



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

MCBO 3130.1B  
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29 Jun 10

MARINE CORPS BASE ORDER 3130.1B

From: Commander

To: Distribution List

Subj: SEARCH AND RESCUE OPERATIONS

Ref: (a) MCBO 5740.1A

Encl: (1) Format for Lost Personnel Information Report (LPIR)  
(2) Contact List

1. Situation

a. Purpose. To provide information and specific guidance for search and rescue (SAR) operations to locate lost or missing persons.

b. Cancellation. MCBO 3130.1A.

c. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.

(1) Information. The procedures to search for lost or missing persons may involve military personnel, Marine Corps Base Quantico (MCBQ) employees, family members, visitors, campers, hikers, hunters, etc. There are two types of searches; East search and West search. East searches are conducted aboard "mainside" and training areas 1, 2, 3 and 4; MCBQ property east of Interstate 95. West searches are conducted west of Interstate 95, aboard MCBQ Guadalcanal Training Complex. The ultimate concern in this type of search is that the lost or missing person may inadvertently enter an impact area or live fire range. Therefore it is essential that the Range Operation Control Center (ROCC) be notified immediately of all lost or missing persons in the MCBQ Guadalcanal Training Complex. Enclosure (1) will be used to collect information and determine the appropriate course of action with respect to missing persons. Enclosure (2) provides a contact list for SAR operations.

(2) Rescue Operations. Rescue operations may immediately follow the search of missing persons and may be conducted during

any phase of the search by the personnel who performed the search. Treatment and/or evacuation of casualties found during West search will be coordinated via the ROCC. Treatment and/or evacuation of casualties found during East search will be executed by the Provost Marshals Office (PMO) and Base emergency communication center (911).

2. Mission. On order, MCBQ will conduct search and rescue operations aboard the base or surrounding communities in order to locate lost or missing persons.

3. Execution

a. Concept of Operations

(1) West Searches. Searches for personnel within the Guadalcanal Training Complex will be divided into phases that denote increased support and operational control of the search effort. The amount of time within each phase can be shortened per the discretion of the commanding officer or the delegate in charge. To ensure safe and efficient operation within the training complex, search efforts will be coordinated through the ROCC.

(a) Phase I West (Time Lost to Lost +2 hours). This phase occurs when the person is first determined to be missing. The commanding officer or the delegate in charge assumes responsibility as the search commander; conducts a muster of all unit personnel, notifies the ROCC that the unit is implementing Phase I West search and provides detailed information regarding the lost person(s) name, last four digits of the social security number (SSN), unit, physical description, clothing/gear, and the type of activity performed. The unit will use organic personnel and equipment to search an area of approximately 2000 meters per hour, terrain dependent, from the center of the last known contact. The ROCC will place adjacent ranges in a check fire status as required. Notify the ROCC immediately if the person(s) is found. If the person(s) is not found by the unit within 2 hours from the start of the search, the search commander will notify the ROCC. Upon notification that initial search efforts have been unsuccessful, RMB will begin Phase II West. The search commander will await instructions from the ROCC.

Note: Special instructions to the Game Check Station (GCS) regarding lost/missing hunters. If a hunter has not checked in by the required time, the GCS will call the hunter's home or designated number. If contact is not made, the duty Game Warden will be notified. The duty Game Warden will assume duties as search commander and notify the ROCC that Phase I West search has been implemented. The Game Warden and, if available, Range

Management Branch (RMB) Patrolmen will conduct a perimeter search of the area checked out by the hunter. After a reasonable search, of no longer than 2 hours, the Game Warden will notify the ROCC. RMB will begin Phase II West search. The Game Warden will await instructions from the ROCC.

(b) Phase II West (Lost +2hrs to Lost +4hrs). The Director, Range Management Branch assumes responsibility as the search commander. The ROCC will conduct a recall of all RMB personnel. Building 24157 becomes the search Command Operation Center (COC). The Director of Operations is notified that Phase II West search has been implemented. The ROCC will notify Security Battalion (SecBn) that Phase II West has been implemented as a warning order that Phase III West may be implemented in 2 hours. RMB personnel, organic assets and using unit will conduct an expanded search. The ROCC will place additional ranges in a check fire status as required. If missing person(s) is not found Phase III West will be implemented.

