



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134-5001

IN REPLY REFER TO:
3440
B 033
24 Jul 15

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE ORDER
3440.1A

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico, Virginia

To: Distribution List

Subj: CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVE
PROTECTION PROGRAM MANAGEMENT

Ref: (a) Regional CBRNE Equipment Training Team Baseline Training Course
Catalog
(b) Bucks Community College Advanced Training Course Catalog
(c) MCO 4400.150 Consumer-Level Supply Policy
(d) MCBO P5112.1A SOP for Handling U.S. Mail
(e) MCO 3440.8 Installation CBRNE Protection Program
(f) MCINCR-MCB Quantico Mission Assurance Working Groups Charter
(g) MCINCR-MCB Quantico Mission Assurance Plan 2011
(h) NAVMC Directive 5100.8 Marine Corps Occupational Safety & Health
Program Manual
(i) Occupational Safety & Health Administration 1910.134

Encl: (1) CBRNE Working Group
(2) Example RCETT Training/Exercise Support Request Form

1. Situation

a. Background. The potential threat to Marine Corps installations from chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) due to a terrorist attack or from an accident requires a robust CBRNE program that ensures sufficient specialized response equipment is on-hand and properly maintained, that personnel are adequately trained, and that response plans and procedures are developed and practiced. This order establishes the Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) CBRNE program in compliance with the references, to ensure the safety and protection of the base population from a CBRNE threat.

b. Scope

(1) This Order applies to MCINCR-MCBQ and provides direction, guidance and tasks for Marine Corps Air Facility (MCAF) Quantico, first responders and dispatchers, postal personnel, unit mail handlers, and the MCINCR-MCBQ staff. Marine Barracks Washington CBRNE equipment life cycle management is supported through the MCINCR-MCBQ CBRNE Program.

(2) This Order is not intended as a response plan, but provides guidance and direction for program execution. Detailed response plans are included in the MCBQ Mission Assurance (MA) Plan and in the Fire, Police, Dispatch, MCAF Aircraft Rescue and Firefighting, and MCAF Security Augmentation Force (SAF) Standard Operating Procedures (SOPs).

2. Mission. MCINCR-MCBQ executes a comprehensive CBRNE protection program to ensure Base personnel have adequate procedures, equipment, and training to effectively prepare for and respond to a CBRNE threat or event.

3. Execution

a. Commander's Intent

(1) Purpose. To provide guidance and direction for the execution of the MCINCR-MCBQ CBRNE Protection Program.

(2) Method. Ensure appropriate planning and risk analysis are conducted; that required equipment is acquired, maintained and accounted for; that necessary training is conducted; and that there is effective coordination with federal, state, and local partners to ensure an integrated approach to a CBRNE response.

(3) End State. A CBRNE program that provides MCINCR-MCBQ with the capability to effectively respond to a CBRNE incident.

b. Concept of Operations. The MCINCR-MCBQ CBRNE program is executed through four elements: CBRNE working group; CBRNE/HazMat competency; Installation Protection Program (IPP) equipment management; and CBRNE risk management. Each element is critical to the overall program and requires consistent, diligent, and continuous monitoring, maintenance, awareness, and analysis.

(1) CBRNE Working Group. MCINCR-MCBQ CBRNE Working Group meets at minimum, quarterly, or as needed. Enclosure (1) identifies the working group members. The CBRNE Working Group is responsible for the following:

- (a) Draft annual CBRNE training plan.
- (b) Conduct annual CBRNE exercises planning.
- (c) Update CBRNE threat/hazard assessments.
- (d) Conduct CBRNE vulnerability assessments.
- (e) Validate the CBRNE risk assessment.
- (f) Develop and update CBRNE response plans.
- (g) Conduct CBRNE program assessments.

(2) CBRNE Competency. A systematic approach is used to train, educate, and exercise MCINCR-MCBQ first responders in order to ensure competency during a response to a CBRNE/HazMat incident. Training needs and requirements are determined through the working group by analyzing previous training and reviewing after action reports from recent CBRNE/HazMat incidents and exercises.

