CP.

(b) ePAS is accessible on-line at <https://epas.marforres.usmc.mil>. Once at the aforementioned site, users must select the "Personnel Accountability" link located under the "Admin" tab.

(c) Any questions on ePAS should be forwarded to the MARFORRES Adjutant.

(d) As personnel turnovers take place, it is imperative that the MARFORRES Adjutant be made aware of those who have assumed accountability responsibility for their respective MSC/Staff Section. MSCs and Staff Sections are required to provide information on those assuming accountability responsibilities immediately upon their assignment.

(3) Each MSC and Staff Section is responsible for the accuracy and currency of respective information in ePAS, and will review and update the required personnel accountability information as required.

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

b. Navy Family Accountability and Assessment System (NFAAS). In addition to ePAS, all Navy personnel and Government Employees must register in the Navy Family Accountability and Assessment System (NFAAS) support site at <https://www.navyfamily.navy.mil> prior to evacuation.

c. Personnel Accountability Upon Evacuation

(1) Commencing on the date an evacuation is ordered, accountability for HQBN and MSC personnel will be initially performed telephonically with reports due no later than 0900 and 1700 CST each day.

(2) Designated representatives from the Staff Sections and MSCs will contact the MARFORRES Adjutant at 14th Marines Headquarters: (817)782-5800.

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(3) Section reps will identify:

(a) Who they are

(b) What Section/MSC they are representing

(c) A functioning contact number for them

(4) Representatives will then provide number of personnel; 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 // ADOS (members on 31 or more days of ADOS // SMCR/IMA) and respective dependents.

(b) Government Service (GS), Non-Appropriated Fund (NAF) and National Security Personnel System (NSPS) employees (collectively called "Government Employees" in this annex) and respective dependents.

(c) 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, Military Entrance Processing Station (MEPS), Tulane University, etc.) 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 transition from telephonic means to ePAS.

(a) On order, each section's morning report representative will be required to update their respective section's information in ePAS not later than 0900 CST each day until otherwise directed by COMMARFORRES.

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

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(7) Navy personnel and Government Employees are responsible for ensuring information in NFAAS is updated accordingly at the earliest opportunity. If NFAAS is not available, units are to report the status of personnel accountability to the affected region operations center or direct chain of command.

d. 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 ePAS.

(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 Marine On-Line (MOL).

(3) Once MOL resumes as the primary personnel accountability tool, section representatives may resume updates of section ePAS information as required.

e. Orders

(1) Each year a Travel Advisory Notice (TAN) is released providing CONUS evacuation procedures for natural disasters. Official Evacuation Orders will be prepared as "letter type" orders with applicable information prescribed by the TAN. 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 assigned personnel (Marine, other services and Government Employees), 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. Individual TAD Orders will be issued with appropriation data as prescribed in the TAN:

Active Duty, Active Reserve (AR) and Reservists on Active Duty  
other than ADOS

SDN: M00085\*\*MDAD\*\*\*

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LOA: 17\*1106 27T0 000 00027 067443 2D M00085 085\*\*MDAD\*\*\*

Appropriated Fund DoD Civilians and DoD Civilian Dependents  
SDN: M00085\*\*MDCV\*\*\*

LOA: 17\*1106 27T0 000 00027 067443 2D M00085 085\*\*MDCV\*\*\*

Reserve serving on ADOS

SDN: M00085\*\*MDRS\*\*\*

LOA: 17\*1107 27T0 000 00027 067443 2D M00085 085\*\*MDRS\*\*\*

Active Duty, Active Reserve (AR) Dependents, and Dependents of Reservists on Active Duty other than ADOS

SDN: M00027\*\*MOAD\*\*\*

LOA: 17\*1105 2750 000 41690 067443 2D 000000 EVAKAD074191

Dependents of Reserve serving on ADOS

SDN: M00027\*\*MORS\*\*\*

LOA: 17\*1108 2732 000 38632 067443 2D 000000 EVAKRS074503

\* Substitute the last digit of the Fiscal Year

\*\* Substitute the last two digits of the Fiscal Year

\*\*\* Substitute the first three letters of the named Storm/Natural Disaster

(3) Authorized dependents of assigned personnel covered under the provisions of the Commander's Evacuation Order will be issued Invitational Travel Orders.

(4) Authorization for rental vehicles during evacuation may only be granted by the MARFORRES Chief of Staff or respective MSC Chief of Staff. This authorization if granted will be provided in writing to the MARFORRES G1 to ensure appropriate orders preparation.

(5) To facilitate the order writing process, each MSC will provide MARFORRES G-1 with a minimum of two administrative clerks to support orders production; those representatives will be administratively assigned to the MARFORRES G-1 upon, and up to 30 days after, evacuation. Those individuals will be identified by 15 May of each year, prior to the commencement of hurricane season.

f. 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 coordinated with HQMC.

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

h. Execution of TAD or Leave during Hurricane Season. Any Marine or Sailor executing a period of TAD or leave during hurricane season (1 June - 30 November) will ensure they have either in their possession, or staged in their section:

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

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

(3) Possession of one Service 'C' uniform is recommended for personnel who may be required to depart the AH for TAD to areas that maintain that uniform as the Uniform of the Day.

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 Jump CP 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 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.

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

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 may 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, members of this category requesting an advance will coordinate with their APC. The APC will submit a roster to the G1/IPAC (TAD). The G1/IPAC (TAD) will initiate evacuation TAD Orders for each member requesting an advance and submit a Travel Advance Request to the MOBCOM Finance Office. Upon receipt of the Travel Advance Requests, the MOBCOM Finance Office will disburse a travel advance. This advance will be deposited by the Finance Office into the Member's Direct Deposit account. Members of this category must be counseled and understand that the advance will not be resident in the Member's Direct Deposit account for a minimum of 3-5 work days. Travel advances are disbursed as follows:

(1) 5 days of per diem (M&IE and Lodging) authorization based upon the current CONUS base rate (FY 2009; \$39 M&IE and \$70 Lodging) established by the Per Diem, Travel and Transportation Committee..

(2) 400 miles of POV mileage authorization based upon the current rate established by the Per Diem, Travel and Transportation Committee.

(3) Any member receiving said advance must be counseled by an Officer or SNCO within their respective section 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 the evacuation.

c. Dependent Travel Advances. Dependent evacuation orders are issued as "confirmation" orders after travel has commenced. There is no authorization to issue a travel advance to

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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 prior to submission of a 30-day partial settlement for long-term evacuations, informational classes will be provided on proper preparation and submission of the evacuation travel claim(s).

4. PAY AND ALLOWANCES

a. Basic military 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. Per the DoDFMR Volume 7A, 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 Commanding Officer, Headquarters Battalion for approval.

5. RESERVE COMPONENT MEMBERS. The evacuation of Reserve Component Members serving on duty in the New Orleans area at the time an evacuation order is authorized/directed is contingent upon the length and type of orders serving under at the time the order is given.

a. SMCR/IRR/IMA Member serving on Partial Mobilization or ADOS-CO orders will execute evacuation.

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

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c. SMCR/IRR/IMA Members serving on Active Duty for Operational Support (ADOS) orders where orders are written for a period of duty of 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.

d. SMCR/IMA Members serving on any type of inactive duty period (IDT, ATP, RMP, AFTP, etc) will NOT execute an evacuation. The member 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 submitted with the support of the closest Marine Corps facility and Career Retention Specialist (CRS) to the Safe Haven site. The "Host" CRS 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 HQMC 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 and common carriers) 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 HQMC 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' 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 Personnel Casualty Reports (PCR)/Serious Incident Reports (SIR)

(1) Any reportable casualties sustained or serious incidents, must be communicated to the COC as quickly as reasonably possible using either the Defense Casualty Information Processing System - Forward (DCIPS-FWD) or the OPREP-3 Serious Incident Report (SIR) format. All available information will be provided to the Jump CP 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 Jump CP will take on the responsibility of releasing the respective messages (SIR/PCR). If the COC is needed to release a PCR/SIR, it is imperative that the respective command notifies the Jump CP of the requirement immediately.

c. Other MARFORRES Casualties/Serious Incidents. The reporting chain will remain constant regardless of relocation of

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forces. The requirement to relocate to an AH cannot be an excuse for the degradation of casualty or serious incident 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 Force Adjutant 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.



K. E. CUSTER

APPENDICES:

- 1 - GOVERNMENT EMPLOYEES (NSPS/GS/NAF) 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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NEW ORLEANS, LA 70146

APPENDIX 1 TO ANNEX E TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
GOVERNMENT EMPLOYEES (NSPS/GS/NAF) 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 appendix is to provide detailed guidance regarding personnel support for Government 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 Staff Section and MSC. Each Staff Section and MSC has selected representatives who will be responsible for recording and updating all personnel accountability information for Government Employees.

(2) Initial accountability for all Government Employees will be performed by the appointed Staff Section/MS representative telephonically with the report due no later than

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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 accurate recall information for the member and their dependents is maintained in ePAS. 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 ePAS which is accessible via <https://epas.marforres.usmc.mil>, and selecting the "Personnel Accountability" link under the "Admin" Tab.

(5) All fields for each employee are checked for accuracy by Staff Section/MSC representatives throughout the year. Members will promptly report any changes to their information to their appropriate 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, ePAS will be the primary method to collect, collate and distribute accountability data. Each Staff Section/MSC's morning report representative will perform daily updates not later than 0900 every day, until otherwise directed by COMMARFORRES.

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

(8) In addition to ePAS, and prior to evacuation, all Government Employees must register in the Navy Family Accountability and Assessment System (NFAAS) support site at <https://www.navyfamily.navy.mil>.

(9) During evacuation, Government Employees are responsible for ensuring information in NFAAS is updated accordingly. If NFAAS is not available, units are to report the status of personnel accountability to the affected region operations center or direct chain of command.

b. Orders

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(1) Each year a Travel Advisory Notice (TAN) is released providing CONUS evacuation procedures for natural disasters. Official Evacuation Orders will be prepared as "letter type" orders with applicable information prescribed by the TAN. 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 the Joint Travel Regulations (JTR), and Policy and Guidance issued by the Office of Personnel Management (OPM).

(2) All assigned Government Employees 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 Government 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 Government Employees

(1) While MARFORRES is in an evacuation status, the join or transfer of all outbound/inbound Government Employees will be addressed on a case-by-case basis.

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

(3) Upon the Commander's evacuation order, all student temporary employees will be placed in a "Leave Without Pay" status until the return order is given. In the event the evacuation leads to COOP, all student temporary employees employment will be terminated.

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

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, Government 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) Once a decision is made to send personnel assigned to the Jump CP to the Alternate Headquarters (AH), the Agency Program Coordinators (APCs) for MARFORRES, respective MSC Headquarters, and Headquarters Battalion will activate their GTCCs.

(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.

(d) Government Employees MUST first remain overnight in their designated Safe Haven location before moving to the AH in order to receive full evacuation entitlements.

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

(1) In those cases where a Government 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.

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

  
K. F. CUSTER

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U.S. MARINE FORCES, RESERVE  
4400 DAUPHINE ST  
NEW ORLEANS, LA 70146

APPENDIX 2 TO ANNEX E TO FORCE ORDER 3440.1G (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), 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.

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

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c. Any COR who desires a contractor employee to report to an alternate work site must submit the request to the MARFORRES 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. Staff Sections/MSCs 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 Staff Section 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 Staff Section/MSC representatives telephonically with reports due no later than 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 each contractor has the latest update to the respective Staff Section's Recall Roster with them, and that they and their family members know the names and complete contact information (to include cellular contact numbers) of the respective Section representatives.

(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 ePAS which is accessible via <https://epas.marforres.usmc.mil>, and selecting the "Personnel Accountability" link under the "Admin" Tab.

(5) All fields for contract personnel are checked for accuracy by Staff Section/MSC representatives throughout the year. Promptly reporting any changes to personal information will greatly assist the Command in maintaining up-to-date, correct information which can assist during the initial phases of a command directed evacuation.

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(6) While in an evacuated status, ePAS, will be the primary method to collect, collate and distribute accountability data. Each Staff Section/MSCs morning report representative will perform daily updates not later than 0900 each day until otherwise directed by COMMARFORRES. Ensure that close contact is maintained with contract personnel and the respective Section/MSc representative throughout the evacuation.

  
K. E. CUSTER

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U.S. MARINE FORCES, RESERVE  
4400 DAUPHINE ST  
NEW ORLEANS, LA 70146

APPENDIX 3 TO ANNEX E TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
MILITARY MEMBERS ADMINISTRATIVELY JOINED TO MARFORRES WHO ARE  
OPCON TO OUTSIDE AGENCIES ("X PLATOON MEMBERS")

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), 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 no later than the first of May of each year. TAB A provides a sample letter.

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 with reports due no later than 0900 each day, in the event a hurricane is

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forecasted to make landfall near the New Orleans area within 96 hours.

(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 ePAS which is accessible via <https://epas.marforres.usmc.mil>, and selecting the "Personnel Accountability" link under the "Admin" Tab.

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

  
K. F. CUSTER

TABS:

TAB A - SAMPLE "X PLATOON" LETTER AND ENCLOSURES

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TAB A TO APPENDIX 3 TO ANNEX E  
SAMPLE "X PLATOON" LETTER AND ENCLOSURES



**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 XXX XX 5309  
Via: Command Operationally Assigned To

Subj: EVACUATION AND ACCOUNTABILITY OF PERSONNEL

Encl: (1) Personal Data Sheet  
(2) Confirmation of Understanding  
(3) Additional Evacuation Information Compact Disc (CD)

1. You are administratively attached 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 Marines 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: 504-678-0428  
Assistant Adjutant: 504-678-8216 or 757-575-4191  
Blackberry: 504-952-2720  
Adjutant Chief: 504-678-8078

2. You are further directed to report your location/situation to the MARFORRES G-1 Adjutant Section not later 0900 each day during the hurricane or other type emergency, until you receive further instructions and/or alternate contact information.

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3. 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 Disc) of Force Order 3440.1G, 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: 504-678-1428/6197/8434  
Cell: 504-914-9135  
Blackberry: 504-655-2201

4. Finally, in order to ensure 100 percent 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 15 May 20XX.

K. F. CUSTER  
By direction

## MARFORRES Evacuation Personnel Accountability System Personnel Data Sheet

Fill out each numbered item. Circle only one selection per number.

Selections shown below are those that are resident in the Evacuation Personnel Accountability System (ePAS) maintained by the MARFORRES G-1 Adjutant. It is understood that some of these selections may not apply to you, but please do not leave blanks. If there are questions about which selection to make please utilize the points of contact listed in the basic correspondence.

1. Full Rank & Name (Rank, First Name, MI, Last Name, Last Four of SSN)

---

2. Gender: (Male) Female

3. Branch: Army Navy Coast Guard Air Force Marine Corps National Guard

4. Component: CTR GS NF SES USA USAF USCG USMC USN

5. Component Status: ACDU

AR

ADOS in excess of 30 DAYS

IMA

Mobilized IRR / SMCR

6. Personnel Status: On Hand

Temporary Additional Duty

En Route

Annual Leave

Terminal Leave

Emergency Leave

External/Tracking Dependent

Other \_\_\_\_\_

7. Worksite: \_\_\_\_\_

8. Date of Birth: \_\_\_\_\_

9. Command: 4th MarDiv 4th MAW 4th MLG ISB MFN MFR HQ MOBCOM

10. Department:

CNARF

Tulane

NALO

Enclosure (1)

11. Billet:

12. Estimated Date of Departure:

13. Do you have a Government Travel Charge Card (GTCC)?

YES

NO

Applied but not yet received

14. Are you or your spouse a first responder?

(Examples of first responders include Emergency Medical Technicians, Police Officers, Sheriff's Deputies, State Troopers, etc.)

Yes

No

15. Permanent Residence:

Street

City:

State:

ZIP Code:

Parish/County:

16. Do you live in a Trailer/Mobile Home?

YES

NO

17. Phone Numbers: Rank phone numbers on the right of each line in order of importance in case of emergency.

	Rank
Cell: _____	_____
Home: _____	_____
Work: _____	_____
Alternate: _____	_____

18. Email Addresses: Indicate which addresses are work, personal etc.

Rank

(Rank email addresses on the right of each line in order of importance in case of emergency)

_____	_____
_____	_____

19. Text Device Number or Mobile Email Address (When sending notifications to your text device, 3n uses the SMS Protocol which is limited to 160 characters. If you choose to use this feature, please be aware that if a 3n notification is sent using this mechanism you may receive many short messages as opposed to one continuous message. Text message delivery is one of the most dependable forms of notification during an evacuation so you are encouraged to utilize this service. However, if your provider charges you per text message you may want to avoid this feature)

	Rank
_____	_____
_____	_____
_____	_____

20. Safe Haven Residence: Same as Permanent Residence? Yes No (If yes, skip below)

Street \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Parish/County: \_\_\_\_\_

21. Evacuation HQ/Worksite: Albany, GA  
Fort Worth, TX  
Grand Prairie, TX  
Kansas City, MO  
Other \_\_\_\_\_

22. Evacuation Worksite Residence: Same as Safe Haven Residence? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Parish/County: \_\_\_\_\_

23. Evacuation Transportation Method:  Commercial Air  
 Commercial Bus  
 Commercial Train  
 Government Bus  
 Government Vehicle  
 Military Air  
 POV  
 POV Passenger

**Spouse Information**

1. First Name: \_\_\_\_\_
2. Middle Initial: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_
5. Phone Number: \_\_\_\_\_
6. Does your spouse reside with you at this time? Yes No

7. Please provide any desired supplemental information about your spouse:

\_\_\_\_\_  
\_\_\_\_\_

8. Spouse Permanent Residence: Same Permanent Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Parish/County: \_\_\_\_\_

9. Spouse Safe Haven Residence: Same Safe Haven Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Parish/County: \_\_\_\_\_

10. Spouse COOP Location: In the event that MARFORRES issues the order to COOP, will  
your Spouse join you at your evacuation worksite?

YES NO

**Pet #1 Information**

1. Name: \_\_\_\_\_
2. Pet Type: \_\_\_\_\_
3. Breed: \_\_\_\_\_
4. Is this pet spayed or neutered? Yes No
5. Sex: Male Female
6. Weight: \_\_\_\_\_ pounds
7. Vet Name: \_\_\_\_\_
8. Vet Phone Number: \_\_\_\_\_ ext \_\_\_\_\_
9. Please provide any desired supplemental information about this pet.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dependent #1 Information**

1. First Name: \_\_\_\_\_
2. Middle Initial: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Suffix: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. School Grade: \_\_\_\_\_
8. Does the dependent reside with you at this time? Yes No
9. Is this dependent a member of the Exceptional Family Member Program (EFMP) or does he/she have special needs? Yes No

**10. Please provide any desired supplemental information about this dependent:**

---

---

**11. Dependent Permanent Residence: Same Permanent Residence as Primary? Yes No**  
(If yes, skip below)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Parish/County: \_\_\_\_\_

**12. Dependent Safe Haven Residence: Same Safe Haven Residence as Primary? Yes No**  
(If yes, skip below)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Parish/County: \_\_\_\_\_

**13. Dependent COOP Destination: In the event that MARFORRES issues the order to COOP, will your Dependent join you at your evacuation worksite?**

YES NO

## Dependent #2 Information

### Dependent Information

1. First Name: \_\_\_\_\_
2. Middle Initial: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Suffix: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. School Grade: \_\_\_\_\_
8. Does the dependent reside with you at this time? Yes No
9. Is this dependent a member of the Exceptional Family Member Program (EFMP) or does he/she have special needs? Yes No

10. Please provide any desired supplemental information about this dependent:

\_\_\_\_\_  
\_\_\_\_\_

11. Dependent Permanent Residence: Same Permanent Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_  
\_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
ZIP Code: \_\_\_\_\_  
Parish/County: \_\_\_\_\_

## Dependent #2 Information

12. **Dependent Safe Haven Residence:** Same Safe Haven Residence as Primary? Yes No  
(If yes, skip below)

Street:

---

---

City:

---

State:

---

ZIP Code:

---

Parish/County:

---

13. **Dependent COOP Destination:** In the event that MARFORRES issues the order to COOP, will your Dependent join you at your evacuation worksite?

