



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
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QUANTICO VIRGINIA 22134 5001

MCINCR-MCBQO 3440.2a

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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE  
QUANTICO ORDER 3440.2a

From: Commander, Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico (MCINCR-MCBQ)

To: Distribution List

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

Ref: (a) DODI 2000.16, DOD Antiterrorism Standards  
(b) DODI 2000.18, DOD Installation Chemical, Biological,  
Radiological, Nuclear and High-Yield Explosive  
Emergency Response Guidelines  
(c) MCO 3440.8 Installation CBRNE Protection Program  
(d) MCBO 6240.4B, Oil & Hazardous Substance Spill  
Contingency Plan  
(e) MCBO 6280.4, Hazardous Material Management Program  
(f) MCBO 6280.1B, Handling, Transfer, and Disposal of  
Hazardous Materials and Hazardous Waste  
(g) MCBO P5112.1A SOP for Handling U.S. Mail  
(h) MCBQ Mission Assurance Plan 2011  
(i) MCBO 3005.1 SOP for the Marine Corps Base Quantico  
Giant Voice Mass Notification System  
(j) MCBQ Mission Assurance Working Groups Charter  
(k) Regional CBRNE Equipment Training Team (RCETT)  
Baseline Training Course Catalog  
(l) MCO 4400.150 Consumer-Level Supply Policy

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

1. Situation

a. Background. Due to potential Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) threats, USMC Installations are directed to maintain a 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. In accordance with the references, this order establishes the MCINCR-MCBQ CBRNE program.

b. Scope

(1) This Order applies to MCINCR-MCBQ and provides direction, guidance and tasks for Marine Corps Base Quantico (MCBQ), Marine Corps Air Facility Quantico (MCAFQ), first responders and dispatchers, postal personnel, unit mail handlers, and the MCINCR-MCBQ staff.

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(2) This Order is not a response plan. It provides guidance and direction for program execution. Detailed response plans are included in the MCINCR-MCBQ Installation Protection (IP) Plan and in the Fire, Police, Dispatch, MCAFQ Aircraft Rescue and Firefighting, and MCAFQ Security Augmentation Force (SAF) Standard Operating Procedures (SOPs).

2. Mission. MCINCR-MCBQ executes a comprehensive CBRNE protection program in order to 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. Conduct appropriate planning and risk analysis; acquire and maintain, and account for required equipment; conduct individual and collective training; and coordinate with federal, state, and local partners to ensure an integrated approach to a CBRNE response.

(3) Endstate. 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 of these elements 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 by 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. Advanced Training. Provided by Headquarters Marine Corps (HQMC) and executed by Contracted Logistic Support (CLS), advanced training focuses on certificate courses such as HazMat Technician, Air Monitoring, and Decontamination. Requests for this training 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 (l).

2. Baseline Training. Provided by HQMC and executed by CLS, baseline training focuses on the basics of CBRNE response/defense. Requests are submitted by the CBRNE PM utilizing enclosure (2) in coordination with the first responders/receivers and the CBRNE Working Group submit request to Marine Corps Installation Command (MCICOM) and courtesy copy the Marine Corps Installations East (MCIEast) RCETT. Requests are submitted at the beginning of each new fiscal year. Refer to reference (k) for a list of baseline training courses.

(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. Exercises will assess the installation personnel associated with a CBRNE/ Hazmat response ability to respond and recover from a CBRNE/ Hazmat incident.

(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 has been 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, with the account RO will conduct an annual validation inventory on all accounts. The RO will sign for their account and the CBRNE PM will submit a memorandum for the record validating all validation inventories to MCICOM.

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

1. MCINCR-MCBQ

a. Provost Marshals Office (PMO)

b. Fire & Emergency Services Department (F&ESD)

- c. G-3, IPB CBRNE PM (EOC)
- d. Aircraft Rescue and Firefighting (ARFF)
- e. MCAFQ Security Augmentation Force (SAF)

(e) Appropriate Commanders shall assign a Responsible Officer (RO) in writing in accordance with ref (m).