(a) Education. Two types of education are available:

1. Baseline Training. Provided by Headquarters Marine Corps (HQMC) and executed by Contracted Logistic Support (CLS), baseline training focuses on the basics of CBRNE response/defense. Requests are submitted by the CBRNE Program Manager (PM) utilizing enclosure (2) in coordination with the first responders/receivers and the CBRNE Working Group and forwarded to

Marine Corps Installations-East Regional CBRNE Equipment Training Team (MCIEAST RCETT). Requests are submitted at the beginning of each new fiscal year. Reference (a) provides the list of baseline training courses.

2. Advanced Training. Provided by HQMC and executed by CLS. The advanced training focuses on certificate courses such as HazMat Technician, Air Monitoring, and Decontamination. Training requests will be consolidated by the CBRNE PM after coordination with the first responders/receivers and the CBRNE Working Group, and then forwarded to the MCIEAST RCETT utilizing enclosure (2). All advanced training requests are submitted prior to the beginning of each new fiscal year. Advanced training courses are identified in reference (b).

(b) Exercises. In accordance with the references, MCINCR-MCBQ shall validate installation CBRNE emergency response plans/SOPs annually, by conducting drills and exercises that:

1. Assess and evaluate, at a minimum; first responders, incident command, and the emergency operations center.

2. Validate the overall integration of installation response assets during a CBRNE incident and the ability to preserve critical military functions and restore essential operations.

(3) IPP Equipment Management. IPP equipment must be accounted for and maintained in a high state of readiness in order to allow MCINCR-MCBQ to effectively respond to a CBRNE/HazMat incident.

(a) In order to maintain a proper state of accountability, all IPP equipment is entered onto the Defense Priorities and Allocations System (DPAS) Program.

(b) The CBRNE PM is responsible for the life cycle management of all IPP equipment utilizing the Supply Maintenance Management System (SMMP).

(c) The CBRNE PM or his representative shall conduct an annual validation inventory on all accounts and forward a signed accounting of all equipment to MCICOM utilizing the SMMP. This validation is in addition to guidance provided in Marine Corps Orders whereby quarterly (semi-annual if approved by unit Accountable Officer (AO) Custodian Asset Receipt (CAR) reconciliations are conducted.

(d) The MCINCR CBRNE IPP equipment is distributed between the following DPAS Accounts and Sub Accounts:

1. MCINCR-MCBQ
 - a. Security BN (Police).
 - b. Fire & Emergency Services (F&ES).
 - c. G-3/MAB CBRNE PM (EOC).
2. MCAF Quantico
 - a. Aircraft Rescue and Firefighting (ARFF).
 - b. MCAF Security Augmentation Force (SAF).
3. Marine Barracks Washington

(e) The Installation Commanders shall assign a Responsible Officer (RO) in writing in accordance with reference (c).

(f) The RO is responsible to ensure that all equipment is properly calibrated. The CBRNE PM or his representative will coordinate with the RO to assist with equipment calibration.

(g) The RO is responsible for the disposition of expired, unserviceable, and/or missing equipment. Appropriate disposition or request for investigation paperwork will be delivered to the CBRNE PM in order to account for the disposition on the SMMP.

(4) Risk Management. In compliance with USMC Risk Management requirements, the CBRNE PM coordinates an annual CBRNE/HazMat Threat/Hazard Assessment, contributes to the installation vulnerability assessment, and provides recommended remediation, mitigation, and avoidance recommendations on known CBRNE risks.

(a) Threat/Hazard Assessment (TA). The CBRNE Working Group will conduct an annual HAZMAT and CBRNE installation TA that will include at a minimum:

1. CSX Railway's annual top 25 list of hazardous chemicals.
2. MCINCR-MCBQ Radiological Survey Report.
3. MCINCR-MCBQ list of hazardous material.
4. Prince William County Risk Assessment for Facilities Reporting Extremely Hazardous Substances.
5. Stafford County list of hazardous sites.
6. Available postal threat information.
7. Current terrorist threat information provided by the MCINCR-MCBQ Threat Assessment Officer, the Naval Criminal Investigative Service, and the Federal Bureau of Investigation, et al.