YES NO

## Dependent #3 Information

### Dependent Information

1. First Name: \_\_\_\_\_
2. Middle Initial: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Suffix: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. School Grade: \_\_\_\_\_
8. Does the dependent reside with you at this time? Yes No
9. Is this dependent a member of the Exceptional Family Member Program (EFMP) or does he/she have special needs? Yes No

10. Please provide any desired supplemental information about this dependent:

---

---

11. Dependent Permanent Residence: Same Permanent Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Parish/County: \_\_\_\_\_

## Dependent #3 Information

12. **Dependent Safe Haven Residence:** Same Safe Haven Residence as Primary? Yes No  
(If yes, skip below)

Street:

---

---

City:

---

State:

---

ZIP Code:

---

Parish/County:

---

13. **Dependent COOP Destination:** In the event that MARFORRES issues the order to COOP, will your Dependent join you at your evacuation worksite?

YES NO

## Dependent #3 Information

### Dependent Information

1. First Name: \_\_\_\_\_
2. Middle Initial: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Suffix: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Phone Number: \_\_\_\_\_
7. School Grade: \_\_\_\_\_
8. Does the dependent reside with you at this time? Yes No
9. Is this dependent a member of the Exceptional Family Member Program (EFMP) or does he/she have special needs? Yes No

10. Please provide any desired supplemental information about this dependent:

---

---

11. Dependent Permanent Residence: Same Permanent Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Parish/County: \_\_\_\_\_

## Dependent #3 Information

12. **Dependent Safe Haven Residence:** Same Safe Haven Residence as Primary? Yes No  
(If yes, skip below)

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Parish/County: \_\_\_\_\_

13. **Dependent COOP Destination:** In the event that MARFORRES issues the order to COOP, will your Dependent join you at your evacuation worksite?

YES NO

## Pet #2 Information

### Pet Information:

1. Name: \_\_\_\_\_
2. Pet Type: \_\_\_\_\_
3. Breed: \_\_\_\_\_
4. Is this pet spayed or neutered? Yes No
5. Sex: Male Female
6. Weight: \_\_\_\_\_ pounds
7. Vet Name: \_\_\_\_\_
8. Vet Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_
9. Please provide any desired supplemental information about this pet.

---

---

---

## Pet #2 Information

### Pet Information

1. Name: \_\_\_\_\_

2. Pet Type: \_\_\_\_\_

3. Breed: \_\_\_\_\_

4. Is this pet spayed or neutered? Yes No

5. Sex: Male Female

6. Weight: \_\_\_\_\_ pounds

7. Vet Name: \_\_\_\_\_

8. Vet Phone Number: \_\_\_\_\_ ext \_\_\_\_\_

9. Please provide any desired supplemental information about this pet.

---

---

---



**UNITED STATES MARINE CORPS**

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LA 70146-5400

IN REPLY REFER TO:  
1000  
G-1

From:  
To: Commander, Marine Forces Reserve (G-1)  
Subj: CONFIRMATION OF UNDERSTANDING WITH REGARDS TO  
MARFORRES EVACUATION/CONTINUITY OF OPERATIONS PLAN  
Ref: (a) FORO 3440.1G

1. I have read the reference and Accountability of Personnel letter provided to me by the MARFORRES AC/S G-1, and understand my responsibilities contained therein.
2. I have been apprised of the MARFORRES G-1 points of contact for any questions or concerns pertaining to accountability of personnel in the event of an evacuation.

---

Signature/Date

Enclosure (2)



MARFORRES

G-6

COOP

Annex K

Revised 090626

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U. S. Marine Forces, Reserve  
New Orleans, La  
May 09, 2009

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 3440.1G  
(e) MARFORRES G-6 EVAC LOI  
(f) SECNAVINST 5510.36

TIME ZONE: CENTRAL STANDARD TIME

1. 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, instructions, and procedures for the movement of essential network systems, including all hosted systems riding NMCI and the Legacy networks, to alternate headquarters in order to provide Command and Control "Continuity of Operations" (COOP) during events that make it unsafe to operate from New Orleans (NOLA).

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 listed below will provide host headquarters support as required.

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

Staff (1) Hq Btry, 14<sup>th</sup> Marines, Dallas/Fort Worth, Tx. for MFR

Division MSC (2) Hq Btry, 2d BN, 14<sup>th</sup> Marines Grand Prairie, Tx. for

MSC (3) Hq Co (-), H&S BN, 4<sup>th</sup> MLG, Marietta, Ga. for Group

(4) Hq, MAG-42, Marietta, Ga. for Wing MSC

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 when Hurricane Condition of Readiness (HURRCOR) 4 (H-72) is announced, MARFORRES G-6 will have authorization to begin execution of the contingency plan.

2) The primary means of unclassified communications among COMMARFORRES headquarters and staffs will be data (email, text messaging), secondary means is government / commercial telephone.

3) Blanket Travel orders for Jump Command Post (CP) Flyaway personnel will be provided O/A H-96.

4) All NIPRNet laptops, with Air Cards if issued, will be deployed with their owners to AH during COOP/Evac operations.

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

a) KCMO support requirements Warning Order

b) MCNOSC/EDS Network COOP Warning Order

c) EKMS accounts at AHs prepare to support

2. Mission. On order (O/O), Assistant Chief of Staff, G-6 will initiate procedures to transition network services, or COOP of critical IT services in support of HQ MARFORRES.

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

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 and serve 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 Reserve Network Operations and Security Center (ARNOSC) at KCMO. The early deployment will prevent the command from experiencing 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 the Emergency Personnel Accountability System (ePAS) 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 3440.1G EVACUATION/COOP (U)  
COMMUNICATIONS (U)

c) Participate in a staff exercise under the cognizance of the Commander, Headquarters Battalion, 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 Broadband Unclassified Remote Access Service (BuRAS) and Outlook Web Access (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 requiring embark identified, tagged, and an inventory list submitted to G-4.

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

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

j) 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.

k) Provide, to identified key personnel, cell phones with other than a (504) area code.

l) Review procedures for proper handling and storage of classified material in conjunction with the Force Security Manager.

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- m) Provide names of Jump CP personnel to the HQBn.
- n) Provide names of personnel for the Damage Assessment Team to Facilities as required.
- o) Ensure that all personnel going on extended periods of TAD have made provisions for their dependants to safely evacuate.
- p) 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. All actions involving the transfer of data and services will be in accordance with Appendix 6 and 8.

a) On Order O/A H-96

(1) Transfer the three (3) personnel identified as the Jump CP 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 (see Appendix 6 and 8) including coordination with local NMCI and MOBCOM personnel to prepare work areas.

(2) Transfer one (9) individual identified as jump CP 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.

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(3) Issue Warning Order to EDS and MCNOSC to prepare for COOP execution (see Appendix 1).

b) O/A H-85 - Jump CP personnel arrive KCMO and DFW

c) On Order O/A H-72

(1) O/A HURRCOR 4 and O/O, MARFORRES G-6 will begin execution of the contingency plan and transfer of network and AMHS services with assigned personnel, providing network services to the fullest extent possible.

(2) Release Execute Order to EDS and MCNOSC to begin COOP for the redirection of services and notification to users of twelve hour outage period (Appendix 1). EDS actions will include the activation of data connections (drops) at the alternate headquarters.

(3) Coordinate with Regional Contracting Office IRT contractor personnel proceeding to alternate work locations.

d) On Order O/A H-60

(1) Upon receipt of COMMARFORRES order to evacuate, MARFORRES G-6 Main Body personnel and dependants will begin evacuation in accordance with Appendix 4.

e) O/A H-48

(1) On order by senior command officer on deck, Jump CP personnel will assume C2 at DFW.

(2) Upon completion of COOP execution process primary communications for the DFW 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

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(iv) Cellular text messaging

f) On Order O/A (H-24) HURRCOR 2 thru Recovery Order

(1) Continue Phase III until recovery order is issued.

3) Phase III - COOP Execution Phase. HURRCOR 4 (H-72). See Appendix 6 and 8 for details of COOP execution of Networks Services. 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).

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. Tasks - In addition to the above, the below actions will be taken by the identified G-6 Branches, staff sections and MSC's.

1) G-6 Division will:

a) Lead in planning and execution of the technical aspects of communications in support of COOP as outlined in reference (d).

b) Determine network services requirement and prepare them for COOP.

c) Execute the transfer of critical IT services to AH.

d) Assign personnel to the Jump CP for the duration of the hurricane season.

e) Prepare and release Warning and Execution Order messages when directed as (outlined above) to the required personnel.

f) Support all network services at AH in support of COOP.

g) Provide VTC support at AH.

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COMMUNICATIONS (U)

h) 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.

i) 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.

j) 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.

k) Publish Evacuation Telephone Directory with information for all AHs.

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

2) G-6 Destructive Weather Officer

a) Provide list of G-6 ARNOSC personnel, to include visitor requests, to MOBCOM NLT June 01

b) Provide list of G-6 COOP Jump CP members to HQBn.

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

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

4) All MFR Hq staff sections and MSC's are required to:

a) Ensure all personnel within the command are familiar with the procedures required to backup critical information on shared drives.

b) Key staff personnel will ensure their AH phone numbers are identified and activate your off base automatic forwarding of phone messaging according Appendix 5 prior to departure.

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c) Ensure all personnel are familiar with BuRAS and OWA procedures.

d) Identify key personnel requiring the use of Government Emergency Telecommunications Services (GETS), and Wireless Priority Service (WPS) cards and cell phones in other than the (504) area code. These personnel can check out the required service from the G-6 Telephone Chief.

e) By name, identify to the G6 Telephone Chief those individuals in key billets requiring cell phones in other than the (504) area code.

f) Deploy with all NIPRNet laptops and Air Cards if issued.

g) Verify the operation of all G-6 provided telecom services prior to 15 May. Report malfunctions to the POC in paragraph 'C' above.

h) Identify to the G-6 Telephone Chief all key personnel to be included in Appendix 1, Tab E, Communications Control NLT 15 May. This should include all key personnel and their AH phone numbers

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

a) Fill out the questionnaire in Tab A of Appendix 6 during phase I each year and submit to the G-6, MSC LNO.

b) 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.

c) Provide network service and Information System Coordinator in support of your AH location.

d) Provide Communications Status Readiness Reports in accordance with Appendix 1.

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

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

weekly.

d. Administration section will verify the accuracy of ePAS

procedures applicable to the MARFORRES COOP.

Instructions on the preparation, execution and recovery

c. The SOP identified in reference (e), provides detailed

in reference (d).

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

advantage of I&I staff support.

communications and computer systems support, and should take full

a. Major subordinate commands are responsible for their AH

4. Administration and Logistics

families in the New Orleans geographical area.

storm no longer presents a danger to MARFORRES personnel or their

COOP are halted and a return to New Orleans is directed if the

return services and personnel in the event the evacuation and

4) MARFORRES G-6 personnel will work closely with the DWO to

3) Priority of restoration is outlined in Appendix 1, Tab C.

accordance with reference (f), Appendix 2.

2) Ensure that classified material is properly secured in

established and functional.

command and control authority of MARFORRES until the AH is

authority will be relinquished to MOBCOM in order to maintain

evacuation of all MARFORRES personnel, command and control

location. In the event that the situation requires immediate

MARFORRES Command Center Teams will then displace to the AH

the AH is functional, the Mainbody Personnel and the remaining

the AH is occupied and functional by the Jump CP personnel. Once

Command Center with Mainbody personnel remaining in place until

and control will be maintained, if possible, from the MARFORRES

1) Should it be necessary to evacuate without notice, command

d. Coordinating Instructions

COMMUNICATIONS (U)

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

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APPENDIX 1 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
Communications Control

1. Situation.

a. General. On order (O/O), Assistant Chief of Staff, G-6 will initiate procedures to transition network services, or Continuity of Operations Plan (COOP) of critical IT services in support of HQ MARFORRES and, MARFORNORTH (MFN).

b. Battlespace. IT services will be transitioned from the current location in New Orleans to designated areas in Dallas/Fort Worth (DFW), Kansas City (KCMO) and Quantico.

c. Supporting Units. All MFR Hq Staff and MSC Staff will fall in on office spaces provided by HQBn.

2. Mission. O/O MFR G-6 will establish an MAGTF Communications Control Center (MCCC) in order to provide efficient and accurate management and status reporting of all network assets supporting communication operations during the movement of personnel and network resources. The MCCC will initially be established in New Orleans and transition to the Alternate Headquarters (AH) in DFW. The MCCC is established and operated in order to effectively accomplish and track mission objectives.

3. Execution.

a. Commander's Intent. See base Annex K.

b. Concept of Operations. Key personnel from the MFR G-6 will be designated to execute the operations of the MCCC. The MCCC and reporting structure is designed and organized per Tab (a).

c. Tasks. In order to support execution of the Force Order the MCCC will perform the following functions:

(1) Supervise the execution of the plan to ensure adherence to the restoration priorities outlined in Tab (c) and the timeline identified in Tab (d).

(2) Preparation and issue detailed directives and ad-hoc orders and instructions to subordinate units for implementation of the contingency plan and the supervision of their execution. These instructions may be verbal or written, but the MCCC will maintain an accurate written record at all times

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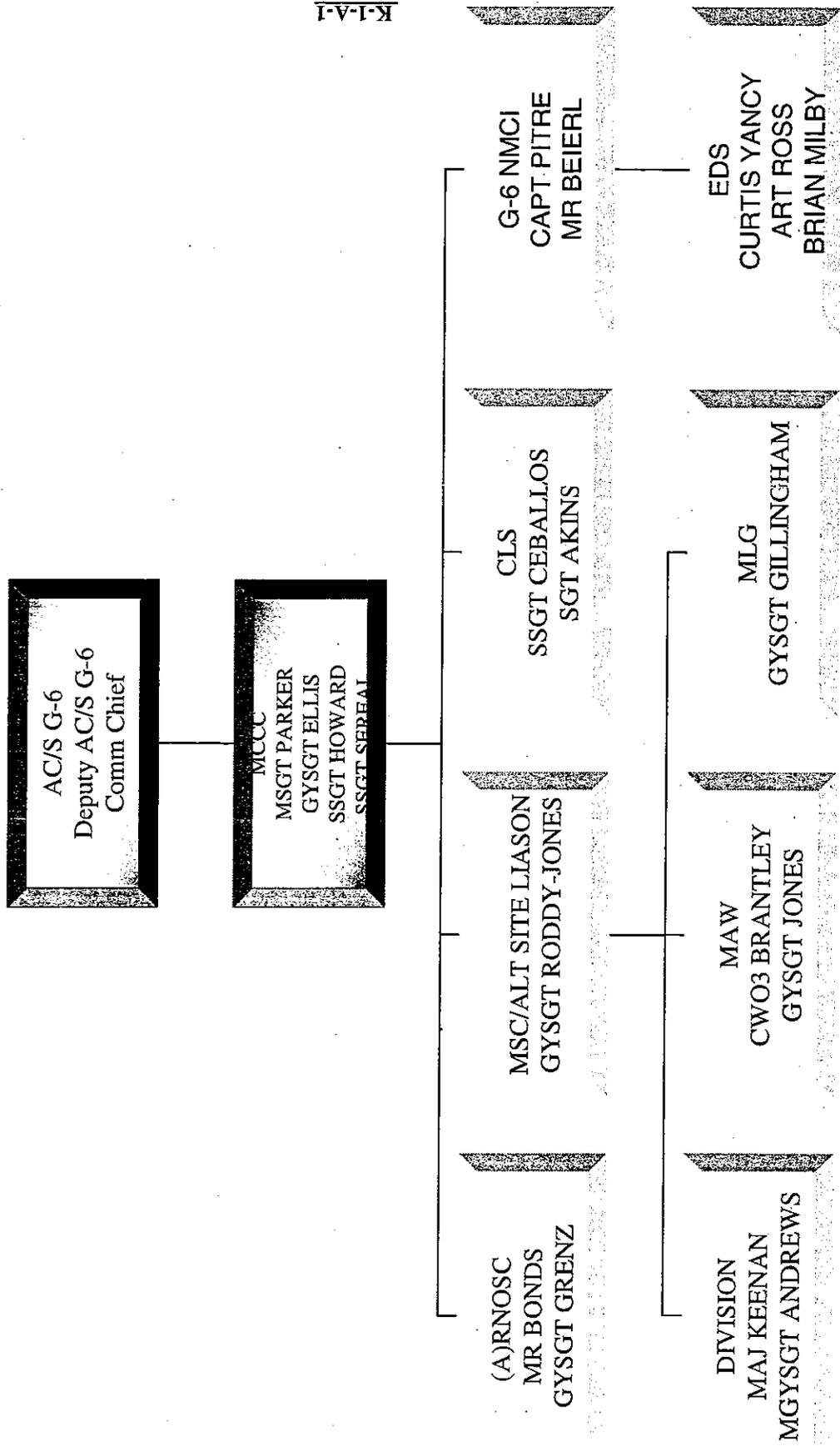


# Communications Control



TAB A TO APPENDIX I TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U)

COMMUNICATIONS CONTROL DIAGRAM



K-1-A-1



# COMMUNICATIONS STATUS



TAB B TO APPENDIX I TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U) COMMSTAT REPORT FORMAT

	NIPRNET					SIPRNET							
	DFW	KCMO	NOLA	DIV	MAW	MLG	DFW	KCMO	NOLA	DIV	MAW	MLG	
AMHS													
MFR Intranet (TEEP TOP)													
Legacy Mail													
NMCI Mail													
Blackberry													
SharePoint													
BGAN													
IRIDIUM													
Telephone													
Backup Services													
Data Replication													
RNET PDC													
RNET SolarWinds													
RNET DNS													
AT/FP ATM													
Internet Access													
NMCI B1 Transport													
RNET Routing													
VTC													
1													
2													
3													
4													
5													
Remarks													
Legend													
	Mission Capable					Degraded					Non Mission Capable		Non Applicable

Restoration Priority (I, II, III)	System Name	System Acronym	Brief Description	Parent Command	Section	Name and Title of Program Manager and System Administrator and contact number	Location of System (NOLA/KC/ All Sites)	URL
Ia	NMCI	NMCI	Microsoft Exchange, Domain Controllers, File Shares, DNS and internet access for unclassified information	Marine Forces Reserve (MFR)/EDS	G-6	<p>Pitre Capt MCTOIC 504-678-8305 Yancy CTR Curtis, EDS 817-731-6723</p>	ALL	NA
Ia	STRNET	STR	Microsoft Exchange, Domain Controllers, File Shares and DNS for classified information	Marine Forces Reserve (MFR)	G-6	<p>Grenz GySgt Matthew J, SysAdmin 504-678-6316 Lusch CTR Bud, SysAdmin 504-678-8230</p>	NOLA	NA
Ia	Non-Secure Voice (Telephone)	NTEL	Landline Voice Connectivity (Non-Secure)	Marine Forces Reserve (MFR)	G-6	<p>Cunison GySgt Scott J, SysAdmin 504-678-4210 Pantalone SSGT Joseph A, SysAdmin 504-678-4210</p>	ALL	NA
Ib	Automated Message Handling System	AMHS	System for sending official command messages	MCNOSC	G-6	<p>BORAS CIV ELLIS B, SysAdmin 504-678-4836 Morgan SSGT</p>	NOLA QUANTICO	

Ib	Emergency Personnel Accountability System	EPAS	The MFR Emergency Personnel Accountability System maintains information that will be utilized for the mass notification system plus personal, dependent, and other related information that may be used in the event of an evacuation.	Marine Forces Reserve (MFR)	G-1	1stLt Harvey (504) 678-8216	NOLA		<a href="http://www.mfr.usmc.mil">http://www.mfr.usmc.mil</a> <or> <a href="http://www.marforres.usmc.mil">http://www.marforres.usmc.mil</a>		
Ib	MARFORRES PAO Public website	PAO website	Official Website of the Marine Forces Reserve	Marine Corps Mobilization Command (MOBCCOM)	MFR PAO	1stCol Piccolli (504) 678-6535	KC		<a href="http://www.mfr.usmc.mil">http://www.mfr.usmc.mil</a> <or> <a href="http://www.marforres.usmc.mil">http://www.marforres.usmc.mil</a>		
Ib	MARFORRES Sharepoint Portal	Sharepoint	Allows units the ability to collaborate within MFR	Marine Forces Reserve (MFR)	G-6	CWO3 Hatten (504) 678-8173	NOLA		<a href="https://www2.marforres.usmc.mil">https://www2.marforres.usmc.mil</a>		
Ic	Memorandum Fiscal System (MFS) Application	MFS	SQL based system for processing fiscal transactions.	Marine Forces Reserve (MFR)	Comptroller	Capt Wayne McMillan, PM 504-678-1957 Elits CTR Darrell J, SysAdmin 504-678-6036	NOLA		<a href="https://inet.mfr.usmc.mil/HO/MFS/">https://inet.mfr.usmc.mil/HO/MFS/</a>		
Ic	Aviation Flash Report	Flash Report	4th MAM On-Line Flash Report System Aviation Safety Flash Report	Marine Forces Reserve (MFR)	4thMAM	1stCol Hart (850) 452-8762 x3119	NOLA		<a href="https://inet.mfr.usmc.mil/4thMAM/hq/DOSS/FlashReport/aviationFlash.asp">https://inet.mfr.usmc.mil/4thMAM/hq/DOSS/FlashReport/aviationFlash.asp</a>		
Ic	Ground Flash Report	Flash Report	4th MAM On-Line Flash Report System Ground Safety Mishap Flash Report	Marine Forces Reserve (MFR)	4th MAM	1stCol Hart (850) 452-8762 x3119	NOLA		<a href="https://inet.mfr.usmc.mil/4thMAM/hq/DOSS/FlashReport/groundFlash.asp">https://inet.mfr.usmc.mil/4thMAM/hq/DOSS/FlashReport/groundFlash.asp</a>		
Ic	MARFORRES legacy website (RNFT)	RNFT	Marine Forces Reserve Legacy website	Marine Forces Reserve (MFR)	Facilities	Mr Ed Maguire (504) 678-6824	NOLA		<a href="https://inet.mfr.usmc.mil">https://inet.mfr.usmc.mil</a>		

