

NUMBER 3020.9
DATE November 26, 1958

ASD (MP&R)



Department of Defense Instruction

SUBJECT Continuity of Government - Emergency Instructions to Department of Defense Personnel, Civilian and Military, in the Continental U. S.

- References:
- (a) DoD Directive C-3020.1, "Continuity of Operations Policies and Planning" (U) (Annex A, para F)
 - (b) DoD Instruction 3025.3, "Civil Defense Emergency Identification System for Department of Defense Personnel"
 - (c) DoD Instruction C-3020.9, "Continuity of Government - Emergency Instructions to Department of Defense Employees of the Washington Headquarters" (U), dated January 12, 1956 (hereby superseded)
 - (d) U. S. Civil Service Commission Departmental Circular No. 921, dated November 1, 1957

I. PURPOSE

This Instruction promulgates a new set of emergency instructions to all Department of Defense personnel, civilian and military, so that they will know what procedure to follow in the event that: (1) evacuation is ordered prior to attack, or (2) an attack occurs before evacuation can be effected.

II. BACKGROUND

Reference (d) promulgates a revised post-attack registration system for civilian employees of most federal agencies to include the entire continental United States. Modifications of this system, regarding Department of Defense employees, have been agreed to by the Civil Service Commission.

III. CATEGORIES OF PERSONNEL

Taking cognizance of the fact that there are in existence check lists of emergency actions which must be acted on quickly by a limited number of personnel in the event of the imminency or outbreak of war and that such actions may have to be taken from emergency headquarters, personnel are divided, primarily for transportation purposes, into two categories as follows:

Category I: Personnel required immediately at emergency headquarters to handle emergency actions.

Category II: All other personnel.

IV. INDIVIDUAL ACTION

Primary responsibility rests with the individual for evacuating his normal work area, or home, proceeding to his assigned emergency headquarters or assembly area, and properly instructing his dependents. Essential actions to be taken by individuals are set forth in In-closure 1.

V. ASSEMBLY AREAS (For Washington Headquarters personnel only)

- A. So that all personnel of the Washington headquarters will have an emergency destination and to assure their services will be available when required, the Office of the Secretary of Defense, including the Joint Chiefs of Staff, and the military departments will designate assembly areas for their personnel to report to for further instructions upon evacuation from the Washington area.
- B. Functions to be performed at these assembly areas will be determined by the department or agency designating the area. For example, they might be the actual emergency headquarters, or points where further transportation to the emergency headquarters would be arranged, or points where personnel would be housed and fed pending their requirement for duty at another location.
- C. Assembly areas, when identified as such, are not classified even though they may also be the sites of classified emergency headquarters.

VI. JOINT REGROUPING POINTS (For Washington Headquarters personnel only)

A. The following nearby Regrouping Points are hereby designated, for joint usage, in an emergency to assist Defense Department personnel to reach their emergency headquarters or other assembly areas as designated by the military departments and OSD:

<u>Joint Regrouping Point</u>	<u>Route</u>	<u>Responsible Military Dept.</u>
Naval Academy, Annapolis, Md.	US 50 East	Navy
Naval Air Station, Patuxent, Md.	Md 5 & 235 South	Navy
Naval Proving Ground, Dahlgren, Va.	US 301 South	Navy
Marine Corps Schools, Quantico, Va.	US 1 South	Navy
Vint Hill Farms, Va.	US 29 & 211 West	Army
Camp Detrick, Frederick, Md.	US 240 North	Army

