



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 3100.1A
B 10
25 MAR 1990

MARINE CORPS BASE ORDER 3100.1A

From: Commanding General
To: Distribution List

Subj: TEMPORARY CANCELLATION OF OPERATIONS AND ADMINISTRATIVE
DISMISSAL OF PERSONNEL

Ref: (a) MCCDC OPLAN 1-90 (NOTAL)
(b) MCBO P11210.1A
(c) MCBO 5330.2B
(d) FPM 610-9 (NOTAL)

1. Purpose. To establish procedures for temporary cancellation of all or part of operations at Marine Corps Combat Development Command (MCCDC) and dismissal of military and civilian personnel.

2. Cancellation. MCBO 3100.1.

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 MCCDC is within the administrative authority of the Commanding General (CG), Marine Corps Base (MCB), Quantico. The CG MCB will disseminate information concerning cancellation of all or part of MCCDC 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:

(1) Events beyond the control of management or employees, such as 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 MCCDC operations during normal working hours (0730-1600 or 0800-1630) will be promulgated by a Fast Response on Short Transmission (FROST) Call per procedures set forth in reference (c). Orders to cancel a portion of operations during normal working hours will be promulgated by the CG MCB 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 CG MCB. The CDO will immediately notify the Public Affairs Officer or the Public Affairs Chief who will in turn request the below stations broadcast appropriate announcements. All stations should receive and broadcast notices no later than 0630.

<u>Radio</u>	<u>Television</u>	<u>Cable</u>
WDCT AM 1310	WTTG TV Channel 5	News Channel 8
WFLS AM 1350	WUSA TV Channel 9	Prestige Cable
WFLS FM 93.3	WRC TV Channel 4	Jones Communications (Ch 49)
WBQB FM 101.5	WJLA TV Channel 7	
WPWC AM 1480		
WMAL AM 630		
WPCG AM 1580		
WFVA AM 1230		
WRQX FM 107.3		
WRCY FM 107.7		
WJZW FM 105.9		
WBZS AM 730		
WTOP AM 1500		
WPGC FM 95.5		

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 release the following personnel may be announced by the CG MCB. Personnel who reside outside the immediate Dumfries-Quantico-Triangle area. Personnel in car pools with such personnel will be released also. Cilivan personnel must comply with subparagraph 4h 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 CG MCB 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) OIC's/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) OIC's/supervisors will report intolerable or dangerous heat and humidity conditions in their specific work areas to their cognizant department heads/organizational commanders.

h. Leave Policy for Civilian Personnel. Reference (d) grants authority to relieve regular civilian employees paid at daily, hourly, or piecework rates from work with pay by administrative order for short periods of time.

(1) Civilian Personnel Employed During Normal Working Hours (0730-1600 or 0800-1630). When all operations at MCCDC are canceled during normal working hours, civilian employees will be released without charge to leave. When conditions are not considered serious enough to warrant cancellation of operations, civilian employees who desire to take annual leave will be permitted to do so for their own convenience, provided the cognizant supervisor approves.

(2) Civilian Personnel Employed Durins Other Than Normal Working Hours. Civilian personnel employed during other than normal working hours specified in subparagraph 4h(1) above, such as Commissary; Marine Corps Exchange; Morale, Welfare and Recreation; and nightshift employees, will be released without charge to leave when the decision to suspend operation of the activity is announced.

When conditions are not considered serious enough to warrant suspension of operation of the activity, civilian employees who desire to take annual leave will be permitted to do so for their own convenience, provided the cognizant supervisor approves.

(3) When group dismissals are authorized for all or part of MCCDC, civilian employees on scheduled annual or sick leave will remain charged to leave. Employees must be either at their place of work or scheduled to report for work in order to be granted administrative leave. Those civilian employees who depart on leave prior to announcement of cancellation of operations will remain charged to leave.

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

i. 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.

j. Responsibilities

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

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

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

5. Area Coordinator. To ensure compatibility of policy within the local military area, the Health Care Advisor, Naval Medical Clinic (NMCL) is requested to coordinate subject matters with the CG MCB prior to implementation. Cancellation of operations at NMCL will be reduced to writing with a copy to the Director, Comptroller Division.

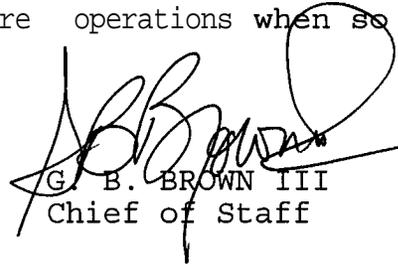
6. Action. Activity heads will:

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

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

c. Promulgate Order to secure operations when so directed.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

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MCCDC CDSNCO
Postmaster, MCCDC, Quantico