Id	MARFORRES Transportation of Things (TOT)	TOT	Allows units to request transportation support for freight and cargo.	Marine Forces Reserve (MFR)	G-4	Capt Angella Lawrence 504-687-0465 Johnson CTR John W 972-606-8840	NOLA	<a href="https://inet.mfr.usmc.mil/hq/loc/">https://inet.mfr.usmc.mil/hq/loc/</a>
Id	SolarWinds Network Management	N/A	MFR G-6 Network Management Tool for the MFR Legacy Network	Marine Forces Reserve (MFR)	G-6	Mr. Ellis Bonds (504) 678-0494	NOLA	<a href="http://205.109.64.17/Orion">http://205.109.64.17/Orion</a>
Iia	Secure Voice (Telephone)	STBL	Jandline Voice Connectivity (Secure)	Marine Forces Reserve (MFR)	G-6	GySgt Gunnison, Scott J 504-678-4210	ALL	NA
Iia	Video Teleconference	VTC	Video Teleconferencing	Marine Forces Reserve (MFR)	G-6	Bonds CIV Ellis B, SysAdmin 504-678-4836 Morgan SSgt Bryan T, SysAdmin 504-678-4836	ALL	NA
Iia	MFR SIPRNET website	SIPR	MFR SIPRNET Website	Marine Forces Reserve (MFR)	G-6	Grenz GySgt Matthew J, SysAdmin 504-678-6316 Lusc CTR Bud, SysAdmin 504-678-8230	NOLA	<a href="http://www.mfr.usmc.mil">www.mfr.usmc.mil</a>
Iib	IRIDIUM	IRIDIUM	Secure SATCOM	Marine Forces Reserve (MFR)	G-6	Roddy-Jones GySgt Patricia, SysAdmin 504-678-6777, Sereal SSgt Ranaldo J, Radio Chief 504-678-1169	NOLA	NA

I1b	MFN SIPRNET website	SIPR	MFN SIPRNET website	Marine Forces North (MFR)	G-6	Grenz GySgt Matthew J, SysAdmin 504-678-6316 Lusch CTR Bud, SysAdmin 504-678-8230	NOLA	<a href="http://www.mfn.usmc.mil">www.mfn.usmc.mil</a>
I1b	MARFORRES Legacy MFR Outlook Web Access (OWA)	OWA	Allows users the ability to access MFR Legacy email while outside the MCEN Network	Marine Forces Reserve (MFR)	G-6	Mr. Ellis Bonds 504-678-0494	NOLA	<a href="https://webmail.mfr.usmc.mil/exchange">https://webmail.mfr.usmc.mil/exchange</a>
I1c	Government Charge Card Program	GCPC	Allows units to request and manage unit government charge cards	Marine Forces Reserve (MFR)	RCO	Civ Robert Simon (504) 678-6350	NOLA	<a href="https://rnet.mfr.usmc.mil/hq/rcg/gcpc">https://rnet.mfr.usmc.mil/hq/rcg/gcpc</a>
I1c	MARFORRES Training, Exercise and Evaluation Plan (TEEP)	TEEP	SQL database for tracking TEEP events and associated funding	Marine Forces Reserve (MFR)	G-3	Mr Alan D Copeland 504-678-5483 Johnson CTR John W 972-606-8840	NOLA	<a href="https://rnet.mfr.usmc.mil/HQ/TEEP/">https://rnet.mfr.usmc.mil/HQ/TEEP/</a>
I1c	Marine Corps Enlisted Administrative Separation (MCEAS) (V2)		Oracle based system for processing administrative separations of enlisted Marines	Marine Forces Reserve (MFR)	SJA	Maj Micheal Reglin, PW 504-678-9463 Landry CIV Barnabi A, SysAdmin 504-678-9426	KC	<a href="http://mceas.mfr.usmc.mil/forms/insertable">http://mceas.mfr.usmc.mil/forms/insertable</a>
I1d	MFR Command Webtasker 2.1	N/A	Allows units to manage MCAITS taskers within MFR	Marine Forces Reserve (MFR)	CMD Deck	Maj Micheal (504) 678 - 1580	NOLA	<a href="https://www2.marforres.usmc.mil/sites/hq/cmd/tasker/default.aspx">https://www2.marforres.usmc.mil/sites/hq/cmd/tasker/default.aspx</a>

	Marine Forces Reserve's Operational Readiness Deployment Test Program		To conduct Mobilization Operational Readiness Deployment Tests in order to provide the COMMANDER, MARINE FORCES RESERVE (COMMARFORRES) with an accurate assessment of Force mobilization readiness.	Marine Corps Mobilization Command (MOBCCOM)		MSgt Caldwell	KC	<a href="https://mobcom.mfr.usmc.mil/NewMOBDT/Default.asp">https://mobcom.mfr.usmc.mil/NewMOBDT/Default.asp</a>
IIId	MARFORRES Sharepoint User Self-Service Registration Application	Register	Allows user the ability to self-register for a MFR Sharepoint Portal account	Marine Forces Reserve (MFR)	G-6	CWO3 Hatten (504) 678-8173	NOLA	<a href="https://register.marforres.usmc.mil">https://register.marforres.usmc.mil</a>
IIId	Flight Operations, Reporting, and Unit Muster (FORM) (v. 1.0)	FORUM	4th Marine Aircraft Wings' Flight tracking program	Marine Forces Reserve (MFR)	4thMAW	LtCOL Hart (850) 452-8762 x3119	NOLA	<a href="https://mfr.usmc.mil/4thmaw/forum/">https://mfr.usmc.mil/4thmaw/forum/</a>
IIId	MARFORRES PAO Development website	PAO Dev Website	Development Site for the Official Website of the Marine Forces Reserve	Marine Forces Reserve (MFR)	PAO	LtCOL Piccoli (504) 678-6535	KC	<a href="http://wwwdev.mfr.usmc.mil">http://wwwdev.mfr.usmc.mil</a>
IIIIa	Exercise Support	EXSPT	Allows units to request support expense for TEEP participation.	Marine Forces Reserve (MFR)	G-4	LtJGTC 3959gt Stacy (504-678-0423 Johnson CTR John.W.	NOLA	<a href="https://mfr.usmc.mil/HQ/exsp/t/">https://mfr.usmc.mil/HQ/exsp/t/</a>
IIIIa	Commanders' Training System (CTS) (v. 2.0)	CTS	Allows units to manage training plans	Marine Forces Reserve (MFR)	G-3	Maj Means (504) 678-8088	NOLA	<a href="https://www2.marforres.usmc.mil/sites/hq/cmd/tasker/default.aspx">https://www2.marforres.usmc.mil/sites/hq/cmd/tasker/default.aspx</a>
IIIIa	Community Outreach	N/A	Allows units the ability to schedule community outreach events	Marine Forces Reserve (MFR)	MCCS	NF5 Tracy McLaughlan	NOLA	<a href="https://mfr.usmc.mil/hq/communityoutreach/">https://mfr.usmc.mil/hq/communityoutreach/</a>

IIIB	MARFORRES Sharepoint Administration (Admin) Application	Admin	Allows MFR Sharepoint Portal Administrators the ability to manipulate MFR Sharepoint Portal accounts	Marine Forces Reserve (MFR)	G-6	CWO3 Hatten (504) 678-8173	NOLA	<a href="https://admin.marforres.usmc.mil">https://admin.marforres.usmc.mil</a>
IIIB	Marine Corps Enlisted Administrative Separation (MCRAS) (VI)	MCEAS	Oracle based system for processing administrative separations of enlisted Marines	Marine Forces Reserve (MFR)	SJA	Maj Michael Reglin, PM 504-678-9463 Landry CIV Bartrabi A, SysAdmin 504- 678-9426	KC	<a href="https://rnet.usmc.mil/hq/sja/mceas">https://rnet.usmc.mil/hq/sja/mceas</a>
IIIC	MARFORRES Sharepoint User Self-Service Account Management (Manage) Application	Manage	Allows users the ability to manage permissions within MFR Sharepoint Portal	Marine Forces Reserve (MFR)	G-6	CWO3 Hatten (504) 678-8173	NOLA	<a href="https://manage.marforres.usmc.mil">https://manage.marforres.usmc.mil</a>
IIIC	MFR Site Diagrams Application	Site Diagrams	Marine Forces Reserve Site Diagrams	Marine Forces Reserve (MFR)	G-6	Mr. Ellis Bonds (504) 678-0494	NOLA	<a href="https://rnet.usmc.mil/hq/site/diagram">https://rnet.usmc.mil/hq/site/diagram</a>
IIIC	MARFORRES Sharepoint Development Portal	Sharepoint	Allows units the ability to test and train on the collaboration tools within MFR	Marine Forces Reserve (MFR)	G-6	CWO3 Hatten (504) 678-8173	NOLA	<a href="https://www2dev.marforres.usmc.mil">https://www2dev.marforres.usmc.mil</a>
N/A	MARFORRES Transportation of People (TOP)	TOP	Allows units to request transportation for small and large groups.	Marine Forces Reserve (MFR)	G-4	Capt Angella Lawrence 504-687-0465 Sharon Dymond, SysAdmin 504-678-7286	NOLA	Currently In Development

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APPENDIX 2 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
COMMUNICATIONS SECURITY

REFERENCES: a. SECNAVINST 5510.36

TIME ZONE: Universal

1. Situation. The evacuation of MARFORRES, due to Destructive Weather, requires the timely evacuation of NSA, East Bank. It is not feasible or practical to evacuate with Electronic Key Management System (EKMS) / classified material. Therefore, Local Element (LE) Users and Security Managers must plan for and ensure that all Communications Security (COMSEC) / classified materials are properly safeguarded and secured prior to departure.

a. Enemy. The enemy is complacency in dealing with COMSEC / classified materials, and the rush of evacuation.

b. Friendly. Every Marine must act as a LE User / security manager. Anticipate evacuation and ensure COMSEC / classified materials are properly secured upon departure.

c. Assumptions. That all COMSEC / classified material users are adhering to proper day-to-day procedures and that with proper tracking of storms, there will be time to complete all actions prior to departure.

2. Mission. To maintain accountability of Controlled Cryptographic Item (CCI) / COMSEC / classified materials throughout the entire EVACUATION/COOP event. At no time, will CCI be removed from building 601.

3. Concept of Operations. In order to ensure accountability of CCI / COMSEC / classified materials throughout the entire EVACUATION/COOP event, all LE Users / Security Managers will properly safeguard and store all CCI / COMSEC / classified material in approved safes, vaults or secure rooms prior to departure. LE Users / Security Managers will complete the checklist in Tab A prior to each evacuation.

4. Administration and Logistics.

a. LE Users / Security Managers will ensure that proper storage is available / on hand and that all safes / locks are functional prior to HURRCOR 5.

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b. MFR EKMS Immediate Superior In Command (ISIC) will issue a Warning Order to accounts 169805, 169149, 269153, and 169902 to be prepared to support MARFORRES personnel during evacuations prior to HURRCOR 5.

5. Command and Signal. Refer to basic order.

TABS:

A - Activity Security Checklist

OFFICIAL

LTCOL, USMC  
AC/S, G-6



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APPENDIX 3 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
INFORMATION SECURITY

REFERENCES: a. MFR INFORMATION SECURITY SOP

TIME ZONE: CST

Refer to reference (a) for all Information Security issues or  
call the MFR Security office at 678-1090

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APPENDIX 4 TO ANNEX K TO MFR COOP (U)  
SPECTRUM MANAGEMENT PLAN (U)

- REFERENCES:
- a. National Telecommunications Information Administration (NTIA) Manual, Manual of Regulations and Procedures of Federal Radio Frequency Management
  - b. Chairman of the Joint Chiefs of Staff manual (CJCSM) 3320.01B, Joint Operations Electromagnetic Battlespace
  - c. Military Communications-Electronics Board (MCEB) Publication 7, Frequency Resource Record System (FRRS), Standard Frequency Action Format (SFAF)
  - d. Chairman of the Joint Chiefs of Staff Instruction (CJCSI) 6250.01, Satellite Communications
  - e. CJCSI 3320.2C, Joint Spectrum Interference Resolution (JSIR)
  - f. SD 710-4, Strategic Command Directive, Satellite (SATCOM) Electromagnetic Interference (EMI) Resolution Procedures
  - g. DOD Directive 3222.3 Department of Defense Electromagnetic Environmental Effects (E3) Program
  - h. UHF SATELLITE ACCESS AUTHORIZATION CU393-09 DTG: 012023Z JUN 08 (CLASSIFIED)

TIME ZONE: Universal

1. Situation.

a. General. This appendix provides guidance for the seamless continuance of Spectrum Management for Marine Forces Reserve (MFR).

b. Battlespace. On Order (O/O), the current MARFORRES Spectrum Manager will move to the Alternate Headquarters and establish spectrum management operations.

2. Mission. On Order (O/O), The Spectrum Manager will evacuate as per the evacuation order and upon arrival will immediately set up in a secure area, perform a data exchange in Spectrum XXI and establish phone connectivity with the Points of Contact as listed in Tab A.

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3. Execution.

a. Commander's Intent. Per the MFR G-6 AC/S, VHF, UHF and HF Frequency and UHF, EHF and SHF Satellite Access Request (SAR) processing, validation and de-confliction are the responsibility of the designated MFR G-6 spectrum management personnel.

b. Concept of Operations. The SIPR, NIPR and STE Phones are designed to serve as both a primary and alternate means to request frequencies and Satellite access. The Spectrum XXI, RBECS or JACS, SCS databases and SPEED programs are the only Software tools authorized to be utilized to process, validate and de-conflict frequencies.

c. Tasks.

(1) Equipment Systems.

(a) SIPR EMAIL. SIPR email utilizing the SMB mailbox SMBMFRG6SpectrumSupport@mfr.usmc.smil.mil will be the primary means for submission of all MFR forces SAR's and Frequency requests.

(b) NIPR EMAIL. NIPR email will be the alternate means for submission of Unclassified frequency requests only for all MFR Forces.

(c) STE PHONE. STE phones will be the alternate means for submission of all SAR's or classified requests for MFR Forces.

(2) Software Systems.

(a) Spectrum XXI. Is the primary program to generate Standard Frequency Action Format (SFAF's) to request frequencies and is the alternate program to perform frequency de-confliction.

(b) SPEED. Is the primary program for Frequency de-confliction.

(c) JAC's or RBECS. Are the primary programs to generate CEOI's and the Alternate program for generating SFAF's to input into Spectrum XXI to request frequencies.

(d) SCS Database's. Validates equipment J/F 12's that are authorized to be used as well as any changes to the GMF and FRRS records.

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(3) MFR G-6 Spectrum Manager will process, and validate and submit all MFR frequency and SATCOM requests.

d. Commander's Critical Information Requirements (CCIR).

(1) Frequency conflicts.

(2) Indications of jamming activities.

e. Coordinating Instructions.

(1) Frequency assignments will be published separately in a Communications-Electronics Operating Instruction (CEOI). Contingency CEOI will be prepared when required using the MFR standard as a basis for requirements.

(2) Call signs will be established per the CEOI. The MFR Commanding General (CG) when advised by MFR G-6 may direct the freezing of call signs.

4. Administration and Logistics

a. Administration. The Frequency Manager will report per the calling tree established by MFR G-6 AC/S.

b. Logistics.

(1) All required spectrum management support equipment will be hand carried by the Frequency Manager. Any ancillary equipment such as printers, SIPR machines will be packed in an embark box and prepared for the equipment recovery mission if ordered.

5. Command and Signal

a. Command Relationships. Refer to Appendix 1 (Communications Control) of this Annex for communication command relationships. Refer to Annex A (Task Organization) to the basic order for overall command relationships.

b. Command Posts and Headquarters. MAGTF Communications Control Center (MCCC) will be located in New Orleans and O/O move to Dallas/Fort Worth, and the Alternate Headquarters will be located in Dallas/ Fort Worth.

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c. Succession to Command. The chain of succession for communications officers are:

- (1) Capt Pitre - Tactical Operations Officer
- (2) Mr. Bonds - RNOSC Officer in Charge
- (3) Major Broome - Network Operations Division Chief

d. Signal.

(1) Refer to the Automated Communications Electronic Operating Instructions (ACEOI) for visual command and signal, call signs, call words, frequencies, brevity codes and challenge and passwords. Point of contact for this information is Frequency Manager at 985-634-4063.

(2) The Annex K and supporting documentation can be found on the G3/G5 SharePoint Portal under the COOP drop down list

(3) Refer to SOP if applicable.

TABS

Tab A - SPECTRUM MANAGEMENT POINTS OF CONTACT

Tab B - SPECTRUM XXI JOB ACCOUNTS

OFFICIAL

LTCOL, USMC  
AC/S, C-6

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COMMAND ELEMENT  
MARINE FORCES RESERVE  
NEW ORLEANS, LOUISIANA 70146  
24 JUNE 2009

TAB A TO APPENDIX 4 TO ANNEX K TO MFR COOP  
SPECTRUM MANAGEMENT POINTS OF CONTACT

(U) TIME ZONE: Universal

1. (U) SPECTRUM MANAGEMENT POINTS OF CONTACT

NMSCO	DRU PONTIUS	(703) 325-2832
NMSCO NW	RUSSELL POTTER	(360) 396-7075
NMSCO SW	REGGIE THOMAS	(619) 767-7974
NMSCOLANT	CHIEF LEVERETTE	(757) 836-8012
NMSCOPAC	RANDALL HALL	(808) 477-9609
PACOM	ROBERT MARCIAL	(808) 477-9609
SOUCOM	MARK STANLEY	(305) 437-1661
NORTHCOM	MSGT ZAMORA	(719) 554-4008
JFCOM	Mr. WEBB (SHF)	(DSN) 836-2748
JFCOM	Mr. MCGEE (UHF)	(DSN) 836-7736
JFCOM	IT2 HURST (EHF)	(DSN) 836-5769
JFCOM	IT2 MALKIN (EHF)	(DSN) 836-5769
JFCOM	DUTY LINE	(757) 647-6565
MARFORCOM	CAPT GAY TODD	(757) 836-8570
HQMC	CWO3 CHAPMAN	(703) 693-3476
RSSC	CONUS DUTY LINE	(813) 828-6840

OFFICIAL

LTCOL, USMC  
AC/S, C-6

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TAB B TO APPENDIX 4 TO ANNEX K TO MFR COOP  
SPECTRUM XXI JOB ACCOUNTS

TIME ZONE: Universal

1. SPECTRUM XXI JOB ACCOUNTS

MARFORRES  
MARFORRES-2  
MARFORRES2  
MARRESFOR  
MACG-48

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LTCOL, USMC  
AC/S, C-6

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APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
TELECOMMUNICATIONS

REFERENCE: ForO 2060.1

TIME ZONE: CST

1. Situation.

a. General. In the event of a disaster or national Emergency that would prohibit operations aboard the NSA, East Bank, MARFORRES must be able to communicate in order to ensure that all personnel are evacuated in a safe and timely manner and that we are able to communicate while at the Alternate Headquarters (AH).

b. Enemy. The enemy is congestion of the telephone switch and cellular towers due to the increase in traffic flow as a direct result of a pending crisis.

c. Friendly. These devices and services will ensure we have continuous communications while COOP is in progress.

(1) Government Emergency Telecommunication Services (GETS) and Wireless Priority Service (WPS) Tab C enables MARFORRES subscribers to cut through the congestion of the telecommunications public network.

(2) Wireless devices, Tab D-G, will assist in providing the command with the ability to maintain positive command and control during the COOP process.