(c) Phase III West (Lost +4hrs to Lost +6hrs). The Director of Operations assumes responsibility as the search commander and directs SecBn to employ additional personnel and assets in the conduct of the search. All live fire activities aboard the Guadalcanal Training Complex will cease. This phase is characterized by the possible use of medical personnel, emergency readiness, public affairs plans, perimeter searches, and traffic control. Building 24157 continues to serve as the search COC. During this phase, the Commanding Officer of the missing person(s) organization will receive the warning order that Phase IV West search and possible rescue may be implemented in 2 hours. If the missing person(s) organization is not a tenant command, the Commanding Officers of The Basic School (TBS) and Weapons Training Battalion (WTBn) will receive the warning order that Phase IV West search and possible rescue may be implemented in 2 hours. TBS and WTBn will implement internal procedures in order to provide additional personnel and assets to the search (number to be determined) immediately upon Phase IV West search implementation. All support agencies will provide a liaison officer to the search COC and prepare to receive instructions.

(d) Phase IV West (Lost +6 hours to completion). Unit of missing person(s) or TBS and WTBn as appropriate will provide additional personnel and assets as required. All training activities aboard the Guadalcanal Training Complex will cease. All training units will await instructions from the COC and assist in the search and rescue efforts as required.

(2) East Searches. Searches for personnel on "mainside" will be divided into phases that denote increased support and operational control to the search effort. The amount of time within each phase can be shortened per the discretion of the commanding officer or the delegate in charge.

(a) Phase I East (Time Lost to Lost +2 hours). This phase occurs when the person is first determined to be missing. The commanding officer or the delegate in charge assumes responsibility as the search commander; conducts a muster of all unit personnel and conducts a search of probable points within the training area as determined by the training plan. The search commander will notify the Provost Marshal's Office (PMO) that the unit is implementing Phase I East search and provide detailed information regarding the lost person(s) name, last four SSN, unit, physical description, clothing/gear, and the type of activity performed. Notify PMO immediately if the person(s) is found. If the person(s) is not found within 2 hours from the start of the search, the search commander will notify PMO. Upon notification, PMO will begin Phase II East. The search commander will await instructions from PMO.

(b) Phase II East (Lost +2hrs to Lost +4hrs). The Commanding Officer, Security Battalion assumes responsibility as the search commander and directs assets at his discretion to the search effort. Military Police Headquarters becomes the search COC. The Director of Operations is notified that Phase II East search has been implemented. If missing person(s) is not found Phase III East will be implemented.

(c) Phase III East (Lost +4hrs to Lost +6hrs): The Director of Operations assumes responsibilities as the search commander. This phase is characterized by the possible use of medical personnel, emergency readiness, public affairs plans, perimeter searches, and traffic control. Military Police Headquarters continues to serve as the search COC. During this phase, the Commanding Officer of the missing person(s) unit will receive the warning order that Phase IV West search and possible rescue may be implemented in 2 hours. If the missing person(s) organization is not a tenant command, the Commanding Officer, Headquarters and Service Battalion (HQSVCBN) will receive the warning order that Phase IV East Search and possible rescue may be implemented in 2 hours. HQSVCBN will implement internal procedures in order to provide additional personnel and assets to the search (number to be determined) immediately upon Phase IV East search implementation. All support agencies will provide a liaison officer to the search COC and prepare to receive instructions.

(d) Phase IV East (+6 hours to completion). Unit of missing person(s) or HQSVCBN as appropriate will provide additional personnel and assets as required.

b. Tasks

(1) Commanding Officers TBS, WTBN and HQSVCBN

(a) Be prepared to provide personnel for search and rescue efforts.

(b) Provide a staff non-commissioned officer (SNCO) or officer as the team leader for each search group of 20-50 Marines.

(c) Provide equipment as specified or as necessary to search teams provided by your organization.

(d) Maintain contact with the Director of Operations for required support as appropriate.

(e) Assignment of quotas or requests for personnel will normally be based upon immediate support required and may be increased due to the length of the search, terrain, or the emerging situation.

(f) On order, provide after action/lessons learned reports.

(2) Director of Operations

(a) Be prepared to assume responsibilities of search commander.

(b) Ensure the appropriate commanding officers are duly advised, can support the request, are accomplishing the necessary tasks, and are receiving support as necessary.

(c) Coordinate the overall SAR effort.

(3) Director, Range Management Branch

(a) Be prepared to assume responsibilities of search commander.

(b) Coordinate the overall SAR effort for West searches.

(c) Provide building 24157 as the COC.

(4) Director, Logistics Division. On order, provide motor transportation support as required.

(5) Commanding Officer, Security Battalion

(a) Be prepared to assume responsibilities of search commander.

(b) Coordinate overall Military Police and emergency response effort.

(c) Be prepared to provide a communications relay within current capability as may be required.

(d) Be prepared to provide rescue personnel and equipment.

(e) Be prepared to coordinate MEDEVAC efforts.

(6) Command Duty Officer

(a) Complete enclosure (1) as appropriate, when receiving a request for search assistance and immediately inform the Director of Operations of the situation. Enclosure (2) provides points of contact to aid in control and coordination of SAR operations.

