



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3000.4B

7

MAY 09 2016

COMBAT CENTER ORDER 3000.4B

From: Commanding General  
To: Distribution List

Subj: MARINE AIR GROUND TASK FORCE TRAINING COMMAND, MARINE CORPS AIR GROUND  
COMBAT CENTER MISSION ASSURANCE

Ref: (a) Department Of Defense Mission Assurance Strategy April 2012  
(b) DoD Directive 3020.26  
(c) DoD Instruction 2000.16  
(d) DoD Instruction 3020.45  
(e) DoD Instruction 3020.52  
(f) DoD Instruction 6055.06  
(g) DoD Instruction 6055.17  
(h) MCO 3302.1E  
(i) MCO 3440.8  
(j) MCO 3440.9  
(k) MCO 3501.36A  
(l) MCO 5100.29B  
(m) MCO 5500.6H W/Ch 1  
(n) MCO 5530.14A  
(o) MCO 5580.2B W/Ch 1  
(p) MCO 11000.11  
(q) CCO 1630.8E  
(r) <https://vce.tecom.usmc.mil/sites/msc/magtftc/g7/SitePages/Home.aspx>

Encl: (1) Personnel Categorization Matrix  
(2) Appointment Letter Template

1. Situation. Multiple asymmetric threats, including man-made or natural incidents, pose serious risks to all Combat Center personnel, operations, resources, and infrastructure. The Combat Center must maintain and continually refine planning efforts to ensure its capabilities for Mission Assurance. The Combat Center must be prepared to respond to, and recover from, a wide range of natural and man-made threats, including both internal and external incidents. "All hazards" preparedness requires all Combat Center elements (all staff, subordinates, and tenants units) to plan, train, equip, exercise, and evaluate to ensure effective response and recovery operations. Coordination and integration with other preparedness and response stakeholders is required during incidents, whether categorized as a local incident, a major disaster, or a catastrophic event.

2. Cancellation. CCO 3000.4A.

3. Mission. In accordance with the references, execute a daily, comprehensive, "all hazards" mission assurance program to mitigate, prepare

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for, respond to, and recover from man-made or natural incidents to provide a safe and secure community for military personnel, family members, and civilians, and to protect and reconstitute assets and infrastructure.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish a mission assurance program that addresses protective measures, as well as recovery and reconstitution operations, in the event of man-made incidents or natural disasters. We will accomplish this through a series of integrated plans and policies, and a flexible, adaptable emergency command and control system. The end state is to have the Combat Center postured to perform its core missions and protect life and property against "all hazards."

(2) Concept of Operations. Establish and execute a mission assurance program ensuring assigned tasks and duties are performed in accordance with references. This is a summation of the activities and measures taken to ensure that required capabilities and all supporting infrastructures are available to the Department of Defense (DoD) to carry out the National Military Strategy. It links numerous risk management program activities and security-related functions, which include Antiterrorism (AT), Marine Corps Critical Infrastructure Program (MCCIP), Continuity of Operations (COOP), Chemical, Biological, Radiological, Nuclear, and High Yield Explosive (CBRNE) Preparedness, Law Enforcement (LE), Installation Emergency Management (IEM), Fire & Emergency Services (F&ES), Physical Security, Safety, and Force Protection (FP).

##### b. Subordinate Element Missions

###### (1) Commanding Officers, Assistant Chiefs of Staff (ACs/S), Special Staff Officers, and Officers-in-Charge

(a) Develop a comprehensive mission assurance program. This program will identify, prioritize, assess, and manage risk, and it will provide for remediation and mitigation of vulnerabilities that could impact/degrade mission critical assets and infrastructure.

(b) Oversee the implementation and assess the effectiveness of all specific tasks identified in the mission assurance related programs.

(c) Facilitate coordination, communication, and collaboration across all mission assurance-related programs for planning activities, exercises, and operations.

(d) Commands identified as having Critical Mission Facilities (CMFs) or Mission Essential Functions (MEFs) will develop or maintain a COOP Plan.

(e) In accordance with enclosure (1) identify in writing all Categories 1 and 5 personnel who are required to report to work or remain at work during an emergency situation.