(3) Buras, Tab H-I, provides access to NMCI E-Mail while not connected to the network via wireless Air Cards or dial in.

d. Assumptions. With all newly implemented C2 back-ups and above listed contingency capabilities, CMFR and MARFORRES principle Staff members will have positive Command & Control and situational awareness during movement to the designated AH.

2. Mission. Provide commercial communication options in the event of an evacuation/COOP of MARFORRES.

3. Execution. Through Cell phones, Blackberries, Air Cards and commercial phone lines, maintain communication throughout the

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K-6-1

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Force. Text messaging is turned on for all Blackberries and cell phones. Dialing instructions for each AH are contained in Tab A with Information Systems Directory (phone book) Tab B

4. Administration and Logistics. Primary means for communication during the evacuation phase will be Blackberries and cellular phones, until arrival at AH, where data and commercial phones will be primary.

5. Command and Signals. Points of Contact: 504-678-6000 or 817-914-5223.

TABS:

- A- DIALING INSTRUCTIONS
- B- INFORMATION SYSTEMS DIRECTORY
- C- GETS/WPS
- D- Cell Phone
- E- WIRELESS SOU
- F- Blackberry SOP
- G- Wireless Dial In
- H- NMCI BURAS
- I- NMCI RAS
- J- Data Backup

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TAB A TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) DIALING INSTRUCTIONS

**DIALING INSTRUCTIONS**

While at the AH, units will be using unfamiliar dialing procedures. Dialing instructions will be laid out in this Tab.

1. Fort Worth JRB

1. On base calls with 782 prefix (9+4 digit extension)
2. For building 4210 internal (3 digit extension)
3. local calls prefix 817 (9+9 area code and number)
4. Toll free calls (9+9 1 toll free number)
5. Long distance calls (9+9 1 area code and number)
6. DSN calls (9+8 number)

2. Kansas City MO.

1. Local Call (9 + number)
2. Long Distance/Toll Free (9+1+number)
3. DSN (6 + DSN number)

3. Marietta

1. Local call (99 + area number)
2. Long Distance (98 + 1 area number)
3. DSN (94 + number)
4. Toll Free (99 + 1 area number)

4. Information Systems Directory (to be published separately)

5. Iridium Dialing Instructions are as follows:

Type of Call	Dialing Sequence	Remarks
ISU to DSN	00 - 696 - (DSN Area Code, see remarks) - (DSN 7-digit number)	312 - CONUS 313 - Caribbean 314 - Europe 315 - Pacific 317 - Alaska 318 - Southwest Asia 319 - Canada
ISU to FTS	00 - 697 - (U.S. Area Code) - (7-digit commercial US number)	Do not dial a "1" before the Area Code
ISU to International Long Distance (ILD)	00 - 698 - (Country Code) - ("National Destination Code" or "City Code") - (Subscriber Number)	ISU allows maximum 20 dialing digits including the "00 698"
ISU to	00 - 698 - (INMARSAT ocean region code) + (INMARSAT	871 - East Atlantic

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Type of Call	Dialing Sequence	Remarks
INMARSAT	subscriber number)	873 - Indian Ocean 874 - West Atlantic 872 - Pacific
Local PSTN	00 - <b>699</b> - (7-digit local commercial number)	Provides commercial local access to Oahu, Hawaii PSTN only
1-800 toll-free	00 - <b>699</b> - 1-800 - (7-digits)	Also for 1-877, 1-888 numbers
ISU to ISU, handset-to-handset	00 - (12-digit ISU subscriber number, e.g, 8816 763-X <sub>1</sub> X <sub>2</sub> X <sub>3</sub> X <sub>4</sub> X <sub>5</sub> )	8816 is Country Code for Iridium subscribers, also 8817
DSN to ISU	<b>717</b> - (last 7 digits of ISU subscriber number) e.g. DSN (717) 63X <sub>1</sub> -X <sub>2</sub> X <sub>3</sub> X <sub>4</sub> X <sub>5</sub> ,	717 is the DSN Area Code for Iridium/EMSS. Iridium phone numbers starting with 8817 use area code 707 instead of 717
Commercial PSTN to ISU via (808) 659-XXXX	EMSS users (with certain exceptions) can be called via the comm'l PSTN (domestic US or foreign) by prefixing the last four digits of their phone number with: (808) 659 - XXXX as in dialing a local phone number in Hawaii. From foreign countries, callers must use the int'l dialing prefix, followed by the country code for USA ("1"). Only available for EMSS subscribers with Iridium phone numbers of 8816 <b>763-1XXXX</b> , with following exceptions: 8816 763-113XX through 8816 763-116XX, and 8816 763-160XX.	Excludes phone numbers with last five digits of -113XX, -114XX, -115XX, -116XX and -160XX.  Excluded subscribers will require a new Iridium phone number for commercial inward PSTN access.  Provides access to the RIWF for STU-III secure calls.
Commercial PSTN to ISU (temporary)	Comm'l PSTN telephones can be used to call EMSS subscribers by dialing an international call to "the country of Iridium" with country code 8816. e.g. for U.S.-originated calls: 011-8816-763-XXXXX <b>NOTE: This method will not support secure calls.</b>	U.S. dialing prefix for internat'l calls is 011. ITU standard dialing prefix for internat'l calls in many countries is 00. Refer to your local PSTN instructions. <b>If a secure call is needed have Iridium subscriber call the terrestrial user.</b>
Commercial PSTN to Paging or Voice Mail  (retrieve voice mail, or update MDA's)	Commercial (808) 659 - 9999, then enter Voice Mailbox number.	Mailbox number format is 8816 763-XXXXX. Voice Mail indicator call-back number on pager or ISU will show up as 8816 763-90000.
DSN to Paging or Voice Mail	717 - (last 7 digits of Voice Mailbox number) or, 717 639-0000 and enter Iridium Voice Mailbox number	Mailbox number format is 8816 763-XXXXX.
e-mail to handset or pager	(12-digit ISU number)@inah.pac.disa.mil e.g. 8816763X <sub>1</sub> X <sub>2</sub> X <sub>3</sub> X <sub>4</sub> X <sub>5</sub> @inah.pac.disa.mil	120-character alphanumeric limit. 7-day delivery expiration before discarded. Set e-mail message format to "plain text".
Internet web-entry Text Messaging to handset or pager	http://inah.pac.disa.mil	120-character alphanumeric limit. 7-day delivery expiration before discarded

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TAB B TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U)

INFORMATION SYSTEMS DIRECTORY (ISD) FORMAT

MFR	ACTIVITY	BUILDING #	FLOOR	ROOM #	EXTENSION
	Band/POA/Com Cam	1050	2nd	206	2955
		1050	2nd	207	2953
		1050	2nd	208	2953
		1050	2nd	209	
		1050	2nd	210	2964
	MCCS	1050	2nd	202	
		1050	2nd	203	2958
		1050	2nd	204	2956
		1050	2nd	205	
	RCO	1050	2nd	211	2963 2957 2960
		1050	2nd	212	
		1050	2nd	220	2960 2956
		1050	2nd	221	2960 2959
	G-4	1050	3rd	302	2968 2969
		1050	3rd	303	
		1050	3rd	306	
		1050	3rd	313	2972
		1050	3rd	316	1562
		1050	3rd	317	1561
	SJA	1410	2nd	203	2805
		1410	2nd	204	LAB
		1410	2nd	211	
		1410	2nd	212	2812
		1410	2nd	214	
		1410	2nd	215	2800
		1410	2nd	220	
		1410	2nd	221	2816 2804
	COMPROLLER	1803	1st	177	1739
		1803	1st	179	1741-1745 3587
		1803	1st	180	
	HQBN	1803	1st	173	1727-1732
		1803	1st	174	1734
		1803	1st	175	1735
		1803	1st	176	

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MOBCOM ADV	1803	1st	168	1710
	1803	1st	169	1711
	1803	1st	170	1712
IPAC	1803	1st	160	1700
	1803	1st	161	1713-1717 1719-1726
	1803	1st	162	1704
	1803	1st	163	1705
	1803	1st	164	1706
	1803	1st	165	1707
	1803	1st	166	1708
	1803	1st	167	1709
	1803	1st	171	1703
COMMAND DECK	4210	1st	102	239 279
	4210	1st	103	319 320 227
	4210	1st	104	225
	4210	1st	109	299 314
	4210	1st	110	309 308
	4210	1st	111	304 284
	4210	1st	113	303
G-1	4210	1st	210	234
	4210	1st	212	3683 COLD
	4210	1st	213	233 3684 COLD
	4210	1st	214	228 3682 COLD
G-3/5	4210	1st	315	COLD
	4210	1st	141	COLD
	4210	1st	222	294
	4210	1st	223	289
	4210	1st	224	
	4210	1st	226	288
	4210	1st	225	296
	4210	1st	227	COLD
	4210	1st	324	282 281 276
	4210	1st	324A	COLD
4210	1st	VAULT	273	
G-7	4210	1st	308	242
	4210	1st	309	245
	4210	1st	310	243
	4210	1st	311	246
	4210	1st	170	241

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SECURITY MANAGER	4210	1st	205	264
	4210	1st	206	238
MFN	4210	1st	220	297
	4210	1st	221	291
FACILITIES	4210	1st	230	288
	4210	1st	234	401
	4210	1st	235	277
	4210	1st	133	COLD
G-6	4210	1st	403	253
	4210	1st	407	229
	4210	1st	407A	COLD
	4210	1st	408	
	4210	1st	409	266
	4210	1st	410	
	4210	1st	411	231
	4210	1st	412	237
	4210	1st	413	271
	4210	1st	434	265
G-8	4210	1st	213	258
MFR CHAPLIN	4210	1st	415	
	4210	1st	416	
G-2	4210	1st	424	COLD
	4210	1st	423	
	4210	1st	422	224
POA	4210	1st	228	
	4210	1st	227	

Duty Phones:

DFW 817-782-5800 option 0  
817-822-8157 (cell)

Marietta 678-655-7150  
404-403-9110 (cell)

KCMO 816-843-3001/4001  
816-813-3901

Grand Prairie 469-853-8424 (cell)

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TAB C TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) GETS/WPS SOP

**GOVERNMENT EMERGENCY TELECOMMUNICATION SERVICES (GETS)/WIRELESS  
PRIORITY SERVICE (WPS)**

During Hurricane season several key personnel have been issued GETS cards which will enhance their ability to maintain command and control during a national disaster or emergency. The GETS card provides enhanced call routing and priority treatment of a voice call in the case of congestion on the telephone network, also known as blocking. GETS also allows specified users WPS. WPS allows the specified user's wireless device to queue for priority service on local wireless towers, in order to complete a wireless call. GETS will also greatly improve "end-to-end" call completion during emergencies. If you experience any trouble or have questions contact Customer Liaison Support at 504-678-6000 or 817-914-5223.

**USING GETS**

All GETS cardholders must complete a statement of understanding (SOU), IAW TAB C. All users are given an envelop containing their GETS pin number with step by step instructions on the back of their GETS cards and mini guide. Here are a few step by step procedures from the mini guide:

**FROM A TOUCH TONE TELEPHONE LINE IN THE UNITED STATES FROM YOUR PRESUBSCRIBED LONG  
DISTANCE CARRIER\***

- GET AN OUTSIDE LINE
- LISTEN FOR A DIAL TONE
- DIAL 1
- DIAL 710-NCS-GETS (627-4387)
- LISTEN FOR THE TONE
- ENTER YOUR PIN
- LISTEN FOR THE PROMPT
- ENTER THE TEN-DIGIT DESTINATION NUMBER

**A MILITARY BASE IN THE UNITED STATES**

- GET AN OUTSIDE LINE
- LISTEN FOR A DIAL TONE
- DIAL 710-NCS-GETS (627-4387)
- LISTEN FOR THE TONE
- ENTER YOUR PIN
- LISTEN FOR THE PROMPT
- ENTER THE TEN-DIGIT DESTINATION NUMBER

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USING WPS

The user should turn the device off and then back on before attempting to use the WPS feature for the first time. It is recommended making a WPS test call to 703-818-3924 to test your WPS service.

To place a call using the WPS dial "\*272" plus the 10-digit number you are trying to reach.

If your WPS call does not complete in an emergency, use it with GETS to receive additional priority treatment. Dial \*272 + 710-NCS-GETS (627-4387), then press send. Enter your GETS card number at the tone prompt. Do not use GETS or WPS to dial 911. GETS and WPS call processing prevents the 911 operator from receiving information about the caller's location and may even prevent the call from completing.

TAB D TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) CELL PHONE SOP

**CELL PHONE**  
**MFR Government Cell Phones**

Cellular Phone service provides MARFORRES personnel with an alternate means of communication. In the event of a national disaster or emergency, wireless communication allows for more efficient command and control during evacuation. All cellular phones serviced by Verizon and AT&T have text messaging capability, a feature that functioned during the evacuation of Hurricane Katrina.

**Cell Phone Request**

All users requesting a government cell phone must provide a request to their MSC G-6. Users must complete a Statement of Understanding (SOU), holding users solely responsible for the cell phone they sign for. Any issues regarding cell phones should be reported to the MFR G-6 Telephone Chief so that they can be corrected.

If there are any issues with the device please contact Customer Liaison Support at 504-678-6000 or 817-914-5223.

**Activation/Updating Your Cell Phone**

Dial \*228 from your home digital coverage area followed by the SEND key. When prompted, press option #1 for activation or changing of area code. Press option #2, to update your phones roaming capabilities (This update should be performed every three months). Once completed, a confirmation message will be heard, and a message will display on the phone screen.

**Voicemail**

The default password for voicemail is 1 and the last 4 numbers of the mobile number. (e.g. 504-227-2424. The default password would on the phone screen 12424)



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TAB E TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) WIRELESS SOU

**UNITED STATES MARINE CORPS**

Marine Forces Reserve  
4400 Dauphine Street  
New Orleans, Louisiana 70146-5400

IN REPLY REFER TO:  
2001  
REQ/TEL

FROM: \_\_\_\_\_  
RANK/GRADE    FIRST NAME    MI    LAST NAME    Last 4 SSN

To:    MARFORRES Telecommunications Officer

Subj: RECEIPT OF GOVERNMENT-PROVIDED COMMERCIAL WIRELESS DEVICE

1. I acknowledge receipt of (1) government-provided commercial wireless device. The type of device and phone number is:

\_\_\_\_\_

Please place initials by the following equipment and accessories included:

- a.    \_\_\_\_\_ Serial Number: \_\_\_\_\_
- b.    \_\_\_\_\_ Power Charger
- c.    \_\_\_\_\_ USB Cables
- d.    \_\_\_\_\_ Cradle
- e.    \_\_\_\_\_ Ear piece

2. This device will be on loan from MFR G-6 from \_\_\_\_\_ until \_\_\_\_\_. If this device can not be returned on this date, an extension may be requested by emailing justification to MFRG6.CLF@usmc.mil.

3. My information is below:

- a. Billet/title: \_\_\_\_\_
- b. Organization: \_\_\_\_\_
- c. Work telephone number: \_\_\_\_\_

4. I understand that:

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a. I am solely responsible for the official use of this government-provided commercial wireless device. This device will be restricted to my use only. Neither the device nor its accessories may be "temp loaned" to anyone at any time regardless of the reason because it will place my device in a "compromised" status, and at such time my device services could be terminated.

b. Usage of my assigned device's phone number will be reflected on the command's monthly wireless service bill. I understand that personal use (other than business), text messaging or downloading are unauthorized, punishable under the UCMJ, and are subject to reimbursement to the government via the MARFORRES G-6.

c. When I am released from my present duties where a government-provided commercial wireless device is required, I will return my assigned device to the Telecommunications Officer at MARFORRES G-6 when I check out of my current billet.

d. If this device is ever lost, stolen, etc, I will notify the Telecommunications Officer immediately so the device can be deactivated and canceled. I understand that I may be held liable, both punitively and financially, for the missing device.

---

(SIGNATURE)

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TAB F TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) BLACKBERRY SOP

**BLACKBERRY SOP**

**GETTING TO KNOW YOUR HANDHELD**

This is a multi-purpose system providing controlled access to a wide variety of applications including wireless sending and receiving of email, sharing and collaborating on documents and accessing information via the internet. The device is configured directly with the NMCI and MFR Network and Exchange applications to provide consistent email forwarding to users in transit, TAD, and at home. It integrates with the users existing email account, providing them an extension of their regular email mailbox. The Blackberry software is provided with the license and installed on the local user's PC by the NMCI personnel. There is a MFR Blackberry Enterprise server located in Kansas City and the G-6 provides the capabilities for wireless communication.

Each handheld's keyboard contains standard alphabetic characters. To generate numbers, punctuation marks, and special characters, press the Alt key in combination with the alphabetic keys. The track wheel helps to navigate, view, and select items on each screen. To scroll through menu items or text, roll the track wheel. To select applications and menu options, click (press) the track wheel.

**NMCI/MFR BLACKBERRY REQUESTS**

Customer Liaison Support provides Blackberry Support for all Blackberry users in MARFORRES. MSC's assist with all Blackberry purchasing and troubleshooting for user as well. MFR G6 will purchase the device and submit the approved Blackberry request form to the local CTR for submission to the NMCI BES administrators. That request, once received, will be processed with a 12 day turn around. When the user receives the device, a Statement of Understanding must be signed as referenced in TAB E. This will also ensure that Force Order 6020.1 is enforced.

NMCI users experiencing problems with connectivity, email, or synchronization should contact the NMCI Helpdesk at 1-800-THE-NMCI. MFR Legacy users should contact either the Legacy Helpdesk at 504-678-5623 or Customer Liaison Support at 504-678-6000 or 817-914-5223. If at any time the device is lost or stolen, the user is to contact Customer Liaison Support at 504-

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678-6000 or 817-914-5223 for immediate deactivation and suspension of the account. The user will then be required to fill out a missing gear statement at that time. If the device is broken or damaged it must be returned to your MSC or the MFR G6 for replacement.

**VOICEMAIL**

The voicemail will need to be setup by the user. Voicemail can be customized through the wizard provided by Verizon. Dial \*86 from the device. If the voicemail password needs to be reset, contact Customer Liaison Support at 504-678-6000 or 817-914-5223.

For an AT&T device dial 1 and follow the instructions provided by the automated system.

**ACTIVATING YOUR BLACKBERRY**

Verizon devices require activation when first powered on. This may be done manually by scrolling to the cell phone icon and dialing \*22899 from the wireless device. The device will take approx 45 to 95 seconds to activate and will confirm a successful activation or a failed activation. If the device fails, please try again in a full signal strength area. When successful, synch the device up with the software installed by NMCI or their ISC.

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TAB G TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) WIRELESS DIAL IN

WIRELESS DIAL IN

Wireless Card

NMCI has allowed the use of a Verizon Wireless Card in order to connect your machine to the World Wide Web. At this time NMCI has 5 wireless cards that are allowed: KPC 650, Air Card 595, P5750, USB 720, & (International) XU870/v740. The wireless card allows you to access the network via Verizon's wireless broadband technology. This card works like a cell phone, therefore a good signal area is needed. With the wireless card and your NMCI Laptop you can use NMCI OWA, or Buras into the NMCI network using a Virtual Private Network (VPN) connection. A Buras connection allows you to access your Outlook without the use of OWA, and you have access to your share drives such as the "H" drive and the "S" drive just as if you were sitting in your office. Refer to appendix 6, tab H for Buras procedures.

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(EVACUATION/COOP) (U) WIRELESS DIAL IN

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**Obtaining a Wireless Card**

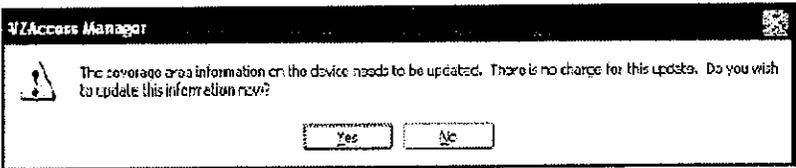
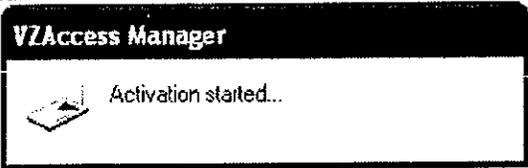
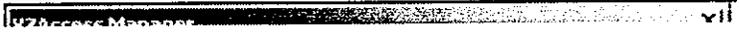
Request Wireless Cards through your MSC G-6. They will contact Customer Liaison Support and provide your ISC instruction on obtaining a wireless card. Since this will incur a monthly cost, you must have approval from a Section Head. Your ISC will need to submit an NMCI CLIN in order to have the software pushed to your machine.