(b) Vulnerability Assessments (VA). The CBRNE PM is a member of the Mission Assurance Vulnerability Assessment Team. A VA is conducted on critical assets, high population areas, and high visibility areas to determine vulnerability to specific threats. The CBRNE PM will assess the CBRNE portion of the VA on all required areas. The CBRNE Working Group will also conduct a VA of the first responders. This assessment will be provided to the MAB staff and the first responders.

(c) Remediation. Once the risk assessment is completed, the CBRNE PM develops recommended mitigation and remediation procedures. The PM will work directly with the first responders to either mitigate or remediate any vulnerability.

c. Tasks

(1) Assistant Chief of Staff, G-1

(a) Assign a postal officer/chief to support the CBRNE Working Group.

(b) Quarterly and in accordance with reference (d), provide the CBRNE PM with an updated point of contact list of all personnel who work in the postal facility and all mail rooms aboard MCINCR-MCBQ, so that postal system threats can be disseminated.

(2) Assistant Chief of Staff, G-3

(a) Designate in writing, a MCINCR-MCB Quantico CBRNE PM.

(b) In accordance with references (e) and (f), conduct a quarterly CBRNE Working Group meeting in order to advise the Commander, MCINCR-MCBQ on all matters pertaining to CBRNE installation protection.

(c) Develop an annual training and exercise plan by 1 July for execution in the next fiscal year. Consider the following when developing the plan:

1. Past training and exercises.
2. MCINCR-MCBQ missions and critical assets.
3. New equipment and changes in Techniques, Tactics, and Procedures.
4. Current threat information.

(d) On an annual basis, review and update the CBRNE response plan appendix to the MCINCR-MCBQ MA Plan contained in reference (g).

(e) Ensure the accountability, maintenance, and calibration of all IPP issued CBRNE equipment.

(f) Coordinate with all first responder units for the submission of CBRNE training requirements and CBRNE exercise support requirements identified in the annual training plan. Submit annual training and exercise support requirements to Higher Headquarters for approval and coordination with CLS.

(g) In coordination with the postal officer/chief, distribute appropriate postal threat information to the MCINCR-MCBQ postal facility and all mail facilities.

(h) Develop and maintain a CBRNE response plan as an appendix to the Mission Assurance Plan.

(i) Conduct an annual CBRNE risk management assessment.

(j) Upon request from Marine Barracks Washington (MBW), provide support to the MBW CBRNE program.

(k) Provide a CBRNE PM to manage the lifecycle of all CBRNE IPP equipment assigned to MCINCR-MCBQ and MCAF Quantico.

(l) Coordinate with Security Battalion and Safety Division for annual respiratory training and fit-testing in accordance with references (e), (h), and (i).

(3) Assistant Chief of Staff, G-4

(a) Provide a representative to the CBRNE Working Group.

(b) Provide support for the supply management of CBRNE IPP equipment accounted for within the HQTRS MCINCR-MCB Quantico DPAS Program.

(4) Assistant Chief of Staff, G-F. Provide a representative to the CBRNE Working Group.

(5) Assistant Chief of Staff, G-6. Provide a representative to the CBRNE Working Group.

(6) Commanding Officer, Security Battalion

(a) Provide a fire, police, and dispatch representative to the CBRNE Working Group.

(b) Assign a CBRNE Responsible Individual (RI) for fire and police to; inventory, maintain, and account for all IPP CBRNE equipment issued by MCINCR-MCBQ (Staff Non Commissioned Officer (SNCO), Officer, or civilian equivalent).

(c) Submit all CBRNE training requirements to the MCINCR-MCBQ CBRNE PM utilizing enclosure (2).

(d) Develop CBRNE SOPs for appropriate fire, police, and dispatch to support this Order and the CBRNE appendix to the MCINCR-MCBQ MA Plan.

(7) Commanding Officer, Naval Health Clinic Quantico

(a) Provide a medical representative to the CBRNE working group.

(b) Develop CBRNE SOP to support this Order, and the CBRNE appendix of the MCINCR-MCBQ MA Plan.

(8) Commanding Officer, Marine Corps Air Facility (MCAF) Quantico

(a) Provide an ARFF and SAF representative to the CBRNE working group.

(b) Develop CBRNE SOPs to support this Order and the CBRNE appendix to the MCINCR-MCBQ MA Plan.

