

Preparedness Tips for HQMC Personnel

- Maintain mobilization readiness
- Develop a personal / family emergency preparedness plan
- Stay informed! Know how to get emergency alerts in your area
- Stay or Go! Plan for evacuation and sheltering in place if you are not assigned to a continuity billet
- Assemble and store an emergency supplies kit for home, office, vehicle
- Know the personnel accountability procedures your section will use following an emergency



Photo by Cpl. Reece E. Loader,
U.S. Marine Corps

www.redcross.org



HQMC Current Operations Branch Continuity of Operations Planning

PPO/PO/POC
3000 MARINE CORPS PENTAGON
WASHINGTON, DC
20350-3000

Points of Contact

HQMC COOP Manager	703-571-1071
HQMC COOP Coordinator	703-571-1007
Operations Center (MCOC)	703-695-5454

For more information on
personal preparedness visit:

www.cpms.osd.mil/disasters

Plans, Policies and Operations

[www.marines.mil/ppo/units/
operationsdivision\(po\)/
currentoperationsbranch\(poc\)/
continuityofoperations\(coop\).aspx](http://www.marines.mil/ppo/units/operationsdivision(po)/currentoperationsbranch(poc)/continuityofoperations(coop).aspx)

An Introduction to **MARINE** Continuity **CORPS** of Operations

In the
National
Capital
Region

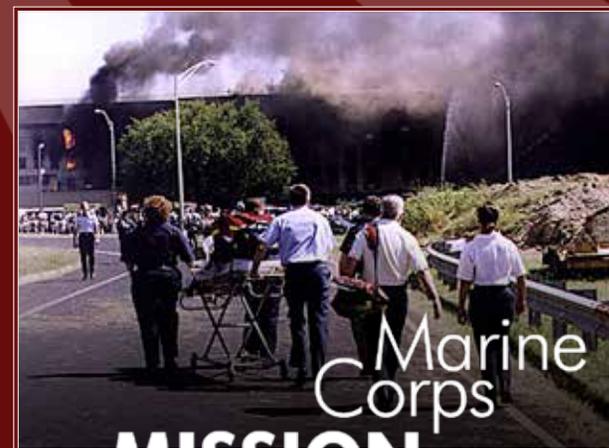
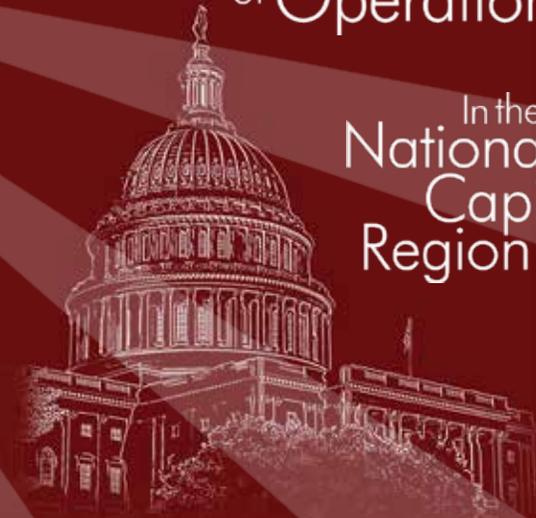


Photo by Paul Disney, U.S. Army

MISSION
Starts with **READINESS**
with **YOU!**

www.fema.gov

What is **Continuity of Operations?**

It is the policy of the United States to have sufficient capabilities at all levels of government to meet critical defense and domestic needs during any national emergency or incident that can seriously degrade or threaten to degrade the national security of the United States.

Continuity of Operations (COOP) is simply the business practice of preparing and executing plans to ensure the continuation of the government's essential functions and services under all circumstances. Ensuring continuation of essential functions is a fundamental requirement of government in fulfilling its responsibilities to protect the public and defend the nation.

Today's asymmetric threat environment and the potential for no-notice emergencies, including acts of nature, accidents, technological emergencies, and terrorist attack, have increased the need to institutionalize continuity plans and programs that enable government agencies to continue essential functions with minimal interruption in an "all-hazard" environment.

The reality of these threats, coupled with the increased possibility of terrorist use of weapons of mass destruction (WMD), has emphasized the critical importance of continuity plans and programs to ensure the continuation of government functions and services following an incident, especially for those departments and agencies that reside in the National Capital Region.

“In order to achieve successful continuity of operations, a high level of personal readiness must be maintained and the ability to respond with or without warning.”

– HQMC COOP Plan

What are my **Responsibilities** as a Marine or Civilian Employee in support of **Marine Corps** **Continuity of Operations**

Because of your military/civilian position, occupational skill or special qualifications, you may be selected to serve as a member of the HQMC Emergency Relocation Staff (ERS). The ERS is charged with carrying out the Mission Essential Functions of the HQMC from pre-designated alternate sites in the event of an incident in the National Capital Region that requires relocation from the Pentagon Reservation.

As an ERS member, you will be expected to maintain a high level of personal readiness. ERS members may be forced to relocate to an alternate operating site with little or no notice for extended periods of time.

All Marines and civilian employees attached to HQMC have the potential to serve on the ERS or in a supporting role based on the nature and duration of the crisis. Emergency Planning Coordinators (EPC) representing each division within HQMC coordinate ERS requirements and training to maintain individual and organizational readiness for continuity operations.

Planning, preparedness, and training are key ingredients for success during any crisis. Contact your EPC representative to find out more about your role in Marine Corps Continuity of Operations and how you support the HQMC mission.

What are the **Essential Functions** of the **Headquarters** **Marine Corps?**

As a Service Component, Headquarters United States Marine Corps (HQMC) aligned its Mission Essential Functions (MEFs) in concert with those of the Dept. of the Navy, Joint Chiefs of Staff, and Dept. of Defense, which in turn support the eight National Essential Functions identified by the President as critical to the national security of the United States and the safety and well-being of its citizens.

The mission essential functions of HQMC are:

- Support the Commandant of the Marine Corps (CMC) as a member of the Joint Chiefs of Staff
- Maintain continuous connectivity between the Commandant and the Secretary of the Navy (SECNAV), Chairman of the Joint Chiefs of Staff, Secretary of Defense, other members of the Joint Chiefs of Staff, Marine Forces Component Commands and Marine Expeditionary Forces
- Provide timely and reliable situational awareness and monitoring of United States Marine Corps operations worldwide to the CMC and SECNAV, including those issues impacting operations
- Provide effective and timely information to support decision-making by the CMC and SECNAV.
- Assist the Commandant of the Marine Corps in the execution of his Title 10 (USC) responsibilities with a focus on force direction and management

These mission essential functions must be performed under any and all conditions without interruption and serve as the basis for continuity planning within HQMC.