3020.9

Nov 26, 58

- B. In addition to the above points, Defense Department personnel in need of assistance may utilize the Civil Defense Reception Centers near Leesburg, Va. (Route 7 West) and Middleburg, Va. (US 50 West). In this connection, the Department of the Army is responsible for effecting the necessary coordination and liaison with appropriate civil defense agencies, both now and immediately after an emergency, to assure expeditious handling of Category I personnel reporting to these Reception Centers. This coordination should include provision for appropriate landing areas for aircraft (fixed-wing and/or helicopter) near the Reception Centers.
- C. Joint Regrouping Points will perform the following functions within their capabilities:
1. Provide or arrange transportation of Defense Department personnel to emergency headquarters or assembly areas indicated on their Emergency Instruction Cards (Section X, below). Priority of movement will be given personnel required immediately at such areas (Category I). This will be indicated on their cards under Special Instructions.
 2. Arrange subsistence and such other care as may be needed and available for Defense Department personnel awaiting transportation.
 3. Coordinate with appropriate civil defense agencies for emergency assistance to dependents who may require it.
- D. Although it is expected that the principal burden of assisting Defense Department personnel to reach their assigned assembly areas will fall on the Joint Regrouping Points, all military installations will render assistance to Defense personnel who might request and require it.

VII. PROCEDURES FOR PERSONNEL OUTSIDE THE WASHINGTON AREA

The general procedures outlined in Sections V and VI, above, adapted as necessary to meet individual departmental needs, will be followed by personnel outside the Washington headquarters area. Special emphasis should be placed on advising personnel to report to the nearest military installation if they find it impossible to reach their own emergency headquarters or assembly areas.

VIII. ALTERNATE PROCEDURE

Reference (d) indicates the procedure to be followed by a federal civilian employee who cannot reach his regular place of work. That procedure is amended for DOD purposes as follows:

When a DOD civilian employee finds that he cannot comply with any of the above instructions, or, after having reported to a military installation, of other than his own department, he finds that the installation cannot contact his parent department, he will then go to the nearest post office, secure, fill out, and mail a "Federal Employees Registration Card." These cards are pre-addressed to the nearest Civil Service Commission Regional office. A DOD representative on duty at each Regional Office will assist in the processing and reassignment of all DOD civilian employees who so register, with special emphasis on returning DOD personnel to DOD control. If conditions preclude returning an employee to his parent department, every effort will be made to place him in one of the other military departments.

IX. FAMILY CARE

- A. Since DOD personnel will be separated from their dependents if evacuation is ordered during duty hours, satisfactory arrangements must be made with local civil defense officials to provide prompt determination of the location of dependents of Defense personnel after their evacuation. The Director, Administrative Services Division, Office of the Secretary of Defense, is assigned this responsibility for Washington headquarters personnel. For personnel outside the Washington area, this function will be discharged by the major field commands of the departments.
- B. In the initial stages of the emergency it is anticipated that the burden of caring for dependents of DOD personnel will fall on Civil Defense Reception Centers and friends and relatives of such personnel outside major target areas.
- C. At the earliest practicable date after the emergency, dependent on the availability of family housing in the vicinity of emergency headquarters sites, every effort will be made to expedite reuniting of families. Since in many instances housing will not be available near these sites, all DOD personnel should, as an individual responsibility, plan long range accommodations for their families.

X. EMERGENCY INSTRUCTION CARDS (DD FORMS 886 and 886-1)

- A. All Defense Department personnel will be furnished a Department of Defense Emergency Instruction Card (DD Form 886 or 886-1).

3020.9
Nov 26, 58

DD Form 886 will be issued to personnel of the Washington headquarters. DD Form 886-1 will be issued to personnel in the continental United States outside the Washington headquarters. The form and content of these cards are indicated in Inclosure 1. DD Forms 886 and 886-1 will be procured by the military departments.

- B. The purpose of these cards is to provide:
 - 1. All personnel with concise instructions as to actions they should take in an emergency so that their services will be available when required.
 - 2. Guidance to assembly area and/or other commanders so they can identify and expedite the movement of those personnel required immediately at emergency headquarters.
 - 3. Guidance to assist in the orderly implementation of the Joint Emergency Evacuation Plan for Washington headquarters personnel.
 - 4. Supplementary relocation instructions to military personnel so that civil defense officials will allow them free movement to their assigned emergency headquarters or assembly areas. In this connection see reference (b) (Section III B).
- C. Instructions for filling out cards are included in Inclosure 2.