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

(g) ROs are responsible for the disposition of expired, unserviceable, and/or missing equipment. Appropriate disposition or request for investigation (RFI) 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 TA, contributes to the installation vulnerability assessment, and provides recommended remediation, mitigation, and avoidance recommendations on known CBRNE risks.

(a) Threat/Hazard Assessment. The CBRNE Working Group will conduct an annual HAZMAT and CBRNE installation threat assessment. The TA shall include, at minimum the following:

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 vulnerability assessment 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 vulnerability assessment on all required areas.

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

c. Tasks

- (1) Assistant Chief of Staff, G-1

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

(b) Quarterly, 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-MCBQ CBRNE Program Manager (PM).

(b) CBRNE PM

1. In accordance with reference (c), conduct a quarterly CBRNE Working Group meeting in order to advise the base commander on all matters pertaining to CBRNE installation protection.

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

a. Past training and exercises

b. MCINCR-MCBQ missions and critical assets

c. New equipment and any changes to Techniques, Tactics, and Procedures (TTPs).

d. Current threat information

3. On an annual basis, review and update the CBRNE response plan appendix to the Installation Protection (IP) Plan reference (h).

4. Ensure the accountability, maintenance, and calibration of all IPP issued CBRNE equipment.

5. 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.

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

7. Develop and maintain a CBRNE response plan as an appendix to the IP Plan.

8. Participate in the IPB annual risk assessment.

9. Manage the lifecycle of all CBRNE IPP equipment assigned to MCINCR-MCBQ and MCAFQ.

10. Upon request from MBW, provide support to the MBW CBRNE program.

(c) OIC, Explosives Ordnance Disposal (EOD)

1. Provide a representative to the CBRNE Working Group.
2. Develop a CBRNE SOP to support this Base Order and the CBRNE appendix.

(3) Assistant Chief of Staff, G-4

- (a) Provide a representative to the CBRNE Working Group.
- (b) Provide support for the supply management of the CBRNE IPP equipment in the 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) Director, Communication Strategy and Operations (CommStrat)

- (a) Provide a CommStrat representative to the CBRNE working group.
- (b) As appropriate, provide CommStrat coverage for CBRNE training and exercises.

(7) Commanding Officer, Security Battalion

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

(b) Assign a CBRNE RO 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) Submit new equipment requirements to the MCINCR-MCBQ CBRNE PM.

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

(8) Commanding Officer, Naval Health Clinic Quantico

- (a) Provide a medical representative to the CBRNE working group.
- (b) Develop a CBRNE SOP to support this Order, and the CBRNE appendix of the MCINCR-MCBQ IP Plan.

(9) Commanding Officer, MCAFQ

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

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

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

(d) Submit all CBRNE training requirements to the base CBRNE PM utilizing enclosure (2).

(e) Submit new equipment requirements to the base CBRNE PM.

d. Coordinating Instructions

(1) The MCINCR-MCBQ CBRNE PM manages the lifecycle of all CBRNE IPP equipment through the SMMP and signs for the overall MCBQ IPP account and forwards required documentation to MCICOM.


(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.

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

5. Command and Signal

a. This Order is effective on the date signed.

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



W. C. BENTLEY III

Distribution: A

CBRNE Working Group

Permanent members:

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

As needed members:

1. MCINCR-MCBQ Critical Infrastructure Protection Officer
2. MCINCR-MCBQ AT Officer
3. MCINCR-MCBQ Threat Assessment officer
4. EOD (OIC/SNCOIC)
5. G-4 Representative
6. GF Representative
7. CommStrat Representative
8. MCAFQ Mission Assurance
9. MCAFQ SAF
10. MCINCR-MCBQ NREA
11. MCINCR-MCBQ Postal Chief
12. MCINCR-MCBQ Radiological Safety Officer
13. MCINCR-MCBQ Respiratory Protection Officer
14. MCINCR-MCBQ SAF
15. MCINCR-MCBQ Tenant Organizations



MARINE CORPS BASE QUANTICO CBRNE IPP TRAINING/EXERCISE SUPPORT REQUEST FORM

Installation: MCINCR-MCBQ 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:

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Signature

Signature Name

Billet