(f) Commanding Officers, ACs/S, Special Staff Officers, and Officers-in-Charge provide a Liaison Officer to the installation Emergency Operations Center (EOC) as required.

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(g) On order, ACs/S will provide personnel to man the EOC, per reference (t).

(h) Develop and implement an Emergency Action Plan and COOP Plan to support the overall Installation's mission assurance programs.

(i) Provide senior leadership to the Mission Assurance Steering Committee.

(j) Use enclosure (2) to appoint a Mission Assurance Officer. The officer will serve as the point of contact and is responsible for staff coordination of all mission assurance programs. The officer is also responsible for the synchronization of the supporting operations.

(2) AC/S G-7. The AC/S G-7 is responsible to provide programs for the protection of life, property, and the restoration of resources affecting MAGTFTC, MCAGCC. The G-7 will provide emergency services and an active security posture. He/she will also ensure mission assurance programs are designed to deter, detect, delay, defend, and mitigate natural or man-made events. Protection of this installation and supporting infrastructure preserves our capability to generate, project, and sustain combat power, which is essential to execute the National Military Strategy.

(3) Mission Assurance Steering Committee. This committee will meet semi-annually, or as needed, to develop and refine the Commanding General's mission assurance program guidance, policy, and standards. The committee will act upon recommendations from the Mission Assurance Working Group (MAWG) and Threat Working Group, and it will recommend resource allocations to eliminate or mitigate related vulnerabilities. The committee will:

(a) Guide the mission assurance program by developing overall strategy, conducting risk analysis, and coordinating resources.

(b) Integrate initiatives with other installation priorities.

(c) Make recommendations on mission assurance protection prioritization.

(d) Develop installation preparedness strategy.

(e) Update and evaluate the latest mission assurance risk management methodology.

(f) Review memorandums of understanding and memorandums of agreement in regards to mission assurance.

(g) Ensure all subordinate and tenant units/activities are participants in the mission assurance planning process and are included in mission assurance plans, providing guidance and assistance as required.

(h) Mitigate vulnerabilities by funding decisions and improved security Tactics, Techniques, and Procedures, and reassess risks at a lower acceptable level, or ensure higher-assessed risks are assumed in writing.

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(4) MAWG

(a) The MAWG develops and implements the mission assurance programs and plans. The working group synchronizes all mission assurance activities of MAGTFTC, MCAGCC. They track mission assurance projects, review installation, higher and lower command regulations for compliance and standardization, track resource requirements, and identify funding sources to make required enhancements. They will perform other staffing actions, as required. The MAWG is also responsible for risk management analysis and other required mission assurance working groups (i.e. AT, MCCIP, COOP, CBRNE, LE, IEM, F&ES, Physical Security, FP, etc.).

(b) The MAWG will meet on a quarterly basis, or as needed. All working group discussions shall maintain a record of attendance, minutes, and action items.

c. Coordinating Instructions. The MAGTFTC, MCAGCC G-7 Mission Assurance Directorate SharePoint Site, reference (r), will contain these following program requirements:

(1) Force Protection Branch - AT; IEM; Installation CBRNE; MCCIP; Installation and Service Level Training COOP Plans

(2) Combat Center Fire Department - F&ES Strategic Plan

(3) Provost Marshal's Office - LE, Motor Vehicle and Traffic Regulations, and Physical Security

(4) Safety Division - Safety Standard Operating Procedures

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, civilian personnel, contractors, and family members working and living aboard the Combat Center.

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

  
J. F. HARP  
Chief of Staff

Distribution: A

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Personnel Categorization Matrix

1. In accordance with references (c), (g), and (h), the use of personnel categorization of all assigned personnel is necessary to prioritize resource allocation and provide a risk-rationalized approach to investing in protection of personnel. Personnel categories will be used to identify the targeted assets for specific response requirements. Category 1 personnel are required to sustain critical operations or maintain essential operations/services for all designated Combat Center's MEFs. Categories 2, 3, and 4 personnel are required to gain and maintain awareness and an understanding of mass warning procedures and response measures, and Category 5 personnel are required to conduct safe and effective emergency response operations at their level of training.

