



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 3100.1B
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6 Dec 10

MARINE CORPS BASE ORDER 3100.1B

From: Commander

To: Distribution List

Subj: TEMPORARY CANCELLATION OF OPERATIONS AND ADMINISTRATIVE
DISMISSAL OF PERSONNEL

Ref: (a) Mission Assurance Plan - 2011
(b) MCBO P11210.1C
(c) MCBO 5330.2E
(d) DoD 1400.25-M, SC 610

1. Purpose. To establish procedures for temporary cancellation of all or part of operations at Marine Corps Base Quantico (MCBQ) and dismissal of military and civilian personnel.

2. Cancellation. MCBO 3100.1A.

3. Summary of Revision. This order contains significant changes and should be read in its entirety.

4. Information

a. The cancellation of all or part of operations at MCBQ is within the administrative authority of the Commander, Marine Corps Base, Quantico (MCBQ). The Commander, MCBQ will disseminate information concerning cancellation of all or part of operations and administrative dismissal of personnel.

b. This order applies to all military and civilian personnel, including civil service and nonappropriated fund personnel.

c. Reasons which may warrant cancellation of all or part of MCCDC operations include:

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distribution is unlimited.

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(1) Events beyond the control of management or employees, such as national and/or local emergencies, extreme weather conditions, fires, or floods. References (a) and (b) contain specific instructions regarding preparation for and recovery from the effects of severe weather conditions.

(2) Managerial reasons, such as rebuilding, breakdown of machinery or equipment, and power failure.

(3) A local holiday which prevents employees from completing their work.

d. Military and civilian personnel may be released from work when it is in the public interest to participate in civil activities, such as voting, blood donations, or emergency rescue work.

e. Procedure of Notification

(1) Orders to cancel all MCBQ operations during normal working hours will be promulgated in one or more of the following ways: by Mass Notification System in the procedures set forth in Annex V of reference (a), or a Fast Response on Short Transmission (FROST) Call in accordance with procedures set forth in reference (c). Orders to cancel a portion of operations during normal working hours will be promulgated by the Commander, MCBQ to the cognizant directors, department heads, organizational commanders, or heads of tenant activities.

(2) When the decision is made to cancel all or part of operations after normal working hours, instructions will be issued by the Command Duty Officer (CDO) as received from the Commander, MCBQ. The CDO will immediately notify the Public Affairs Officer or the Public Affairs Chief who will in turn request television and radio stations broadcast appropriate announcements. All stations should receive and broadcast notices no later than 0530. Additionally, notification will also be made by means of the Mass Notification System, the MCBQ website at www.quantico.usmc.mil and the Public Affairs Hotline at (703) 784-3638.

f. Early Release of Personnel Due to Hazardous Road Conditions. Should extreme weather conditions cause hazardous road conditions during normal working hours, but not severe enough to warrant cancellation of operations, the decision to

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release personnel may be announced by the Commander, MCBQ. Leave for civilians will be administered in accordance with paragraph 4.h below.

g. Early Release of Personnel Due to Extreme Heat and Humidity. Exposure to extreme heat and humidity is dangerous to personnel who suffer from temporary or chronic health defects, and healthy personnel may develop critical conditions due to heat and humidity because of the nature of their work.

(1) Dismissals due to unusual work conditions created by a temporary disruption of air conditioning or heating systems should be rare, and emphasis will be on immediate correction of these conditions. Employees are expected to work if conditions at their place of work are reasonably adequate, although these conditions may not be normal and may involve minor discomforts. Individual employees affected by unusual levels of temperature to the extent that they are incapacitated for duty, or to the extent that continuance on duty would adversely affect their health, may be granted annual or sick leave. Before administrative excusal may be granted, it must be clearly established by reasonable standards of judgment that conditions are such to actually prevent work. Activity heads are to consider such matters as the physical requirements of the position involved, in addition to actual temperatures, before requesting permission for group dismissal. Group dismissals may only be authorized by the Commander, MCBQ and will be limited to extreme conditions. Equity does not mean that if one group of employees is dismissed, the dismissal of other groups not experiencing the same conditions is required.

(2) Commanders/Officers-in-Charge (OICs)/supervisors will release individual military personnel and grant sick or annual leave to civilians if recommended by medical or nursing officials. OIC's/supervisors may release military personnel and grant annual leave to civilians, who are suffering unduly from the heat, although there was no medical recommendation for release or sick leave.