(b) On order, notify duty officers of the command for after hours recall and muster of search parties.

(7) Public Affairs Officer. Provide appropriate public affairs support at the search COC and on the search site.

c. Support Requested

(1) Commanding General, Training Education Command (Communication Officer School, TBS). Be prepared to provide tactical communications equipment and operators from Communication Officers School or TBS to assist in search efforts as may be required.

(2) Commanding Officer, HMX-1. On order of Norfolk SAR Headquarters, the CMC, or the Commanding General, Marine Corps Installations East, provide available helicopter support to SAR operations.

(3) Commanding Officer, Marine Corps Air Facility

(a) Be prepared to provide airfield services support for aircraft of the SAR efforts.

(b) Be prepared to provide rescue personnel and equipment to augment rescue operations as directed.

d. Coordinating Instructions

(1) No personnel or equipment will enter the search unless directed by the ROCC or the search COC. All assets placed into the search will have a unit leader, and a call sign. No personnel or equipment will withdraw from the search or its designated mission unless directed by the ROCC or the search COC.

(2) If the missing person is found and appears to be dead, all personnel will cordon off the immediate area, prevent further disturbance and report the situation to the ROCC or the search COC.

(3) Injured personnel will be transported to the closest appropriate medical facility; however, injured civilians will not be transported to Naval Medical Clinics.

4. Administration and Logistics

a. The Director of Operations will coordinate with tenant commands and external support agencies for any special requirements such as rescue dogs, park police helicopters, and other military, federal, state and local authorities as may be required.

b. Commanding officers/search coordinators will specify required equipment for searchers, and will provide for rest/relief/rotation of searchers, messing, water, and other necessary support as may be appropriate.

c. Requests for assistance or augmentation beyond local MCBQ capabilities must be approved by the Chief of Staff, MCBQ.

5. Command and Signal

a. Command

(1) The search commander for West searches is Director, RMB.

(2) The search commander for East searches is the Commanding Officer, SecBn.

b. Signal

(1) The SAR communication nets for West searches are:

(a) Primary: ELMR Talk Group "Range Safety"

(b) Secondary: Range Control Safety Net, VHF frequency 38.70.

(c) Tertiary: Telephone (703) 784-5321/5322

(2) The following call signs apply:

(a) Range Operations Control Center - Range Control

(b) Ground Search Team(s) - Search Team One, Two, etc.

(c) Helicopter Search Team(s) - will use the helicopter's call sign

(d) Military police, fire and emergency services units will use previously designated call signs.

(3) The SAR communication net for East searches will be VHF 34.35.

(a) The following call signs apply:

1 Ground Search Team(s) - Search Team One, Two, etc.

2 Helicopter Search Team(s) - will use the helicopter's call sign.

3 Military police, fire and emergency services units will use previously designated call signs.

/s/

D. J. CHOIKE

DISTRIBUTION: A



FORMAT FOR LOST PERSONNEL INFORMATION REPORT (LPIR)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Last 4 \_\_\_\_\_

Organization \_\_\_\_\_

Report by \_\_\_\_\_ (Name, grade, present location)

Location Last Seen \_\_\_\_\_  
(Nearest grid coordinate or landmark)

Time Last Seen \_\_\_\_\_  
(Time training was scheduled to conclude)

Area believed to be in and reason if different from location last  
seen \_\_\_\_\_

Efforts taken to locate lost person \_\_\_\_\_

Primary OIC/SNCOIC of Training Evolution \_\_\_\_\_

Unit Search Coordinator \_\_\_\_\_

CONTACT LIST

Director, Operations Division	784-2811/2658
Head, Range Management Branch	784-6726
Range Operations Officer	784-5366
Range Operation Control Center Supervisor	784-6722
Range Operation Control Center	784-5321/5322
OIC, EOD Section	784-5204/5209
Military Police (Desk Sergeant)	784-2251/2252
Game Warden/Conservation Law Enforcement	784-5323/5383
Ambulance/Medical Emergencies/Fire	911
David R. Ray Branch Clinic (TBS Medical)	784-5541-5542
HMX-1 (Aircraft Support)	784-2209/2760
MCAF (Airfield Support)	784-2908/2085
Dogs-East (Search Dogs): (Home)	703-775-9568
(Work)	703-663-4915
(DSN)	88-249-4915
Public Affairs Officer	784-2741/2743
Motor Transport Dispatcher	784-2254/2576
Headquarters and Service Battalion	784-2264/2261
Security Battalion	784-2251/2252
Officer Candidate School	784-2353/2351
The Basic School	784-5207/5211
Marine Corps Air Facility Area Commander	784-2760/2441 2442
Marine Corps Embassy Security Group	784-3267/3211