2. Mission essential designated employees are defined for peacetime operations and may be applicable to appropriated fund employees and non-appropriated fund employees, as well as certain contractors. Mission essential duties are those that are defined by management as critical and essential, regardless of weather conditions, emergency situations, or general dismissal authorizations (e.g., security, fire protection, medical, communications, command and control, etc.). Management must determine what missions are "essential" under mission essential conditions, and what type(s) and number of personnel are needed to continue operations. Management is responsible to identify employees who are expected to report for, or remain at work in these situations. Factors for management to consider when designating employees as mission essential include safety and employee accessibility to the installation. Employees should not be needlessly exposed to hazardous conditions, and the distance each employee must travel from home to their duty location should be considered. Each designated civilian employee/contractor should be informed in writing by management of the mission essential designation. Management should also ensure that the employee understands their responsibilities prior to a mission essential situation.

3. Categories 1 and 5 personnel (see below Table) shall be identified by individual position/billet and name. A courtesy copy of the appointment letter will be provided to the Human Resources Office.

<u>CATEGORY</u>	<u>PERSONNEL</u>
<b>Category 1A</b> (Essential Operations)	Military, DoD Civilians, and DoD Contractors who perform tasks required to continue MEF within a CMF
<b>Category 1B</b> (Essential Services)	Military, DoD Civilians, and DoD Contractors providing Essential Services to MEFs or applicable response capabilities

<u>CATEGORY</u>	<u>PERSONNEL</u>
<p><b>Category 1C</b>  (Command and Control)</p>	<p>Military, DoD Civilians, and DoD Contractors supporting a MEF which directly supports the continuity of the U.S. Government or Continuity of designated DoD Components by Presidential or DoD designation</p>
<p><b>Category 5A</b>  (First Responders)</p>	<p>First Responders, including: F&amp;ES, Hazardous Material Response Teams, LE, Emergency Medical Services, Explosive Ordnance Disposal, Emergency Response Teams, Oil &amp; Hazardous Substance Spill Response Teams and Public Works</p>
<p><b>Category 5B</b>  (First Receivers)</p>	<p>First Receivers, including: Medical Treatment Facility Healthcare Providers or Emergency Personnel</p>
<p><b>Category 5C</b>  (Emergency Responders)</p>	<p>Emergency Responders, including: Crisis Management Team personnel, Installation EOC staff, Dispatch Center staff, Public Health Emergency Officer, Mass Care, Mortuary Affairs, Emergency Preparedness Liaison Officers, and supporting Public Affairs, Safety, Industrial Hygiene, and Supply/Logistics personnel</p>
<p><b>Category 5D</b>  (Responder Services)</p>	<p>Personnel (U.S. or Non-U.S. Citizens) providing services to Category 5 personnel during emergency conditions <u>and</u> requiring Installation access during an emergency, to include: Information Technology providers, Power/Utility providers, Emergency Generator operators, and Transportation operators</p>

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## Appointment Letter Template



**UNITED STATES MARINE CORPS**  
 MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
 MARINE CORPS AIR GROUND COMBAT CENTER  
 BOX 788100  
 TWENTYNINE PALMS, CALIFORNIA 92278-8100

3000  
 OrgCode  
 Date

From: Unit Name  
 To: Appointee's Name  
 Subj: APPOINTMENT AS MISSION ASSURANCE OFFICER FOR (Unit Name)  
 Ref: (a) CCO 3000.4B

1. Per the reference, you are hereby appointed as the Mission Assurance Officer for (Unit Name).
2. The Mission Assurance Program is responsible for managing activities and programs regarding Antiterrorism (AT); Critical Infrastructure Protection (CIP); Chemical, Biological, Radiological, Nuclear, and High Yield Explosives (CBRNE); and Emergency Management (EM). Further, Mission Assurance Program requirements include coordinating activities with the Provost Marshal's Office, Combat Center Fire Department, and other risk/security-related sections.
3. This appointment will remain in effect until the time of your detachment or is otherwise revoked.

SIGNATURE

RECEIVING ENDORSEMENT

From: Appointee's Name  
 To: Unit Name

1. I have read and understand the instructions and procedures contained in the reference and hereby assume the duties and responsibilities as the Mission Assurance Officer for (Unit Name).

SIGNATURE

Copy to:  
 AC/S G-7

Enclosure (2)