XI. IMPLEMENTATION

- A. The Director, Administrative Services Division (For OSD), and each military department will issue at the earliest practicable date the necessary instructions to implement effectively on a continuing basis the program outlined herein. Such instructions should include provision for:
 - 1. Replacement of lost or unserviceable cards.
 - 2. Cards to be turned in upon reassignment of individuals.
- B. In order to carry out the provisions of Section VIII, it is desired that the military departments require a representative from a ZI Army (or comparable Navy or Air Force command) to be designated to represent the DOD at the Civil Service Regions in accordance with the following assignments:

	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>
Civil Service Regions:	2,5,7,12	1,3,11	6,8,9,10

Representatives selected for this duty should establish early liaison with the Directors of the Civil Service Regions and make a point of determining the relocation, or alternate, site of their respective regional Civil Service headquarters. See Inclosure 3 for list of Civil Service Regions.

- C. A copy of implementing instructions should be forwarded to the Office of the Assistant Secretary of Defense (MP&R).

XII. EFFECTIVE DATE AND CANCELLATION

This Instruction is effective immediately. Reference (c) is hereby superseded and cancelled.



Assistant Secretary of Defense
(Manpower, Personnel and Reserve)

Inclosures - 3

1. DD Forms 886 and 886-1
2. Instructions for Filling Out
Front of DD Forms 886 and 886-1
3. List of United States Civil
Service Regions

DEPARTMENT OF DEFENSE EMERGENCY INSTRUCTION CARD
FOR WASHINGTON HEADQUARTERS PERSONNEL ONLY

FRONT

DD FORM 886

BACK

DEPARTMENT OF DEFENSE EMERGENCY INSTRUCTION CARD	
LAST NAME, FIRST NAME, MIDDLE INITIAL	GRADE OR RANK
TO:	
UPON EVACUATION GO TO THIS EMERGENCY HEADQUARTERS OR ASSEMBLY AREA:	
SPECIAL INSTRUCTIONS	
KEEP THIS CARD WITH YOU AT ALL TIMES	SIGNATURE OF HOLDER
DATE OF ISSUE	SIGNATURE AND TITLE OF ISSUING OFFICIAL

DD FORM 886
1 AUG 58

GENERAL EMERGENCY INSTRUCTIONS	
1. ON ALERT SIGNAL , evacuate city per Civil Defense (CD) instructions, then go to your assigned emergency headquarters or assembly area if possible, otherwise to one of the points below. ON TAKE COVER SIGNAL , take shelter in accordance with CD instructions. FOLLOWING ATTACK , resume travel in compliance with these instructions, in accordance with CD instructions.	
2. Familiarize dependents with CD instructions. If evacuation is ordered during duty hours, it will be impossible for you to travel with them. You will be informed of their location through CD or DOD. If evacuation is after duty hours, leave your family at a CD Reception Center or other destination that you may have arranged, then proceed as in paragraph 1, above.	
3. Keep your car or home radio tuned to 640 or 1240 KCS.	
4. If unable to reach your emergency headquarters or assembly area, go to one of the following regrouping points or to any military installation for assistance:	
Naval Academy, Annapolis, Md, US 50 E	Vint Hill Farms, Va, US 29-211 W
Naval Air Sta, Patuxent, Md, 5-235 S	Middleburg, Va, US 50 W
Naval Proving Gr, Dahlgren, Va, US 901 S	Leesburg, Va, 7 W
Marine Schools, Quantico, Va, US 1 S	Camp Detrick, Frederick, Md, US 240 N
5. If you are unable to reach any of the above installations, or if, after reporting to a military installation of other than your own department, that installation is unable to contact your own department, then go to the nearest Post Office and secure, fill out, and mail a "Federal Employees Registration Card".	