**Using your Wireless Card**

**1. Installing your Wireless Card:**

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To prepare your workstation to use the cellular connection, perform the steps in Table 9.

Steps	
1.	<p>Insert the Verizon Air Card in to the PCMCIA slot of the NMCI laptop.</p> 
2.	<p>The new hardware window appears the first time the device is inserted in to the workstation. Allow this hardware installation process to complete before continuing to the next steps.</p>
3.	<p>From the desktop, double-click the <b>Verizon Access Manager</b> shortcut.</p> 
4.	<p>Based on your geographical location, your cellular service coverage areas might need to be updated by the provider.</p> <p>If this update needs to occur, you will receive the message in the window to the right.</p> <p>Click <b>Yes</b> to update the coverage area information.</p> 
5.	<p>The first time the card is inserted in to the workstation, the activation message in the window to the right appears.</p> 
6.	<p>A window showing</p> 

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TAB G TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) WIRELESS DIAL IN

**WIRELESS DIAL IN**

**Wireless Card**

NMCI has allowed the use of a Verizon Wireless Card in order to connect your machine to the World Wide Web. At this time NMCI has 5 wireless cards that are allowed: KPC 650, Air Card 595, P5750, USB 720, & (International) XU870/v740. The wireless card allows you to access the network via Verizon's wireless broadband technology. This card works like a cell phone, therefore a good signal area is needed. With the wireless card and your NMCI Laptop you can use NMCI OWA, or Buras into the NMCI network using a Virtual Private Network (VPN) connection. A Buras connection allows you to access your, Outlook without the use of OWA, and you have access to your share drives such as the "H" drive and the "S" drive just as if you were sitting in your office. Refer to appendix 6, tab H for Buras procedures.

**Obtaining a Wireless Card**

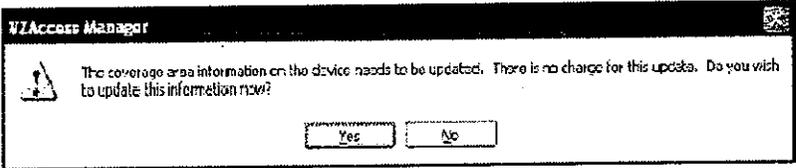
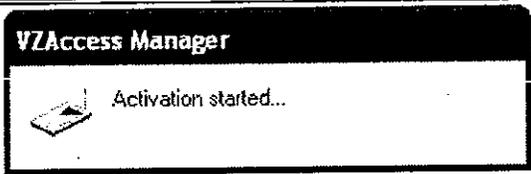
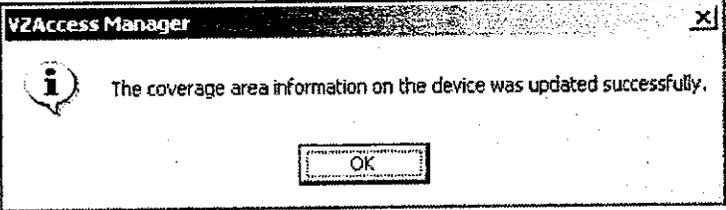
Request Wireless Cards through your MSC G-6. They will contact Customer Liaison Support and provide your ISC instruction on obtaining a wireless card. Since this will incur a monthly cost, you must have approval from a Section Head. Your ISC will need to submit an NMCI CLIN in order to have the software pushed to your machine.

**Using your Wireless Card**

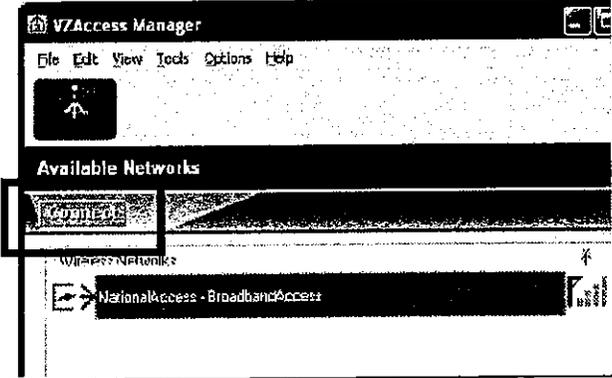
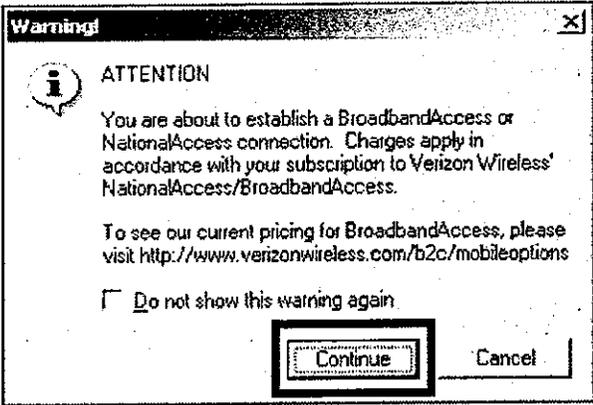
**1. Installing your Wireless Card:**

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To prepare your workstation to use the cellular connection, perform the steps in Table 9.

Steps	
1.	<p>Insert the Verizon Air Card in to the PCMCIA slot of the NMCI laptop.</p> 
2.	<p>The new hardware window appears the first time the device is inserted in to the workstation. Allow this hardware installation process to complete before continuing to the next steps.</p>
3.	<p>From the desktop, double-click the <b>Verizon Access Manager</b> shortcut.</p> 
4.	<p>Based on your geographical location, your cellular service coverage areas might need to be updated by the provider.</p> <p>If this update needs to occur, you will receive the message in the window to the right.</p> <p>Click <b>Yes</b> to update the coverage area information.</p> 
5.	<p>The first time the card is inserted in to the workstation, the activation message in the window to the right appears.</p> 
6.	<p>A window showing that the coverage area was updated appears. Click <b>OK</b>.</p> 

2. Connecting to the Verizon Network

Steps	
1.	<p>If the <b>VZ Access Manager</b> window is not already open, from the desktop, double-click the <b>VZAccess Manager</b> shortcut.</p> 
2.	<p>The <b>VZAccess Manager</b> window appears. Click <b>Connect</b>.</p> 
3.	<p>A window appears informing you of the cellular connection. Click <b>Continue</b>.</p> 
4.	<p>After the connection is established, the <b>Verizon Access Manager</b> window minimizes. You have established an Internet connection.</p> 
5.	<p>In the system tray, the icon displays indicating that the connection is active.</p> 

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3. Trouble Shooting/Technical Support

For trouble shooting and Technical Support contact Customer Liaison Support at 504-678-6000, 817-914-5223, or at [mfrg6.cls@usmc.mil](mailto:mfrg6.cls@usmc.mil)

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TAB H TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) NMCI BURAS

**NMCI BURAS**

The Navy Marine Corps Intranet (NMCI) Broadband Unclassified Remote Access Service (BURAS) solution allows NMCI laptop users to connect to the NMCI network using a broadband or high speed connection when working away from the user's assigned site. It is designed to operate in conjunction with various broadband connections. This solution allows the user to access their NMCI account including e-mail, as well as the user's network drives (for example, H: and S: drives). NMCI BURAS is generally used with a configured, undocked NMCI laptop.

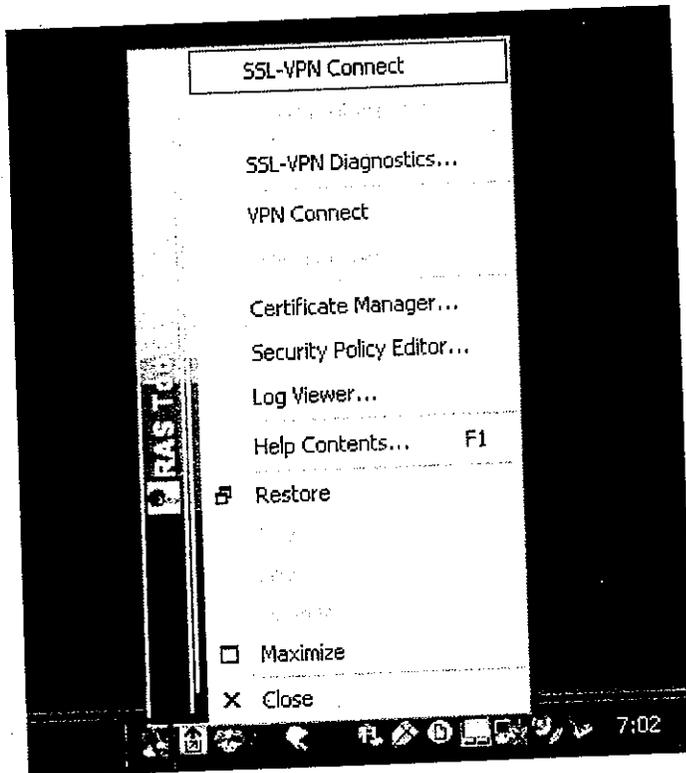
**IMPORTANT PREPARATION STEPS**

To prepare to successfully access the NMCI network using a broadband or high speed connection, perform the following steps:

- Log on to the NMCI network through the local area network (LAN) connection at your site at least once. This creates a local copy of your network profile, which is needed to allow a remote connection to NMCI.
- Obtain a PKI certificate. Use the NMCI BURAS solution with a PKI certificate from your Common Access Card (CAC). The certificate is used to authenticate your identity, allowing remote access to the NMCI network. To acquire a PKI certificate, contact your Information Systems Security Officer (ISSO) or ID Card office.

**ESTABLISHING AN NMCI BURAS CONNECTION**

1. Ensure you have a broadband or high speed internet connection.
2. On the bottom right corner of the laptop, you will see the RAS Tools icon. (looks like a monitor with green in the background) Right click on the icon, and scroll up, and select "SSL-VPN Connect"



3. BURAS will then authenticate your PKI certificates and begin the logon process. (This may take a few minutes to complete)
4. Once you are logged on a small prompt will appear on the bottom right corner letting you know that you are connected and may now begin working. This can also be verified by scrolling over the BURAS icon in the bottom right corner. It should read "RAS Tools (NMCI Connected)"

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TAB I TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) NMCI RAS

**NMCI RAS**

The Navy Marine Corps Intranet (NMCI) Remote Access Service (RAS) solution allows NMCI laptop users to connect to the NMCI network using an analog connection when working away from the user's assigned site. This solution allows the user to access their NMCI account including e-mail AND network drives (i.e. H: and S: drives). NMCI RAS is generally used with a configured, undocked NMCI laptop.

**IMPORTANT PREPARATION STEPS**

To successfully access the NMCI network using an analog connection, perform the following steps:

- Log on to the NMCI network through the local area network (LAN) connection at your site at least once. This creates a local copy of your network profile, which is needed to allow for a remote connection to NMCI.
- Contact the NMCI Help Desk (1-866-THE-NMCI) to acquire your Host Password used with the Phone Access List (PAL) dial-up application. They will create a RAS account for you.

**CONNECTING**

Use an analog telephone wall jack (*do not use a digital line*). If you do not know if the telephone jack is digital or analog, ask someone who is familiar with the telephone connections at that location. Connecting your NMCI laptop to a digital line causes damage to the modem.

- If you need to use RAS outside of the United States, the following countries require a country-specific telephone cable adapter: Austria, Belgium, Denmark, Finland, France, Germany, Holland, Ireland, Italy, New Zealand, Norway, Poland, Spain, South Africa, Sweden, Switzerland, and the United Kingdom.

**DIALING UP**

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The Topic Guide below walks you through the steps you will use to connect to the NMCI network through a dial-up internet connection from your home, or from a hotel location while on travel. There are currently two (2) dial-up applications in use throughout NMCI, Access Manager and PAL. Select the instructions related to the software installed on your NMCI notebook.

**Locate a Local Dial-Up Access Number in the Access Manager**

The first step in the dial-in process is to locate a local or toll-free access number. Using a local access number associated with your location ensures that you do not incur long distance telephone charges.

**Applies To**

All NMCI Dial-Up RAS Users

**Prerequisites**

A toll-free access number is available at any time, however, it is recommended to use a local access number when possible. The toll-free access number should only be used when a local access number is not available at your location.

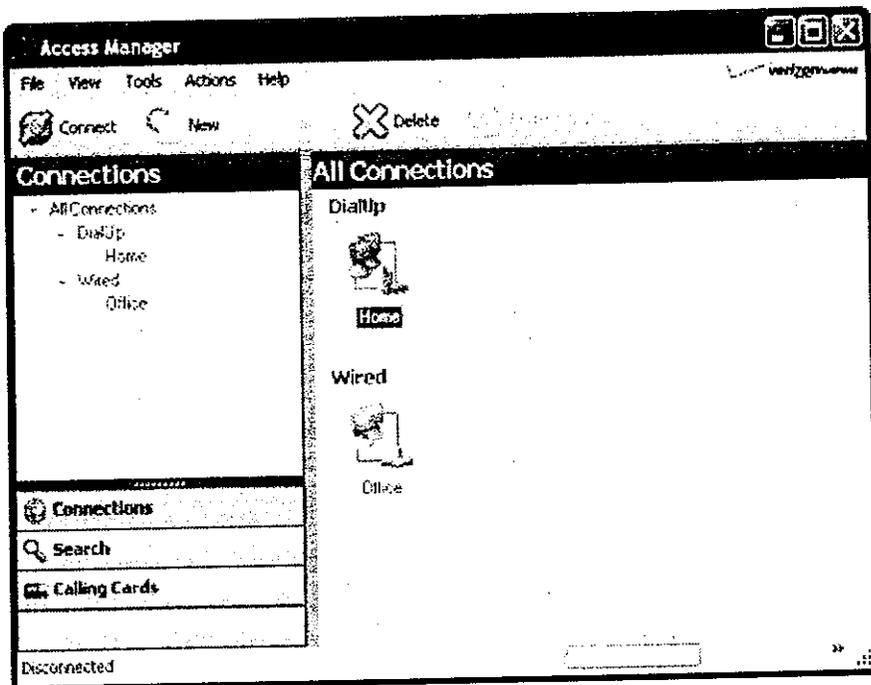
**Solution**

1. Click **Start** and then click **Access Manager Client**.

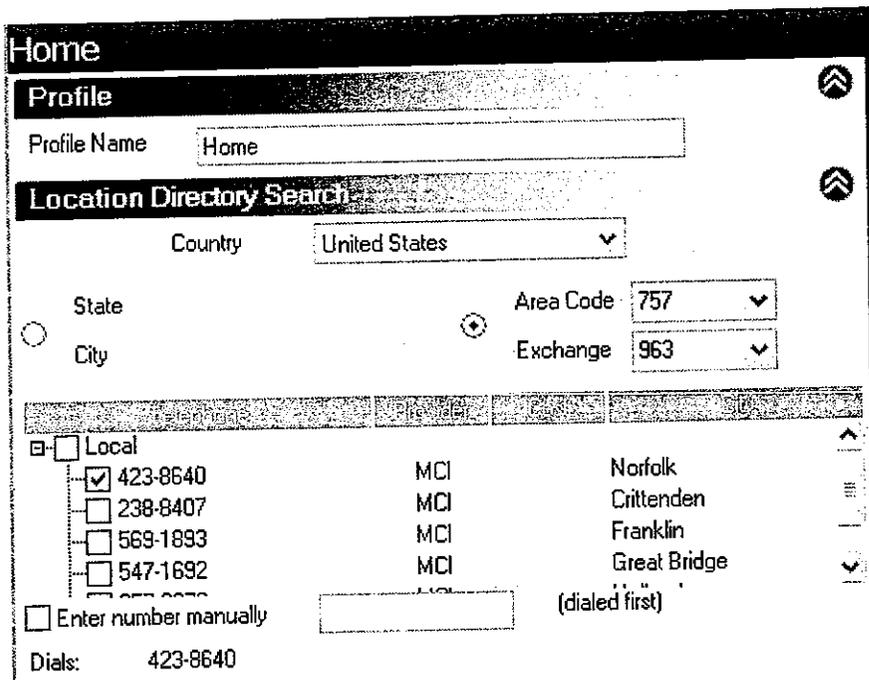


2. The main *Access Manager* window appears. In the connections on left-hand of the screen, double-click **Connections** section, double-click **Home**.

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3. Under *Location Directory Search*, enter the country from which you are calling in the *Country* field.



4. In the *Area Code* field, enter the three (3) digit area code of the phone line from which you will be dialing.

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5. In the *Exchange* field, enter the first three (3) numbers of the phone line from which you will be dialing. Click **Search**.

6. A list of local access numbers and a toll-free number are displayed. To select a number or a list of numbers, click the corresponding checkbox.

7. Click the **Settings** drop-down list. Ensure your modem is selected. If it is not selected, click the checkbox.

Home

Profile

Profile Name

Location Directory Search

Security

Settings

Use device

Conexant D110 MDC V.9x Modem

ISDN

Local call prefix

Long distance prefix

Disable call waiting

Suffix

Use pulse dial (If tone dialing isn't available)

8. If additional dialing information is needed, enter the applicable information. A common example is the need to dial 9 to access an outside line. Click the **Local call prefix** checkbox and enter 9 in the box if needed.

9. Click **Save**.

### Establish a Dial-Up Connection through the Access Manager

The Access Manager is used to establish a dial-up connection to the NMCI network. Follow these instructions to establish a dial-up connection using the Access Manager.

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Applies To

All NMCI Dial-Up RAS Users

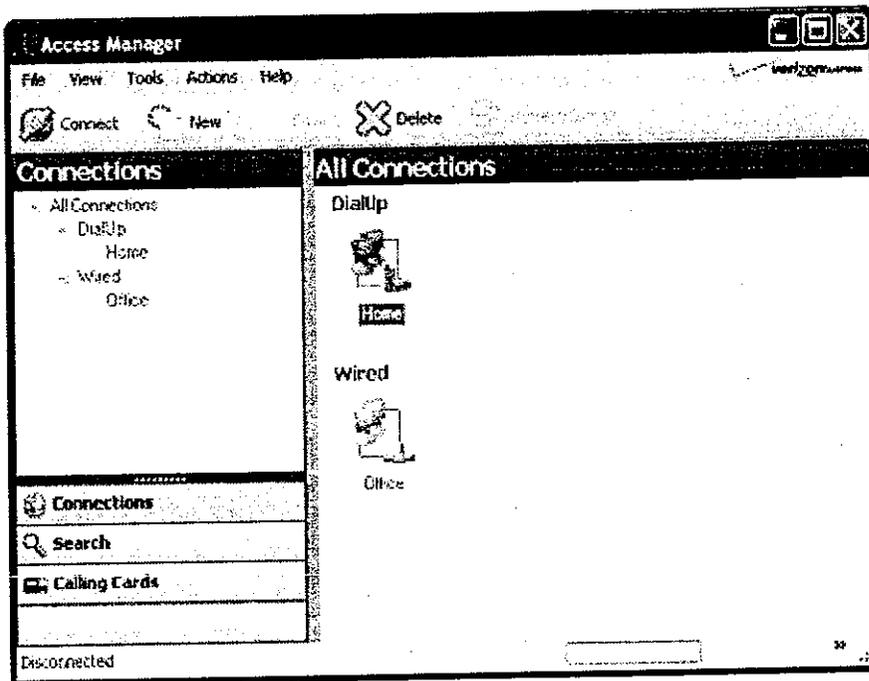
Solution

1. Click Start and then click Access Manager Client.



2. The main *Access Manager* window appears. Locate a local access number; refer to Locate a Local Dial-Up Access Number in the Access Manager.

3. Click **All Connections**, select the **DialUp** connection, and click **Connect**.



4. The *Credentials* dialog box appears requesting your User Name, Realm, and Password information.

**Credentials**

**Network Login**  
Required for network connections

User Name: sallie.user1  
Realm: @ nawesdnivp99.nads  
Password: XXXXXXXX

Logon Cancel

5. Enter your Access Manager Client host user name and password in the appropriate fields.

**Note:** This password is different than your NMCI network password. If you do not know the host password, contact the NMCI Service Desk at (866) THE-NMCI to acquire the host password for use with the Access Manager Client dial-up application.

6. Use the following table to determine your Realm:

Realm Information	
Region	Realm
Navy (US West Coast)	nawesdnivp99.nadsuswe.nads.navy.mil
Navy (US East Coast)	naeanrfkvp99.nadsusea.nads.navy.mil
Navy (Alternate)	ent_ras.nmci.navy.mil
Navy (Hawaii)	rasprlh.nmci.navy.mil
Marine Corps (US)	conus.usmc.mil
Marine Corps (Outside US)	oconus.usmc.mil

7. Click **Logon**. After an initial dial-up Internet connection is established, you can access the NMCI network through a VPN connection; refer to Establish a Secure VPN Connection to the NMCI Network.