(3) Commanders/OICs/supervisors will report intolerable or dangerous heat and humidity conditions in their specific work areas to their cognizant department heads/organizational commanders.

h. Charging Leave in Emergency Situations.

(1) Emergency employees who do not report for work as required may be charged Absence Without Leave (AWOL) as

appropriate, and will not be given administrative leave. Those emergency employees who cannot report for work may request annual leave, sick leave, credit hours, compensatory time, or Leave Without Pay (LWOP) as appropriate. Each request will be considered on a case by case basis and approval will be based on the totality of the circumstances.

(2) Employees in Special Situations. Employees on LWOP pending disability retirement or while in receipt of Workers' Compensation, on military leave, suspension, or in a nonpay status the workday before and after a closure, shall be continued in that status.

(3) Emergency Situations Occurring Before the Start of the Workday.

a. When an activity is open and employees are expected to report to work on time, employees may be authorized use of annual leave, credit hours, LWOP, compensatory time earned, or excused for reasonable tardiness when they experience commuting delays.

b. When the activity is open but some employees might be prevented from reporting to work or returning home safely, an unscheduled leave policy may be instituted.

c. When an activity is closed, all affected non-emergency employees should be excused (placed on administrative leave) without loss of pay, whether or not other leave was previously approved.

(4) Emergency Situations Occurring During the Workday.

a. When an activity remains open and employees are expected to complete the day's tour, they may be granted annual leave, credit hours, compensatory time earned, or LWOP.

b. When an activity suspends operations, as much as practical, all non-emergency employees on duty at the time of dismissal should be excused (placed on administrative leave) without loss of pay, even if they were scheduled to take leave later in the day.

c. Excused absence (administrative leave) may be granted to avoid hardship for employees who are authorized to leave after official notice of dismissal, but before official departure time, for the period remaining until official departure time. When an employee leaves after receiving official

word of the pending dismissal but before the time set for dismissal (with supervisory approval) in a situation not involving a hardship, annual leave, credit hours, compensatory time earned, or LWOP may be charged as appropriate for the period remaining until the employee's official departure time, i.e., the authorized dismissal time.

d. Annual leave, credit hours, compensatory time earned, or LWOP may be granted, or AWOL may be charged, if appropriate, to employees who leave before official notice of dismissal, for the period remaining until the end of the regular workday.

e. When an employee was scheduled to return from leave during the dismissal period, the activity should continue to charge leave for the absence until the time set for dismissal, then charge any continuing absence due to the emergency in the same manner as absences of other employees who were on duty at the time of dismissal, i.e., as an excused absence.

f. Non-emergency employees who are scheduled to report for work before the dismissal, but who don't report, should be granted leave, compensatory time earned, credit hours or charged AWOL, if appropriate, for the entire workday.

i. For record purposes, all cancellations of operations will be reduced to writing with a copy to the Director, Comptroller Division.

j. Exceptions to Policy. Military and civilian personnel who are assigned as watch standers or who must operate emergency equipment and other essential personnel, such as medical personnel, may not be dismissed or granted annual leave under the provisions of this Order. They will remain at their place of duty or work until relieved by proper authority.

k. Responsibilities

(1) Directors, Department Heads, and Organizational Commanders. Report intolerable or dangerous heat and humidity conditions to the Commander, MCBQ and make recommendations as to group dismissals.

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(2) Commanding Officer, Security Battalion. Report hazardous road conditions to the Commander, MCBQ and recommend dismissal of personnel, if deemed necessary.

(3) Director, Operations Division. Report extreme weather conditions to the Commander, MCBQ and recommend dismissal of personnel, if deemed necessary.

5. To ensure compatibility of policy within the local military area, the Commanding Officer, Naval Health Clinic Quantico (NHCQ) is requested to coordinate subject matters with the Commander, MCBQ prior to implementation. Cancellation of operations at NHCQ will be reduced to writing with a copy to the Director, Comptroller Division.

6. Action. Activity heads will:

a. Disseminate contents of and ensure compliance with the provisions of this order.

b. Make determination of watch standers and essential personnel to continue vital operations, as required.

c. Promulgate the Order to secure operations when so directed.

/s/

M. M. KAUZLARICH
Chief of Staff

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