(c) Assign a CBRNE IPP RI for ARFF and SAF to inventory, maintain, and account for all IPP CBRNE equipment issued by MCINCR-MCBQ (SNCO, Officer, or civilian equivalent).

(d) Provide support for the supply management of CBRNE IPP equipment accounted for within Marine Corps Air Facility (MCAF) Quantico DPAS.

(e) Submit all CBRNE training requirements to the Base CBRNE PM utilizing enclosure (2).

(9) Public Affairs Officer

(a) Provide a PAO representative to the CBRNE working group.

(b) As appropriate, provide public affairs coverage for CBRNE training and exercises.

(a) Provide a representative to the CBRNE Working Group.

(b) Develop a CBRNE SOP to support this Order and the CBRNE appendix to the MCINCR-MCBQ MA Plan.

d. Coordinating Instructions

(1) The MCINCR-MCBQ CBRNE PM provides lifecycle management of all CBRNE IPP equipment through the SMMP and signs for the overall MCINCR-MCBQ IPP account and forwards required documentation to Marine Corps Installations Command.

(2) On an annual basis, all CBRNE accounts will be validated by conducting a joint inventory with the RO and the CBRNE PM or his representative. This validation is in addition to guidance per Marine Corps Orders, whereby quarterly (semi-annual if approved in writing by unit AO) Custodian Asset Receipt (CAR) reconciliations are conducted.

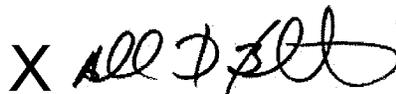
4. Administration and Logistics. This Order will be reviewed and updated on a biennial basis.

5. Command and Signal

a. Upon request, the MCINCR-MCBQ CBRNE PM will provide support to the MBW CBRNE program. Support may include CBRNE SME, CBRNE training and analysis support, and CBRNE Equipment Lifecycle Management and other CBRNE requirements as identified. MCINCR-MCBQ CBRNE Program Management will provide support for the life cycle of equipment utilizing the SMMP. MCINCR-MCBQ CBRNE PM will invite MBW to participate in the MCINCR-MCBQ CBRNE Working Group.

b. This Order is effective on the date signed.

6. Point of Contact. The point of contact is the MCINCR-MCBQ CBRNE PM, Mr. Jason Terry at (703) 784-6693.



Allen D. Broughton
Chief of Staff

Signed by: BROUGHTON, ALLEN, DALE, 1168122922

Distribution: A

CBRNE Working Group

Permanent members

1. CBRNE PM
2. Fire Dept (Chief/Asst Chief/HazMat Captain)
3. Police Dept (Provost Marshal/Deputy Police Chief)
4. Security Bn CBRNE (Officer/Chief)
5. EOD (OIC/SNCOIC)
6. MCAF Quantico ARFF (OIC/SNCOIC)
7. Naval Health Clinic Quantico Emergency Manager
8. MCINCR-MCBQ Dispatch (Chief Dispatcher)

As needed members:

1. MCINCR-MCBQ Critical Infrastructure Program Officer (CIPO)
2. MCINCR-MCBQ Antiterrorism Officer
3. MCINCR-MCBQ Threat Assessment officer
4. MCINCR-MCBQ Emergency Manager
5. MCAF Mission Assurance
6. MCAF SAF
7. MCINCR-MCBQ NREA
8. MCINCR-MCBQ Postal Chief
9. MCINCR-MCBQ Radiological Safety Officer
10. MCINCR-MCBQ Respiratory Protection Officer
11. MCINCR-MCBQ SAF
12. MCINCR-MCBQ Tenant Organizations
13. Marine Barracks Washington

Example RCETT Training/Exercise Support Request Form

Date Submitted: dd mmm yy

POC Name: POC Email:

Date Training Requested: dd mmm yy Alt Date: dd mmm yy

Start Time: xxxx Ending Time: xxxx

Training/Exercise Location:

Type of Training/Exercise Support Requested:

Classes:

Additional Support Requested:

Classes:

Target Audience:

Number of Personnel to be trained:

Remarks:

APPROVAL SIGNATURE/DATE:

Signature

Printed Name

Billet