



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 3000.4C
ISD 11C

JAN 03 2020

COMBAT CENTER ORDER 3000.4C

From: Commanding General
To: Distribution List

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

Ref: (a) DoD Directive 3020.40
(b) MCO 3058.1
(c) CCO 3440.3
(d) CCO 3440.4
(e) CCO 5420.42
(f) <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 Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) personnel, operations, resources, and infrastructure. MAGTFTC, MCAGCC must maintain and continually refine planning efforts to ensure its capabilities for "Mission Assurance" as directed by references (a) and (b). MAGTFTC, MCAGCC 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 MAGTFTC, MCAGCC elements (all staff, subordinates, and tenants units aboard the installation) 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 3000.4B.

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

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JAN 03 2020

by applying 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 the 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 and Emergency Services (F&ES), Physical Security, Safety, and Force Protection (FP).

b. Subordinate Element Missions

(1) Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Deputy Directors (DepDirs), Division Directors (DivDirs), Officers-in-Charge (OICs), and Special Staff Officers

(a) Assist in the development of the installation's 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) via the Installations COOP will develop and maintain a unit 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 and ensure civilian personnel position descriptions has identified them as mission essential.

(f) Ensure all personnel have enrolled into MAGTFTC, MCAGCC's Enterprise Mass Notification System, per reference (c).

(g) On order and when directed, COs, ACs/S, DepDirs, DivDirs, OICs, and Special Staff Officers will provide personnel to man the Emergency Operation Center (EOC), per reference (d).

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

JAN 03 2020

(i) Provide senior leadership to the MAGTF/TC, MCAGCC Executive Steering Committee, per reference (e).

(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 Installation Support Directorate (ISD), Mission Assurance Division (MA). Is responsible to provide programs for the protection of life, property, and the restoration of resources affecting MAGTF/TC, MCAGCC. MA will provide emergency services and an active security posture. MA 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) MAGTF/TC, MCAGCC Executive Steering Committee. This committee will meet as required, or as directed by the Commanding General (CG), to develop and refine the CG's mission assurance program guidance, policy, and standards, per reference (e). The committee will act upon recommendations from the Mission Assurance Working Group (MAWG) and/or Threat Working Group. It will recommend resource allocations to eliminate or mitigate related vulnerabilities.

(a) Membership to the Committee is defined below:

1. Chief of Staff (Chairman)
2. Executive Officer (XO), Marine Corps Logistics Operations Group (MCLOG).
3. XO, Marine Corps Tactics and Operation Group (MCTOG)
4. XO, Expeditionary Warfare Training Group Pacific
5. XO, Expeditionary Warfare Training Group Atlantic
6. XO, Marine Corps Mountain Warfare Training Center
7. XO, Marine Aviation Weapons and Tactics Squadron One
8. Director, Tactical Training and Exercise Control Group (TTECG)
9. AC/S, Resource Management Directorate (RMD)
10. AC/S, MAGTF Training Directorate (MTD)
11. AC/S, ISD.
12. AC/S, Communications Directorate (CD)
13. Director, Staff Judge Advocate

JAN 03 2020(b) The committee will:

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

2. Integrate initiatives with other installation priorities.

3. Make recommendations on mission assurance protection prioritization.

4. Develop installation preparedness strategy.

5. Update and evaluate the latest mission assurance risk management methodology.

6. Review memorandums of understanding and memorandums of agreement in regards to mission assurance.

7. 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.

8. 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.

(4) MAWG. The MAWG develops and implements the mission assurance programs and plans as per reference (b). The working group synchronizes all mission assurance activities of MAGTF/TC, MCAGCC. This group tracks mission assurance projects, reviews installation, higher and lower command regulations for compliance and standardization, tracks resource requirements, and identifies 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.).

(a) 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.

(b) The current membership of the MAWG is comprised of the following staff and tenant command elements:

1. AC/S, RMD

a. Comptroller

b. Human Resources Office

2. AC/S, MTD

a. Explosive Ordnance Disposal

b. Range Control

c. Exercise Logistics Coordination Center

3. AC/S, ISD
 - a. Combat Logistics Division
 - b. Environmental Affairs
 - c. Public Works Division
 - d. MA
4. AC/S, CD
5. Director, Government and External Affairs
6. Staff Judge Advocate
7. CO, Headquarters Battalion
8. XO, MCLOG
9. XO, MCTOG
10. Director, TTECG
11. Tenant Commands:
 - a. 7th Marine Regiment
 - b. 1st Battalion, 7th Marines
 - c. 2d Battalion, 7th Marines
 - d. 3d Battalion, 4th Marines
 - e. 3d Battalion, 7th Marines
 - f. 1st Tank Battalion
 - g. 3d Battalion, 11th Marines
 - h. 3d Light Armored Reconnaissance Battalion
 - i. Delta Company, 3d Assault Amphibian Battalion
 - j. Marine Wing Support Squadron 374
 - k. Combat Logistics Battalion 7
 - l. 23d Dental Company
 - m. 4th Tank Battalion
 - n. Marine Corps Communication-Electronics School
 - o. Naval Hospital Twentynine Palms

JAN 03 2020

- p. Defense Commissary Agency
- q. Veterinary Clinic
- r. Naval Criminal Investigation Services

c. Coordinating Instructions. The MA SharePoint Site, reference (f), will contain the following program requirements:

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

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

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

(4) Safety Office - Safety Standard Operating Procedures.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

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.


R. MARTINEZ
Chief of Staff

DISTRIBUTION: A

Personnel Categorization Matrix

1. 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 per reference (a) and (b). 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>
Category 1A (Essential Operations)	Military, DoD Civilians, and DoD Contractors who perform tasks required to continue MEF within a CMF
Category 1B (Essential Services)	Military, DoD Civilians, and DoD Contractors providing essential services to MEFs or applicable response capabilities

JAN 03 2020

<u>CATEGORY</u>	<u>PERSONNEL</u>
Category 1C (Command and Control)	Military, DoD Civilians, and DoD Contractors supporting their assigned MEFs which directly supports their continuity plan requirements.
Category 5A (First Responders)	First Responders, including: F&ES, Hazardous Material Response Teams, LE, Emergency Medical Services, Explosive Ordnance Disposal, Emergency Response Teams, Oil & Hazardous Substance Spill Response Teams and Public Works
Category 5B (First Receivers)	First Receivers, including: Medical Treatment Facility Healthcare Providers or Emergency Personnel
Category 5C (Emergency Responders)	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
Category 5D (Responder Services)	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

JAN 03 2020



Appointment Letter Template

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BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

3000
ORG CODE
Date

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

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; Critical Infrastructure Protection; Chemical, Biological, Radiological, Nuclear, and High Yield Explosives; and Emergency Management. 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
F. M. LNAME

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
F. M. LNAME

Copy to:
ISD, MA