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TAB J TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U)

**Data Backup**

The Navy Marine Corps Intranet (NMCI) provides every user with a personal home directory or H:/ drive. This drive may be used to backup all personal data for the user. The user will be able to access this information from any NMCI computer on the Marine Corps network. Every user has a home directory or H:/ drive and it is your personal network backup drive. Only the individual owner is able to access this directory.

**BACKING UP PERSONAL DATA TO YOUR HOME DIRECTORY**

To backup your data to your home directory, double click on the My Computer icon from your desktop. You will see your home directory listed as "your user id" on "server name" (H:). Double click on your (C:) drive to select what data you want to back up to your home directory. Double click on Documents and Settings and then double click on the folder with your user id. It is recommended that you back up or copy at a minimum your Desktop, Favorites and My Documents folders to your home directory. To accomplish this, click the folder you wish to copy (it should be highlighted once selected). Select edit from the top line menu, and then select copy to folder. In the Browse For Folder dialog box, select the plus sign (+), next to My Computer. Select your home directory and click on ok. You will then see a dialog box which says copying and shows the progress of the current task. Repeat this procedure for each folder or file that you wish to back up to your home directory. Once you are finished copying all your files to your home directory, ensure that you double click on the folders to verify that the information has been copied. It is a very good idea to do this on a daily basis to keep your back up current, or at least once a week. This drive is automatically backed up by NMCI, so it is not necessary to back it up on your own. If the information is ever lost NMCI has procedures in place to restore the data to the most current backup. However it does not hurt to back up your critical shared data as in the steps described previously.

**BACKING UP PERSONAL DATA TO YOUR REMOVABLE HARD DRIVE**

To backup your data to your removable hard drive, insert your removable hard drive into your computer's USB port. Double

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click on the My Computer icon from your desktop. You will see the thumb drive listed as removable hard drive. Double click on your (C:) drive to select what data you want to back up to your thumb drive. Double click on Documents and Settings and then double click on the folder with your user id. It is recommended that you back up or copy at a minimum your Desktop, Favorites and My Documents folders to your thumb drive, if it is large enough to hold the information. To accomplish this, click the folder you wish to copy, it should be highlighted once selected. Select edit from the top line menu, and then select copy to folder. In the Browse For Folder dialog box, select the plus sign (+), next to My Computer. Select removable hard drive and click on ok. You will then see a dialog box which says copying and shows the progress of the current task. Repeat this procedure for each folder or file that you wish to back up to your thumb drive. Once you are finished copying all your files to your removable hard drive, ensure that you double click on the folders to verify that the information has been copied. It is a very good idea to do this on a daily basis to keep your back up current, or at least once a week.

**BACKING UP DATA ON THE SHARED DRIVE**

The Navy Marine Corps Intranet (NMCI) provides every user with a network shared drive, where you may share data with specified NMCI users. The section Information Systems Coordinator (ISC) controls access to the specific folders for their section. This drive is automatically backed up by NMCI, so it is not necessary to back it up on your own. If the information is ever lost NMCI has procedures in place to restore the data to the most current backup. However it does not hurt to back up your critical shared data as in the steps described previously. This storage is limited to 100GB per user.

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TAB K TO APPENDIX 5 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U)

**User Pre-COOP Actions**

In the event CMFR directs an evacuation of the MARFORRES headquarters, here are important things that you must ensure you take with you & do prior to evacuating from a G-6 perspective:

1. Empty your sent & deleted files from your Outlook account prior to evacuating.
2. Computers: Computers are the responsibility of the user, ensure you transport your own. G-6 will not have additional computer assets to temp loan in DFW.
  - Laptop computer: ensure you take the power cord, network cable (ethernet cable that plugs into the wall jack), aircard if applicable, external CAC reader if applicable, Blackberry USB cable if applicable, desktop printer if applicable.
  - Desktop computer: ensure you take the tower, monitor, external CAC reader if applicable, ethernet cable,
3. Blackberries, Aircards, & Government issued cell phones: ensure you take these devices with you if issued and all power cables required for charging/operation.
4. SIPRNET computers: Do not take any SIPR computers with you. ?????? (according to Mrs. Hildebrandt, we are not authorized to take these with us)
5. Desktop Telephones & STE's: Do not take your telephones with you. Ensure your KOV-14 (Fortezza card) is locked up prior to evacuating.
6. Gvt Emergency Telephone Service cards & Wireless Priority Service cards: If issued, ensure you check that your card is activated. If it is not, contact CLS at X-6000 for assistance.
7. If utilizing Outlook Web Access (OWA), ensure your password is up to date. If not, contact CLS at X-6000 for reset procedures.

C2 Expectations:

1. During the transfer of data services to the alternate NOSC in Kansas City, there will be an outage of MARFORRES unique applications (i.e. TEEP, TOT, MFS, ROWS, etc) for approximately 6 hours. AMHS services will also experience this outage while in transition to the MCNOSC DMSCOC.
2. While in transit, your primary means of communication will be Blackberry (if issued) or cell phone.
3. NMCI services should not be affected in any way during the evacuation process or COOP.
4. Expect latency of the network at DFW due to the increase of users aboard NAS JRB.

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APPENDIX 6 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
DATA COMMUNICATIONS PLAN

TIME ZONE: CST

REFERENCE: Marine Forces Reserve\EDS Network Contingency Plan

1. General. The objective of MARFORRES Network Operations and Security Center (NOSC) is to provide the Commander, Marine Forces Reserve the most effective means to execute his mission using the Reserve Network (RNET), the Navy-Marine Corps Intranet (NMCI), Automated Message Handling System (AMHS), Video Teleconferencing, and MFR applications.

2. Purpose. This appendix is published to provide guidance for preparing and executing the transfer of network services from the Reserve Network Operations and Security Center (RNOSC) in New Orleans, LA to the alternate Reserve Network Operations and Security Center (ARNOSC) in Kansas City, MO. The Network Operations Division will maintain detailed direction for the transfer of services in Reference (a).

3. Mission. On order, MARFORRES G-6 (Network Operations) will coordinate the transition of the RNet infrastructure and all applications and data from the RNOSC to the ARNOSC by executing the Network Contingency Plan in order to facilitate the continued operation of MARFORRES business functions.

4. Information Technology Systems.

a. Non-Secure Internet Protocol Routing Network (NIPRNET). NIPRNET is a sensitive but unclassified network. This appendix only applies to the transition of RNet services and application services hosted by MARFORRES. Responsibility for the transition of RNet services is shared between EDS/NMCI and MARFORRES G-6. The types of services include both NMCI-like (e.g. email, web access, etc.) and non NMCI-like (e.g. web servers, database servers, etc.).

b. Secure Internet Protocol Routing Network (SIPRNET). SIPRNET is a classified network and is restricted to MARFORRES assigned personnel unless approved by MARFORRES G-6. Primary responsibility for the transition of all SIPRNET service resides with the MARFORRES G-6 although there is a dependence on EDS/NMCI due to the tunneling of this service over the NIPRNET.

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5. Concept of Operations and Execution. MARFORRES G-6 will coordinate the installation, operation, and maintenance (IOM) of RNET SIPRNET and NIPRNET systems. The objective is to provide access to these networks and to facilitate information sharing, and command and control (C2). The execution of this appendix is the shared responsibility of users, MARFORRES G-6, and subordinate MSC G-6 personnel and will be conducted in three phases (execution/deployment, operation/maintenance, redeployment).

a. Execution/Deployment Phase

(1) During this phase MARFORRES G-6, in conjunction with EDS/NMCI, MCNOSC, and MSC's will coordinate and execute the transition of systems and personnel from the RNOSC to the ARNOSC.

(2) The RNOSC Cell is made up of all RNOSC personnel including AMHS, Network Operations, and Information Assurance. In order to execute the MARFORRES Contingency Plan, the G-6 RNOSC Cell will divide into two echelons. The Jump CP echelon departs for the ARNOSC as soon after the 96 hour warning order has been given by CMFR as is possible. The mainbody echelon will travel to the ARNOSC once COOP execution is complete and the decision has been made for enduring support. The mainbody echelon will be the primary facilitators of the plan and will remain at the RNOSC until cutover is complete, then depart for safe haven awaiting further guidance from the MCCC to assist in the network operations/maintenance phase. If CMFR directs a return to New Orleans, emphasis will be placed on returning these personnel to facilitate the resumption of daily operations. If a full evacuation is ordered, these personnel will proceed to their Alternate Headquarters. During the execution phase and continuing until it is complete, classified and unclassified data communications over the RNet will be generally unavailable.

(3) The deployment/execution timeline is as follows:

(a) H-96

1 MFR G-6 notifies external agencies of intent to execute COOP if required.

2 Coordination between all agencies begins and the task matrix and execution timeline are reviewed.

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3 Jump CP departs via POV for ARNOSC.

(b) H-72

1 On order, AC/S G-6 directs the execution of network Contingency Plan(s).

2 Primary means of data communications from building 601 is garrison communications while available (SIPR, NIPR, DMS, VTC, phones). Additionally, wireless cards will be available for unclassified access, and INMARSAT dial-in for classified access. Supplementary data communications means are the single channel radio and Iridium.

(c) H-60

1 Execution of the Contingency Plan is complete.

2 Mainbody personnel deploy to the AH locations.

b. Operation/Maintenance Phase. Once network services are established at the ARNOSC (Kansas City, MO), the Network Operations Division must concentrate their efforts on the rapid resolution of trouble tickets and the continued stabilization of services.

c. Redeployment

(1) When ordered, MARFORRES G-6 will plan and coordinate the movement of network services from the ARNOSC (KCMO) back to the RNOSC (NOLA).

(2) In general, the Contingency Plan should be used a point of departure, as the process is basically a reversal of the steps and procedures used during the original transition.

6. Tasks and Responsibilities.

a. General. MARFORRES G-6 will be central point of coordination for all network related tasks and issues.

b. MARFORRES Staff Sections and Major Subordinate Commands

(1) Provide the following information to MARFORRES G-6 regarding your requirements for network support:

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(a) Specific location of each computer at your assigned evacuation/COOP location (both NMCI and non-NMCI).

(b) Types of services required (e.g. DMS, VTC, SIPRNET email, Legacy NIPRNET email, NMCI, DMS, etc).

(2) Identify all mission critical business process support applications and your point of contact to MARFORRES (G-6/Information Dissemination Management).

c. MARFORRES G-6 (Network Operations)

(1) Coordinate, supervise, and manage the IOM of application services.

(2) In coordination with MCNOSC and NMCI, assist in the IOM of all network services.

d. Marine Corps Mobilization Command (MOBCOM) G-6

(1) Assist MARFORRES G-6 with the IOM of all network and application services as required.

(2) Be prepared to provide application development and maintenance support as required.

(3) Provide billeting and transportation support to MARFORRES G-6 personnel as required.

7. Coordinating Instructions.

a. Primary means of communication prior to H-96 will be email and DMS.

b. Primary means of communication during the execution phase (H-72 to H-60) will be voice. The G-6 RNOSC will establish a phone bridge in accordance with the plan and will notify all supporting agencies of the phone number and access code. Because of the dependency on the data communications infrastructure for other means of communications, RNet email and DMS will not be used as the primary means of communication during execution.

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TABS:

- A - RNet Circuit Diagram (NIPRNET)
- B - RNet Circuit Diagram (SIPRNET)
- C - Hosted Applications





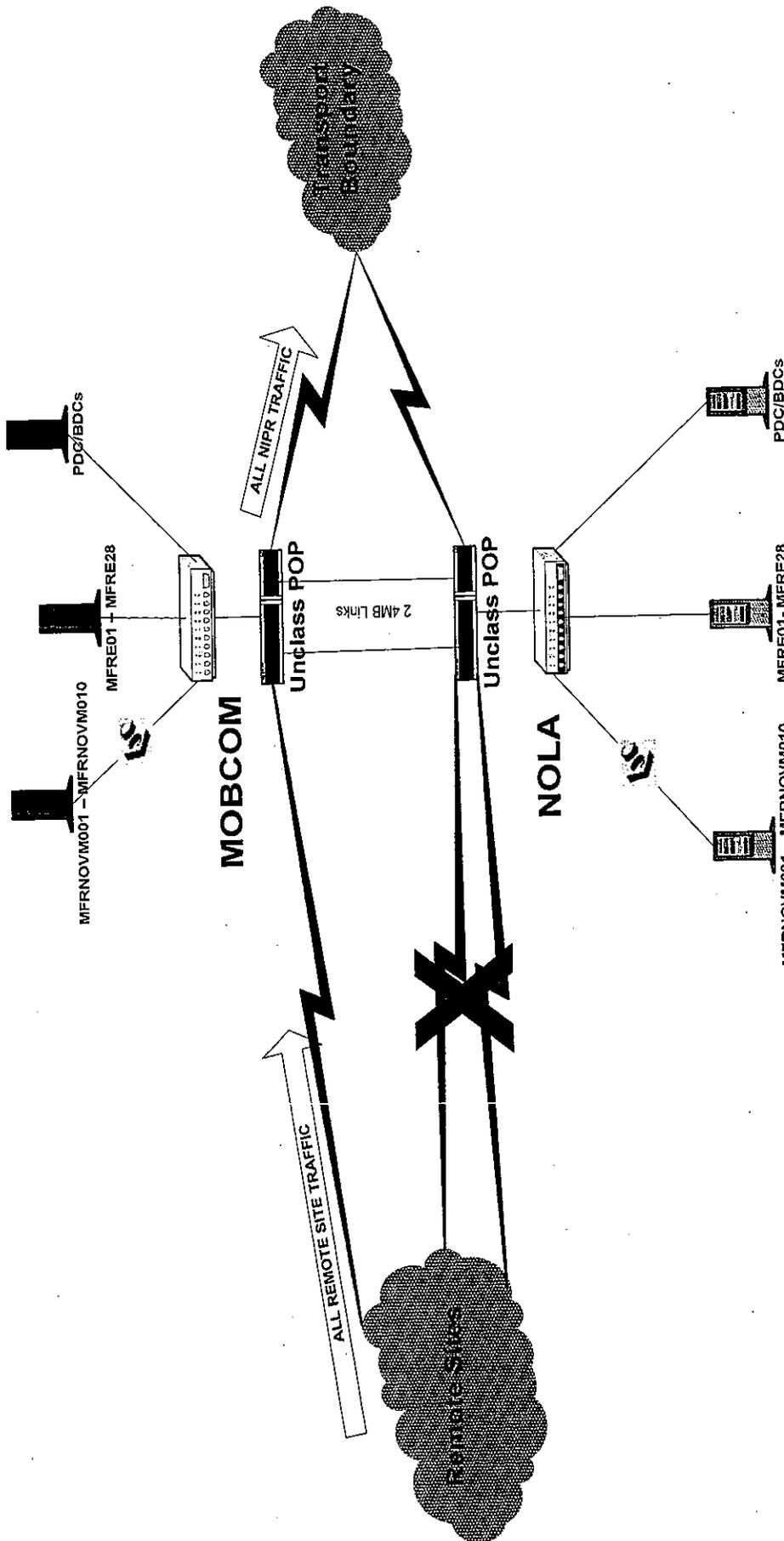


# NIPRNET Post COOP Operation



TAB A TO APPENDIX 6 TO FORCE ORDER 3440.1G (EVAC) (U) RNET ROUTING DIAGRAM (NIPRNET)

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K-7-A-1

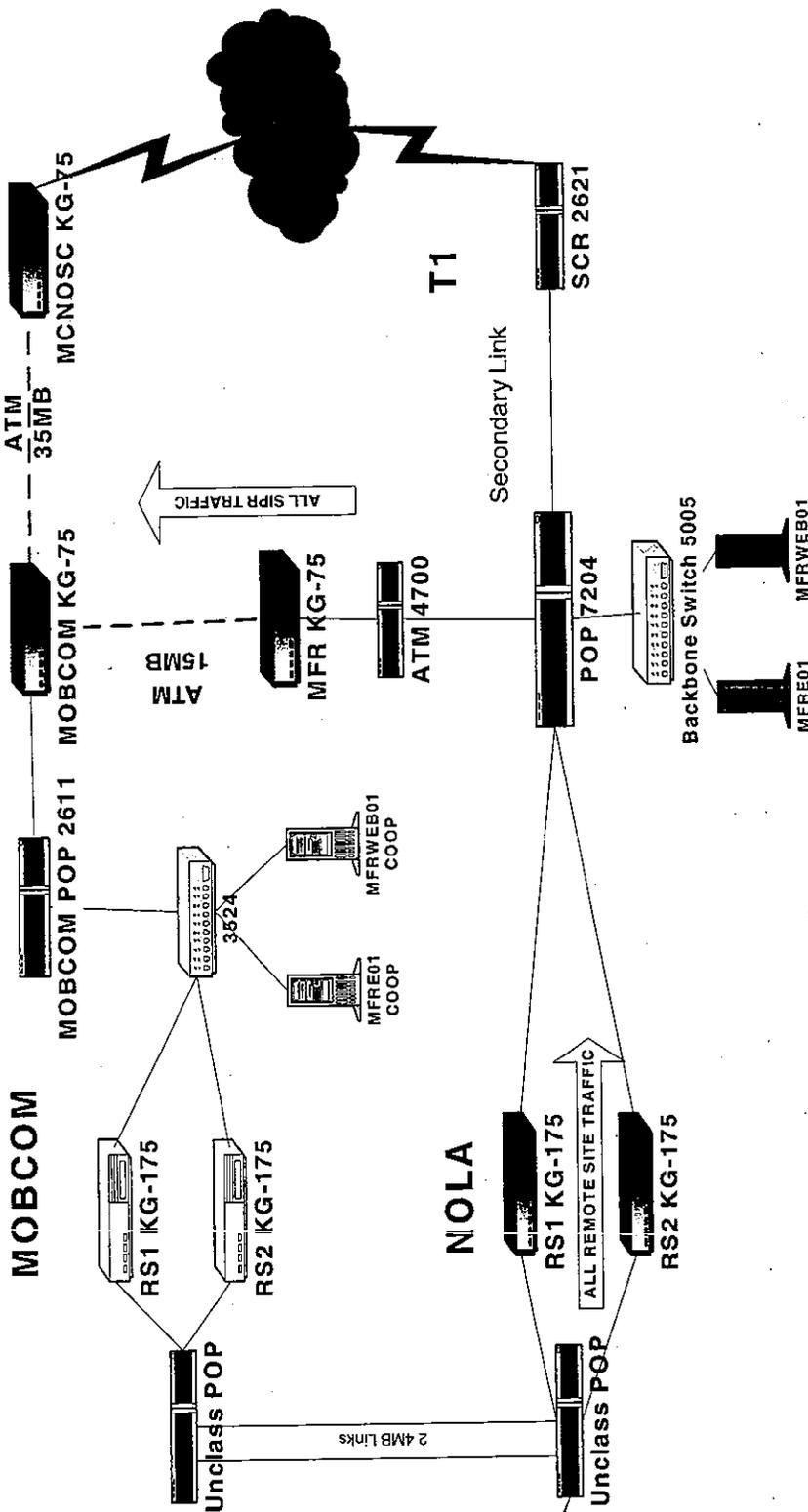


# SIPRNET

## Normal Operation

(before COOP)  
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TAB B TO APPENDIX 6 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) RNET ROUTING DIAGRAM (SIPRNET)



RNet Circuit Diagram (SIPRNet)

