



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

MCBO 5330.2D
B 013
29 Jun 04

MARINE CORPS BASE ORDER 5330.2D

From: Commander
To: Distribution List

Subj: FAST RESPONSE ON SHORT TRANSMISSION (FROST) CALL SYSTEM

Ref: (a) MCBO P11210.1A
(b) Quantico Antiterrorism/Force Protection Plan AT/FPP-00
(c) MCBO 3100.1A
(d) Comdr MCB Policy Ltr 1-04

Encl: (1) Frost Call Format
(2) Frost Call Telephonic Notification Roster

1. Purpose. To set forth procedures for use of the FROST Call System.
2. Cancellation. MCBO 5330.2C.
3. Summary of Revision. This Revision contains significant changes and should be reviewed in its entirety.
4. Information. A FROST call system is a prearranged network of Local Area Network (LAN) addressees or telephone numbers by which information may be rapidly disseminated from one central point. The system is used primarily to schedule or cancel an important event on short notice, to transmit information required to cope with emergency conditions, or to provide information that will potentially affect a large portion of the military and civilian population working and living aboard Quantico. This system will not be used to pass information that would be more appropriately passed through staff meetings or articles in the **Quantico Sentry**. For example, a section that will close due to participation in a picnic or party etc., or information that is not of an emergency nature and is known in sufficient time to use alternative means for dissemination will not be disseminated via the FROST call system.

5. Action

a. Activity Heads

(1) If required, prepare a proposed FROST call in the format contained in enclosure (1) and forward to the LAN Manager for approval/release via mccdclanmgr@nt.quantico.usmc.mil. In the case of a justified emergency, call 703-784-2108 or deliver (using a disk) to Lejeune Hall, Building 3250, room 104.

(2) Disseminate FROST call information to subordinate activities.

b. Base Adjutant

(1) Coordinate with the C/S MCB for approval of proposed telephonic FROST calls.

(2) Notify the AC/S G-3 (703-784-3420/2811) to disseminate telephonic FROST call information utilizing enclosure (2), when necessary.

(3) Release FROST call information via the LAN.

c. Assistant Chief of Staff, G-3. During normal working hours, telephonically disseminate FROST call information utilizing enclosure (2), when necessary.

d. Command Duty Officer. During nonworking hours, disseminate information concerning foul weather and other emergency conditions per the references utilizing both LAN and telephonic means, as necessary.

e. Quantico LAN Users. Are directed to read the messages released by the LAN Manager and will not establish a means (e.g., a junk mail list in Microsoft Outlook) to automatically delete or block LAN Manager messages without viewing them.



R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

FROST CALL FORMAT

TITLE

Proposed frost calls will be submitted to the Base Adjutant for approval/release. The text of the frost call should be condensed as much as possible since Base-wide notification involves extensive use of Local Area Network (LAN) capability and/or a large number of phone calls.

Frost calls released via the LAN will contain a title, properly formatted clear and concise message, and point of contact (POC) information. Additionally, utilize Arial font in 12-pitch for the preparation of messages. Frost calls not submitted in the provided format or if the message is unclear will be returned to the originator for correction and resubmission.

POC information goes here.

FROST CALL TELEPHONIC NOTIFICATION ROSTER

Commanding General, Marine Corps Combat
Development Command 703-784-2415/2416

Director, Expeditionary Force Development
Center. 703-784-2577

Commanding General, Training and Education
Command 703-784-3730

Commanding General, Marine Corps Warfighting
Laboratory. 703-784-5096

Command Chaplain 703-784-2131/2849

Counsel 703-784-3009

Inspector 703-784-2277/2278

Staff Judge Advocate 703-784-2777/2778

Public Affairs Officer 703-784-2741/2743

Assistant Chief of Staff, G-1. 703-784-2182/2181

Assistant Chief of Staff, G-3. 703-784-2811

Assistant Chief of Staff, G-4. 703-784-2699

Assistant Chief of Staff, G-5 703-784-2557/2331

Assistant Chief of Staff, G-6 703-784-5970/3383

Director, Comptroller Division 703-784-2668

Commanding Officer, Headquarters and Service
Battalion 703-784-2264/2263

Commanding Officer, Security Battalion 703-784-2481/2482

*Special Agent in Charge, Naval Criminal
Investigative Service 703-784-2993

Commanding Officer, Marine Corps Air Facility. 703-784-2442/2443

Commanding Officer, HMX-1 703-784-2421/2422

ENCLOSURE (2)

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Inspector-Instructor, Co D, 4th Light Armored
Reconnaissance Battalion 703-784-2798/2799

Commanding General, Marine Corps Systems
Command 703-432-1802/1800

Commanding Officer, Marine Security Guard
Battalion 703-784-2470/3211

Commanding General, Marine Corps Network
Operations and Security Command 703-784-4701

Director, Marine Corps Operational Test and
Evaluation Activity 703-784-3144/3141

Director, Marine Corps Association 703-640-6161

Deputy Commandant of the Marine Corps,
Manpower and Reserve Affairs Division 703-784-9012

Director, Joint Non-Lethal Weapons
Directorate 703-784-1977

Director, Marine Corps Intelligence
Activity. 703-784-6126

Commanding General, Marine Corps
Recruiting Command. 703-784-9400/9401

Commanding General, Marine Corps University. 703-784-5912/3515

*Director, Federal Bureau of Investigation
Academy (FBI) 703-632-1234

*Head, Drug Enforcement Agency (DEA). 703-632-5010

*Human Resources and Organizational Management-
Quantico 703-784-2049/2368

Manager, Commissary 703-784-2476/2477

Director, Safety Division 703-784-2527/2866

Director, Marathon Office. 703-784-2225

Director, Reserve Support Unit 703-784-2127/2128

Dental Care Advisor 703-784-2801/2805

ENCLOSURE (2)

Health Care Advisor 703-784-1500/1503

Director, Regional Contracting Office-
Northeast 703-784-1921

Director, Marine Corps Community Services
Division. 703-784-3007/3006

Director, Business Performance Office. 703-784-6781/4332

*Virginia Domestic Dependent Elementary and
Secondary School System 703-784-2319/2060

*Marine Federal Credit Union 703-640-7181

*Director, Defense Automated Printing
Service Center 703-784-4901

*Thrift Shop. 703-640-7430

*Rosalind Rhymer 703-640-6446

*Navy Relief Society 703-640-7136/7

*American Red Cross, Emergency Services 703-784-3113/3167

*Aero Club. 703-640-6596

Note: Asterisk (*) symbol denotes Marines are not assigned to these activities, therefore, these activities are not on distribution for troop information-type FROST calls.