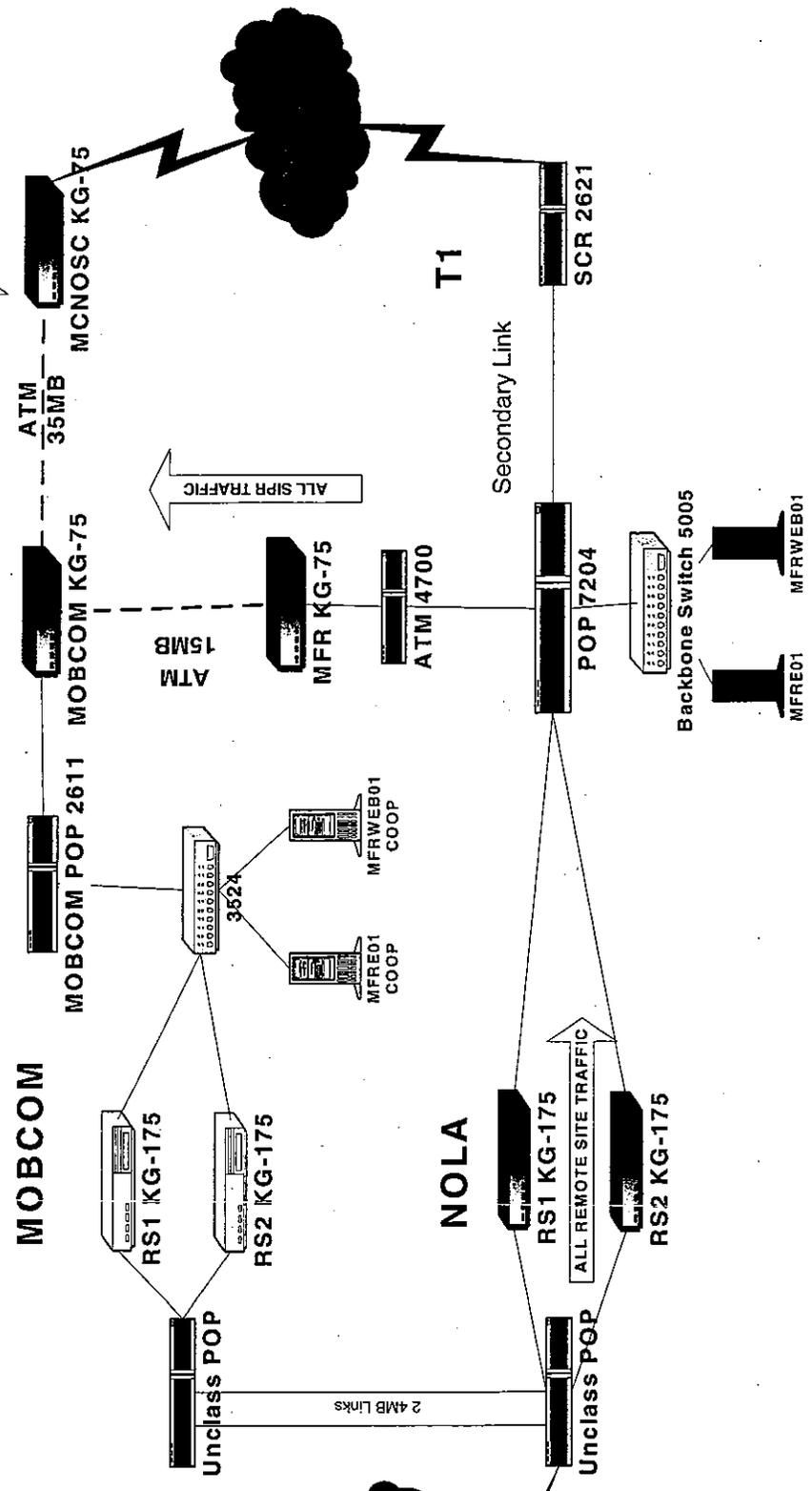


# SIPRNET

## Normal Operation

(before COOP)  
UNCLASSIFIED (FOUO)

TAB B TO APPENDIX 6 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) RNET ROUTING DIAGRAM (SIPRNET)



RNet Circuit Diagram (SIPRNET)

K-7-B-1







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APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
VIDEO TELECONFERENCING PLAN

TIME ZONE: CST

1. General. The objective of MARFORRES Network Operations and Security Center (NOSC) is to provide the Commander, Marine Forces Reserve the most effective means to execute his mission using the Reserve Network (RNET), the Navy-Marine Corps Intranet (NMCI), Defense Messaging, Video Teleconferencing, and MFR applications.

2. Purpose. To publish guidance for VTC services in the event of an evacuation.

3. Mission. In conjunction with the execution of COOP, MARFORRES G-6 (Network Operations) is prepared to support VTC services at each of the Alternate Headquarters in order to facilitate the continued operation of MARFORRES business functions.

4. Concept of Operations and Execution. MARFORRES G-6 will provide the capability to conduct point to point and multipoint IP (H.323) VTC's at each of the sites. Where possible, ISDN (H.320) VTC capabilities will also be provided. Personnel required to coordinate VTC's will evacuate to Forth Worth with the MFR Headquarters.

5. Tasks and Responsibilities.

a. General. MARFORRES G-6 will be the central point of coordination for all network related tasks and issues. MSC's are responsible for providing personnel to operate VTC devices and associated equipment at their sites. However, MFR can provide remote troubleshooting assistance and technical direction.

TABS:

TAB A VTC NETWORK DIAGRAM.

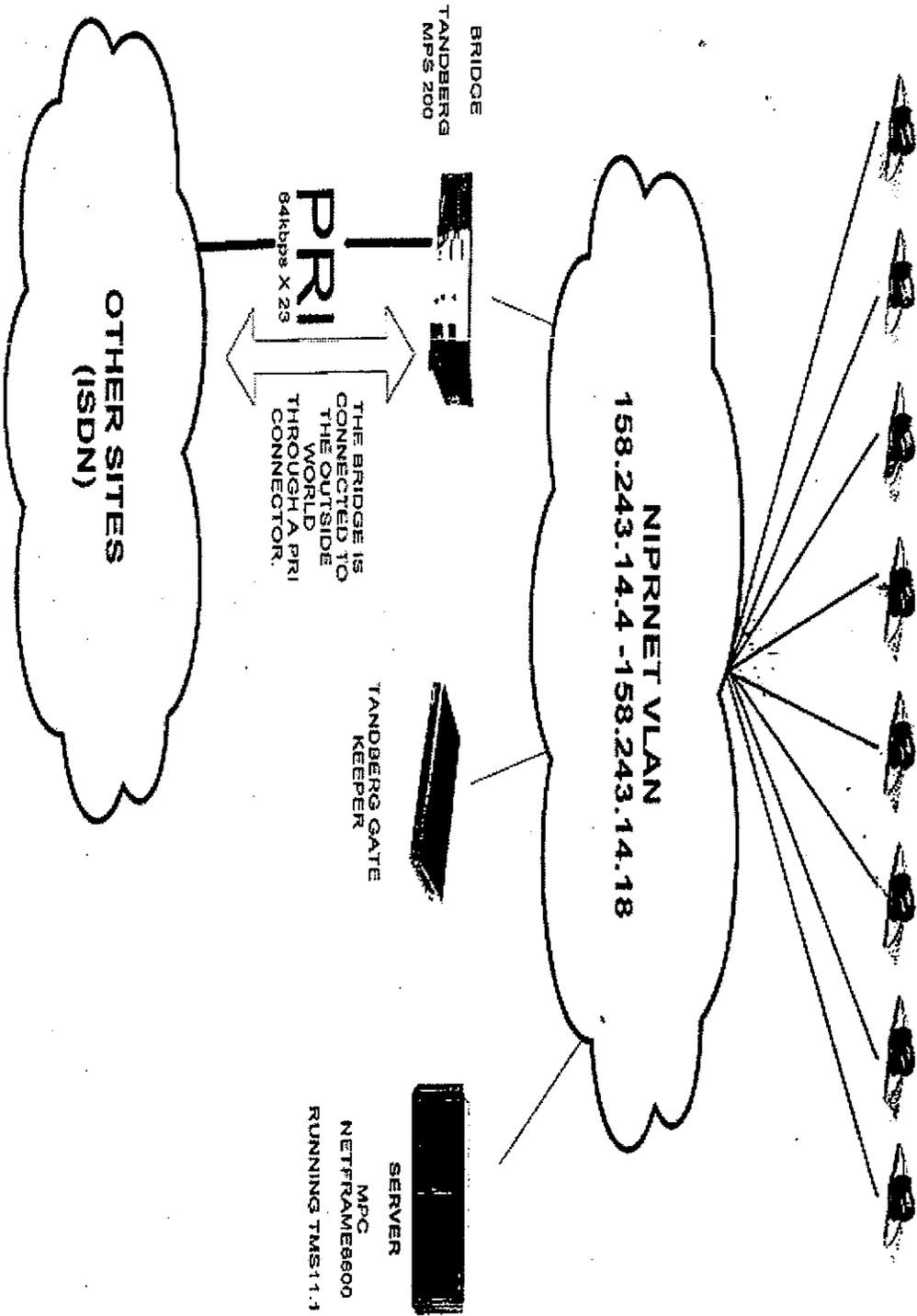
TAB B VTC DIALING INSTRUCTIONS.

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K-8-1



# NIPRNET VTC Architecture

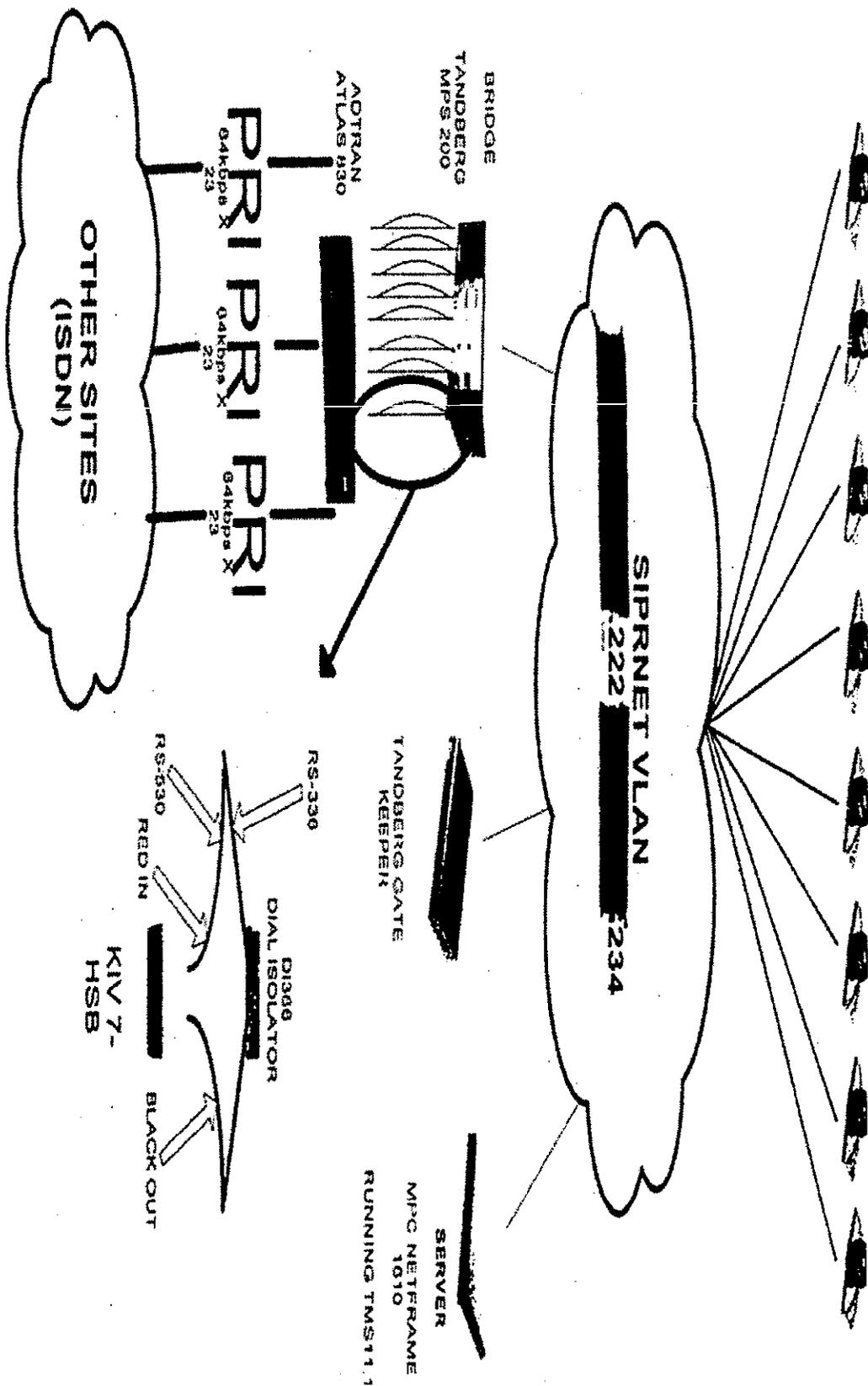




# SIPRNET VTC Architecture



**TAB A TO APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) VTC NETWORK DIAGRAM**

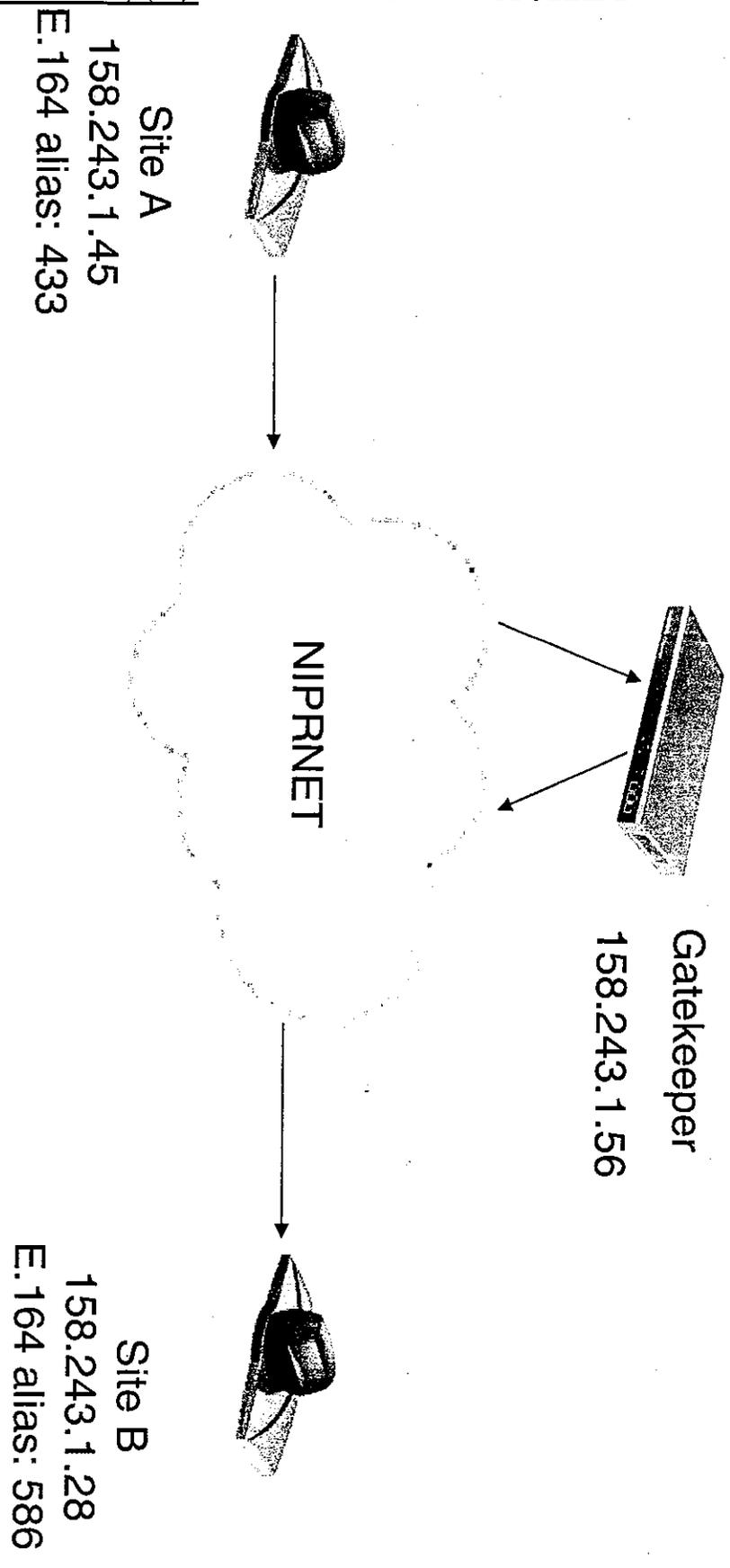




# NIPRNET VTC Architecture (COOP)



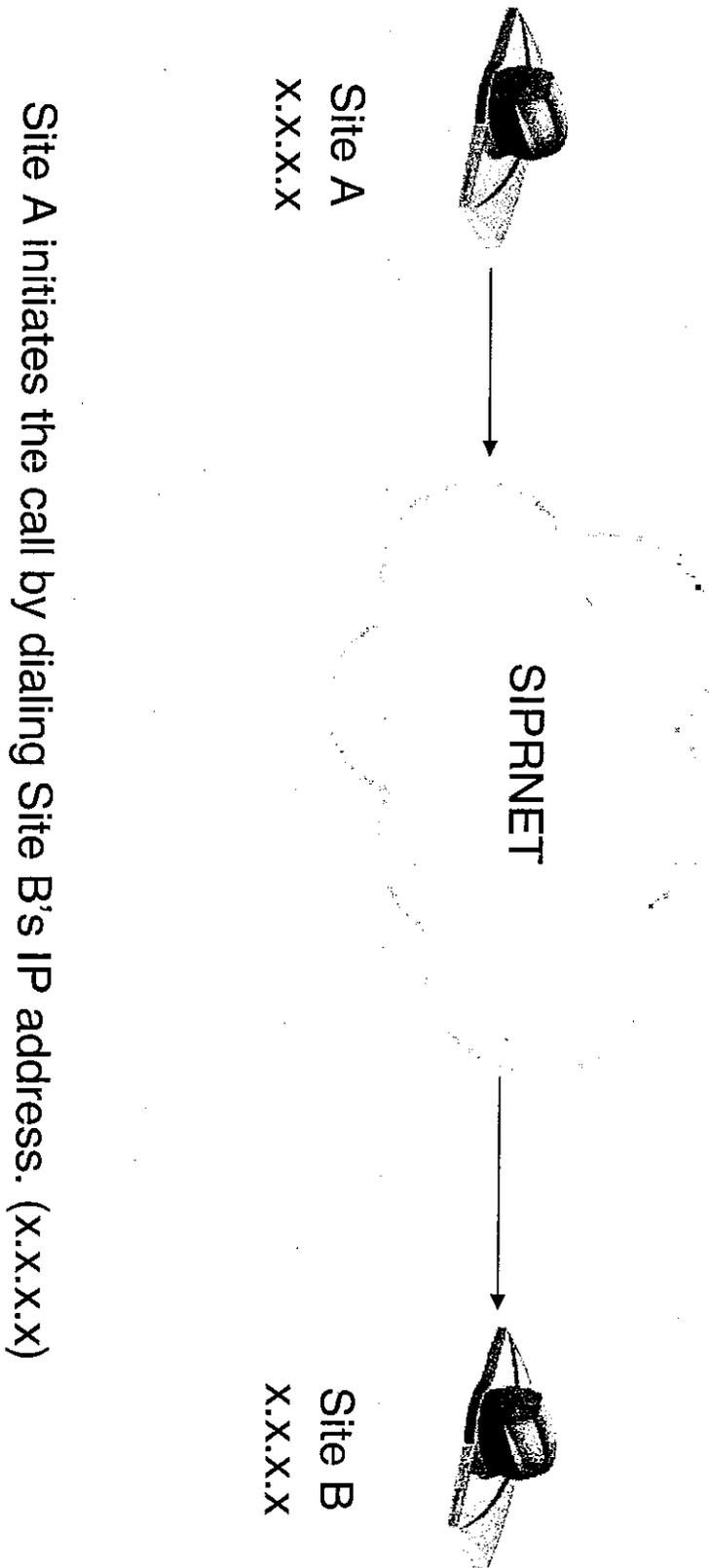
**TAB A TO APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) (U) VTC NETWORK DIAGRAM**



Site A initiates the call by dialing Site B's E.164 alias. (586) Call is routed to the MFR GATEKEEPER housed in New Orleans. Gatekeeper directs the call to End point at SITE B. If connectivity is down VTC's will have to dial each other via IP.



# SIPRNET VTC Architecture (COOP)



Site A initiates the call by dialing Site B's IP address. (X.X.X.X)



# SIPRNET VTC IP's



## TAB A TO APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U) VTC NETWORK DIAGRAM

GATE KEEPER	.222
BRIDGE	.223
MEDIA CARD 1	.224
MEDIA CARD 2	.225
MFR G-3	.227
MFR COC	.228
MFR G-2	.229
MFR G-6 ACC	.230
MFN	.231
MFR G-6	.232
MFR G-8	.233
CMFR	.234
KCMO	.11
DFW	.26
DFW	.35
DFW	.64
DFW	.74
GRAND PRARIE TX	.34
GRAND PRARIE TX	.46
MARRIETTA GA	.67



# NIPRNET VTC IP's



## TAB A TO APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U) VTC NETWORK DIAGRAM

GATE KEEPER	158.243.14.11
BRIDGE	158.243.14.12
MEDIA CARD 1	158.243.14.13
MEDIA CARD 2	158.243.14.14
MFR G-3	158.243.14.4
MFR COC	158.243.14.6
MFR G-2	158.243.14.7
MFR G-6 ACC	158.243.14.9
MFN	158.243.14.10
MFR G-6	158.243.14.18
MFR G-8	158.243.14.8
CMFR	158.243.14.5
KCMO	158.243.35.180
DFW	158.243.187.40
GRAND PRARIE TX	158.243.62.143

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TAB B TO APPENDIX 7 TO ANNEX K TO FORCE ORDER 3440.1G  
(EVACUATION/COOP) VIDEO DIALING INSTRUCTIONS

**GETTING STARTED:**

User Name: Admin  
Password: Administrator

- Double click on MCUGW
- Click yes to security alert
- User name and password are both TANDBERG
- Click yes to security information
- Bridge is ready to use.

**TESTING NIPRNET LOOPBACK:**

- Under MCUGW Management click on Overview tab
- Click create #1
- Click add participants
- Under manual dial
  - Enter in the number space: 9917034337971
  - Or 9917034337972
  - Call type: 384 kbps
  - Dial profile: ISDN
- Click create #1
- After about 1 minute and status read connected at 384 kbps
  - Under net read H320
  - Will Be a picture of a microphone and a camera
- Click add participants
- Double click desired participants in phonebook
- Click call participants
- Once it says connected and a conference room snapshot is visible:
  - Go to conference room and make sure in a loop back (you should see yourself).

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**CREATING AN UNSECURED CONFERENCE:**

- Under MCUGW Management click on Overview tab
- Click create #1
- Click add participants
- Under manual dial
  - Enter in the Dial in number
  - Call type: 384 kbps
  - Dial profile: ISDN
- Click call participants
- After about 1 minute and status reads connected at 384 kpbs
  - Under net reads H320
  - Will be a picture of microphone and a camera
- Click add participants
- Double click desired participants in phonebook
- Click call participants
- Once it says connected and a conference room snapshot is visible
  - Go to conference room and verify the conference is up

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**CREATING A SECURE CONFERENCE:**

- Under MCUGW Management click on Overview tab
- Click create #1
- Under manual dial
  - Enter in the Dial in number
  - Call type: 384 kbps
  - Dial profile: ISDN
  - Network module set to 1
  - Network ID set to 1
- Click call participants
- Make sure dial isolator in number 1 position switches status to dialing
- Watch and wait for KIV-7 to make 2 beeps, then the face will read: FDX TR
- After about 1 minute and status reads connected at 284 kbps:
  - Under net reads H320
  - Will be a picture of a microphone and a camera
- Click add participants
- Once it says connected and a conference room snapshot is visible
  - Go to conference room and verify the conference is up.

## SETTING UP A DIALED INTO (IP) CONFERENCE

Once all participants have registered with our gatekeeper:

- Open Tandberg Management Suite
- Click on the booking link
- Click on the add participants button:
  - Change the direction to dial in
  - Change the protocol to IP/H323
  - Enter number of participants in the Qty, box
  - Click the ' > ' button to transfer this information to the right hand side of the screen
- Click OK at the bottom of the screen
- Set the start time, end time, and date
- Save the conference
- Click the conference control center
  - Double click on the conference to open
  - From there you will be able to monitor

**PROCEDURE FOR DIALING IN TO US VIA IP:**

Each participant wishing to dial into the VTC must register with our gatekeeper. In order to do this they must do the following:

- Open control panel
- Click on administrative settings
- Click on network
- Click on LAN settings
- Click on gatekeeper settings:
  - Set discovery to auto (if it isn't already)
  - Set the IP to 205.53.54.222
- Register gatekeeper:
  - On the Tandberg 880 series there will be an option to do so
  - On the Tandberg 1000 series it should happen automatically
  - Save all setting
  - It should say that participant is now registered with gatekeeper

Then they will need to dial 7001 just as if they were dialing a regular IP address.

The Tandberg on site must also be dialed into 7001

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**SETTING A DIALED OUT (MULTIPLE IP) CONFERENCE:**

- Open Tandberg Management Suite
- Click on the booking link
- Click on the add participants button
- In the new window, click on the external link:
  - Change the direction to dial out
  - Change protocol to IP|H323
  - Enter the IP address of participants one at a time
  - Each time click the > button to transfer the participant to the right hand side of the screen
- Click OK at the bottom of the screen
- Set the start time, end time, and date
- Save the conference
- Click the conference control center
  - Double click on the conference to open
  - From there you will be able to monitor

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APPENDIX 8 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
AMHS

TIME ZONE: CST

REFERENCE: Marine Forces Reserve\EDS Network Contingency Plan

1. General. The objective of MARFORRES Network Operations and Security Center (NOSC) is to provide the Commander, Marine Forces Reserve the most effective means to execute his mission using the Reserve Network (RNet), the Navy-Marine Corps Intranet (NMCI), Defense Messaging, Video Teleconferencing, and MFR applications.

2. Purpose. Publish guidance for preparing and executing the transfer of AMHS services from the Reserve Network Operations and Security Center (RNOSC) in New Orleans, LA to the MCNOSC DMSCOC in Quantico, VA. Detailed direction for the transfer of services is contained in Reference (a).

3. Mission. On order, MARFORRES G-6 (Network Operations) will coordinate the transition of the AMHS architecture from the Reserve Network Operations and Security Center (RNOSC) to the MCNOSC DMSCOC by execution the network Contingency Plan in order to facilitate the continued operation of MARFORRES business functions.

4. Concept of Operations and Execution. MARFORRES G-6 will transfer Fortezza cards containing all classified and unclassified certificates for MARFORRES units and required software to the Quantico ACC with the Jump CP personnel. On order and in conjunction with the movement of other network services, AMHS systems will be brought online and message routing will be shifted to the MCNOSC DMSCOC.

a. Execution/Deployment Phase

(1) During this phase MARFORRES G-6, in conjunction with the MCNOSC DMSCOC will coordinate and execute the transition of systems and personnel from the RNOSC to the MCNOSC DMSCOC.

(2) During the execution phase and continuing until complete, classified and unclassified AMHS will be generally unavailable. See Appendix 1 and the base Annex for detailed information on personnel and data movement concepts. Significant events as they relate to AMHS are as follows:

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(a) H-72. On order, AC/S G-6 directs the execution of the network Contingency Plan(s). This will include AMHS services.

(b) H-60. Execution of the Contingency Plan is complete.

b. Operation/Maintenance Phase. Once network services are established at the MCNOSC DMSCOC, the Network Operations Division must concentrate their efforts on the rapid resolution of trouble tickets and the continued stabilization of services. All components of the AMHS system will be tested to ensure proper operation.

c. Redeployment

(1) When ordered, MARFORRES G-6 will plan and coordinate the movement of AMHS services from the MCNOSC DMSCOC back to the RNOSC.

(2) In general, the Contingency Plan should be used a point of departure, as the process is basically a reversal of the steps and procedures used during the original transition.

5. Tasks and Responsibilities.

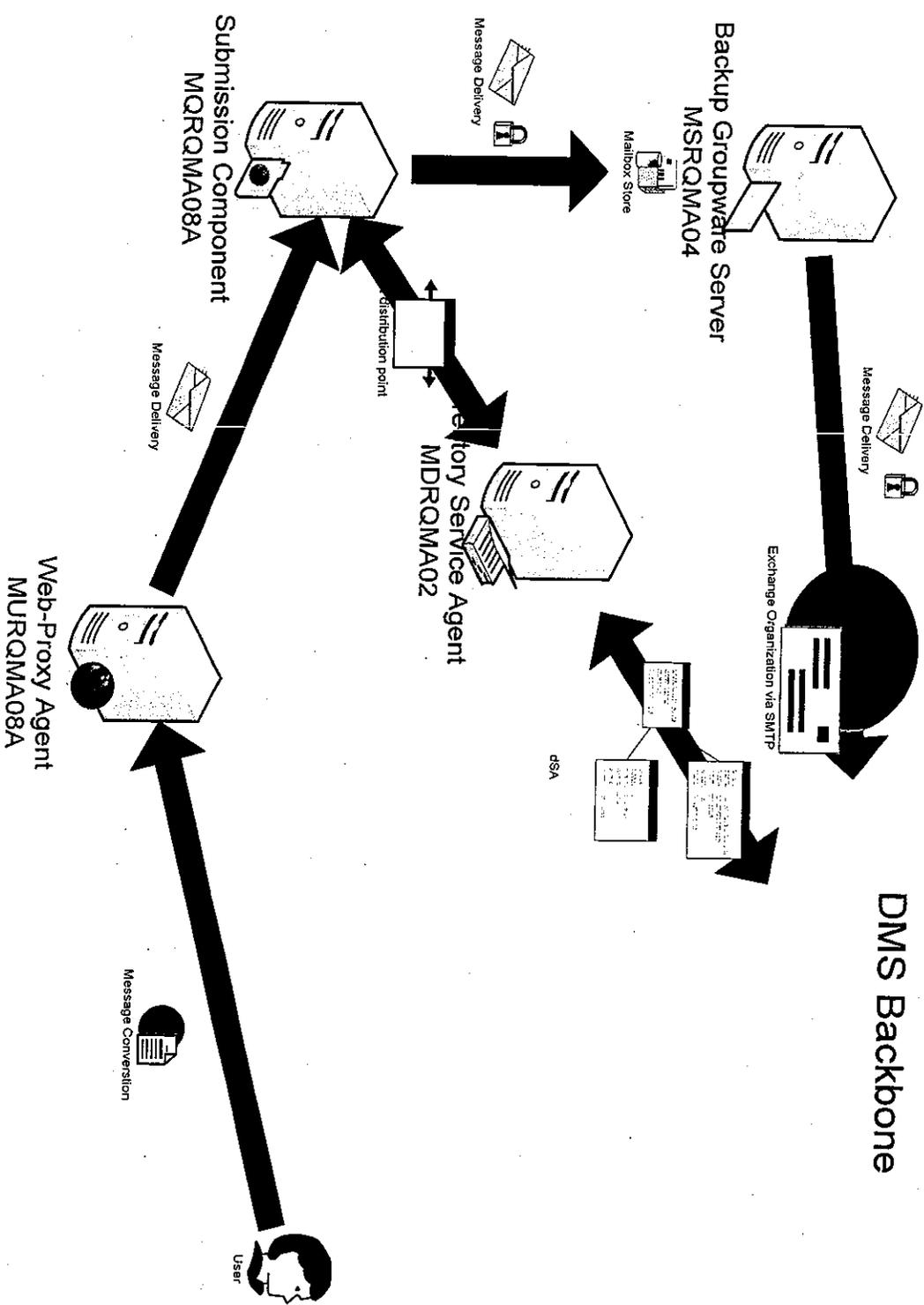
a. General. MARFORRES G-6 will be central point of coordination for all network related tasks and issues.

TABS:

- A - RNet Circuit Diagram (NIPRNET)
- B - RNet Circuit Diagram (SIPRNET)
- C - Hosted Applications



**TAB A TO APPENDIX 8 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U)**  
**SIPRNET ORGANIZATIONAL MESSAGING DIAGRAM**

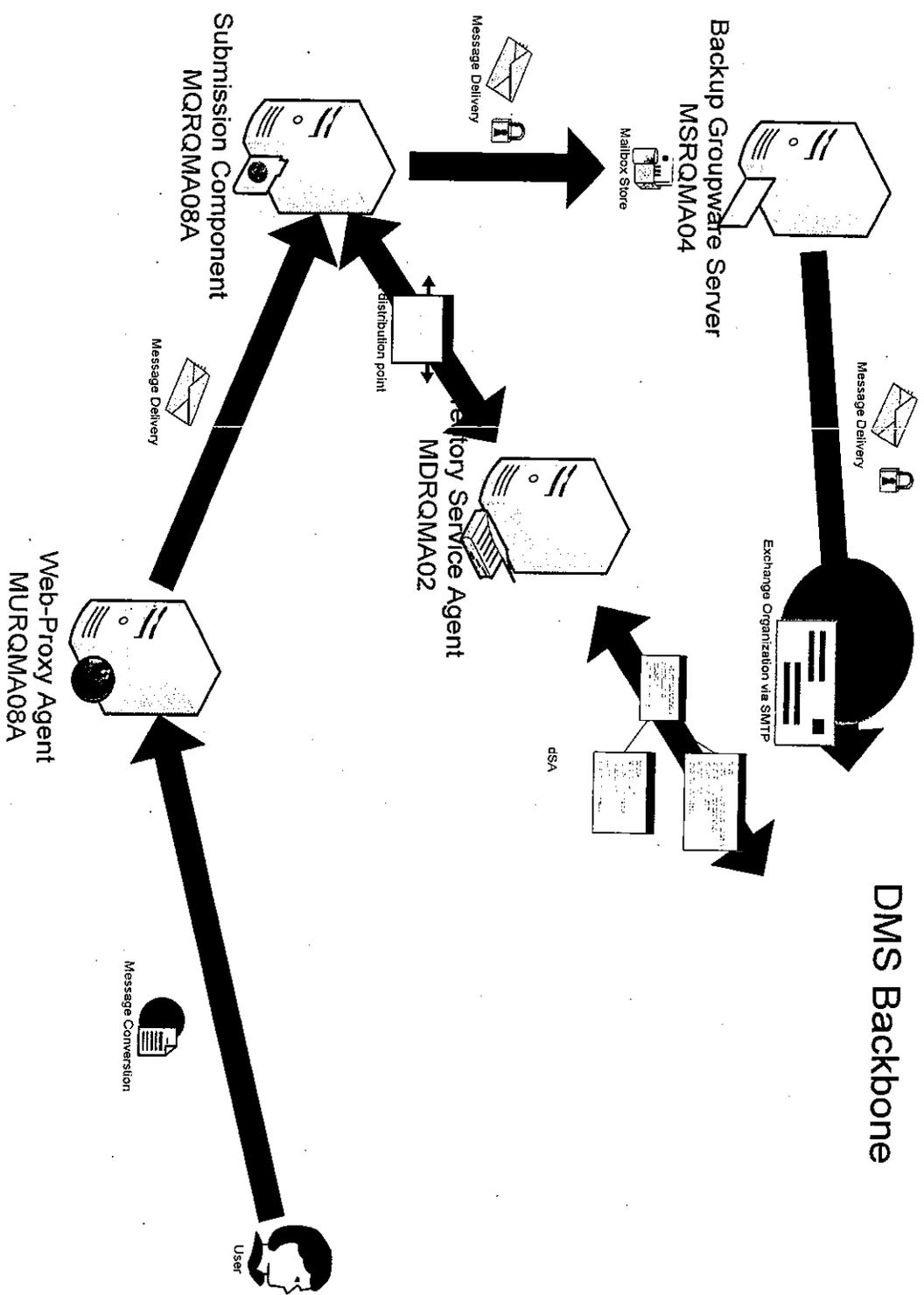




# SIPRNET Outbound Messaging

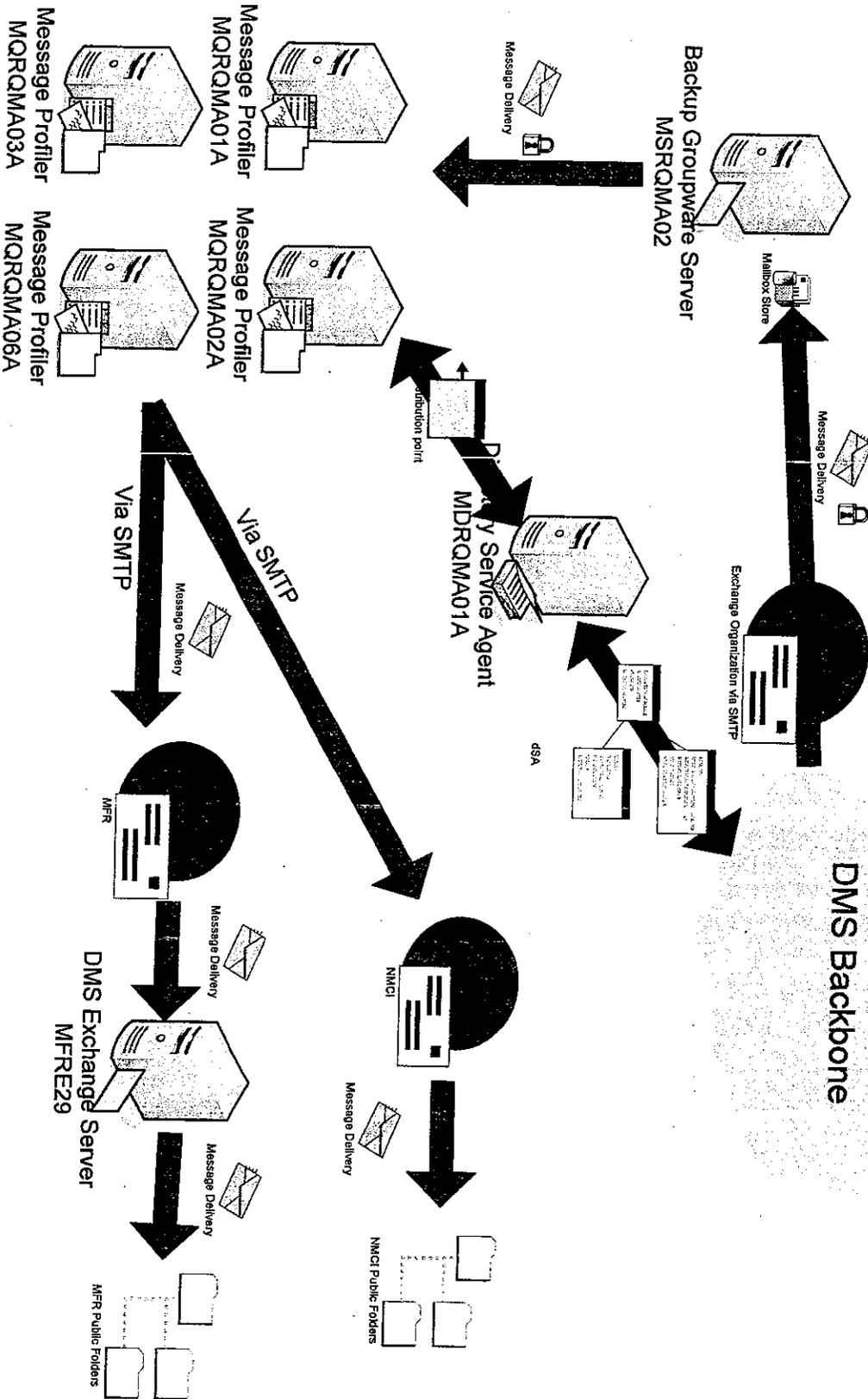


TAB A TO APPENDIX 8 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP) (U)  
SIPRNET ORGANIZATIONAL MESSAGING DIAGRAM





# NIPRNET Inbound Messaging



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APPENDIX 9 TO ANNEX K TO FORCE ORDER 3440.1G (EVACUATION/COOP)  
HELP DESK PROCEDURES

REFERENCE: ForO 2060.1

TIME ZONE:

1. Situation.

a. General. This appendix is an effort to support the numerous users that need any type of assistance with terminal devices and/or procedures.

b. Enemy. NMCI Network outages, Verizon or AT&T network outages, broken or malfunctioning software/hardware.

c. Friendly. EDS Site Support, Verizon Wireless Technical Support, and AT&T Technical Support.

d. Assumptions. EDS Site Support, Verizon/AT&T Technical Support will be available 24/7, and that CLS personnel will be on call 24/7.

2. Mission. To provide 24/7 technical support for users throughout MARFORRES.

3. Execution. Through documented procedures and flow charts, CLS will provide users with guides on how to receive assistance with terminal devices. CLS will have 24/7 phone/email contact to assist users with any issues with terminal devices. Tab A

4. Administration and Logistics. The primary means of support will come from users knowing who to contact with issues regarding terminal devices.

5. Command and Signal.

a. MSC List.

(1) HQBN - Customer Liaison Support - 504-678-6000,  
817-914-5223

(2) 4<sup>th</sup> MARDIV - 817-983-1333

(3) 4<sup>th</sup> MAW - 504-376-7636

(4) 4<sup>th</sup> MLG - 504-247-6785

b. NMCI Help Desk. 1-866-THE-NMCI

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- c. Legacy Help Desk. DSN: 894-3481
- d. Verizon Wireless. 1-800-295-1614
- e. AT&T.
  - (1) End User - 800-331-0500
  - (2) International Support - 800-335-4685

TABS:

A- FLOW CHART