DEPARTMENT OF DEFENSE EMERGENCY INSTRUCTION CARD

FOR CONTINENTAL UNITED STATES PERSONNEL OUTSIDE THE WASHINGTON AREA

FRONT

DD FORM 886-1

BACK

DEPARTMENT OF DEFENSE EMERGENCY INSTRUCTION CARD	
LAST NAME, FIRST NAME, MIDDLE INITIAL	GRADE OR RANK
TO:	
UPON EVACUATION GO TO THIS EMERGENCY HEADQUARTERS OR ASSEMBLY AREA:	
SPECIAL INSTRUCTIONS	
KEEP THIS CARD WITH YOU AT ALL TIMES	SIGNATURE OF HOLDER
DATE OF ISSUE	SIGNATURE AND TITLE OF ISSUING OFFICIAL

DD FORM 886-1
1 AUG 58

GENERAL EMERGENCY INSTRUCTIONS	
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3. Keep your car or home radio tuned to 640 or 1240 KCS.	
4. If unable to reach your emergency headquarters or assembly area, go to one of the following regrouping points or to any military installation for assistance:	
5. If you are unable to reach any of the above installations, or if, after reporting to a military installation of other than your own department, that installation is unable to contact your own department, then go to the nearest Post Office and secure, fill out, and mail a "Federal Employees Registration Card".	

3020.9 (Incl 2)
Nov 26, 58

INSTRUCTIONS FOR FILLING OUT FRONT OF DEPARTMENT OF DEFENSE
EMERGENCY INSTRUCTION CARDS (DD FORMS 886 AND 886-1)

Line 1: In space indicated insert last name, first name, middle initial and grade or rank.

Line 2: Insert such emergency headquarters or assembly area as may be appropriate for the individual department or agency continuity of operations plan.

Line 3 (Special Instructions):

- (1) For personnel designated pursuant to the Joint Emergency Evacuation Plan insert phrases such as - "On Alert Signal (duty hours) report to Pentagon Heliport" or "On Alert Signal (duty hours) report to Pentagon Boat Dock for Transport to Anacostia."
- (2) For other Category I personnel, if department or agency desires, insert - "Report soonest (Cat 1)." This remark will serve to identify personnel whose movement to assembly areas is to be expedited.
- (3) For other than Category I personnel, insert such instructions as may contribute to the orderly establishment of emergency headquarters, such as:
 - (a) Phased reporting dates.
 - (b) Information to assist in processing.

Line 4: At time of issuance, card will be signed by recipient in the space provided.

Line 5: In spaces indicated insert date, signature and title of issuing official.

INSTRUCTIONS FOR FILLING OUT REVERSE OF DEPARTMENT OF DEFENSE
EMERGENCY INSTRUCTION CARD (DD FORM 886-1)

Insert in paragraph 4, appropriate regrouping points.

SPECIAL INSTRUCTIONS

When DOD Emergency Instruction Cards (DD Forms 886 and 886-1) are issued to military personnel, paragraph 5, on the reverse thereof, will be deleted.

3020.9 (Incl 3)
Nov 26, 58UNITED STATES CIVIL SERVICE REGIONS

Region*	Headquarters	Territory Served
First	Post Office and Courthouse Building, Boston 9, Mass.	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
Second	Federal Building, Christopher Street at Washington, New York 14, N. Y.	New Jersey and New York
Third	Customhouse, Second and Chestnut Streets, Philadelphia 6, Pennsylvania	Delaware, Maryland, Pennsylvania, and Virginia
Fifth	Peachtree-Baker Bldg., 275 Peachtree St., N.E., Atlanta 3, Georgia	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Puerto Rico, and Virgin Islands
Sixth	Post Office and Courthouse Building, 5th and Walnut Streets, Cincinnati 2, Ohio	Indiana, Kentucky, Ohio and West Virginia
Seventh	New Post Office Building, 433 West Van Buren Street, Chicago 7, Illinois	Illinois, Michigan, and Wisconsin
Eighth	1114 Commerce Street, Dallas 2, Texas	Arkansas, Louisiana, Oklahoma and Texas
Ninth	New Federal Building, 1114 Market Street, St. Louis 1, Missouri	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota
Tenth	Building 41, Denver Federal Center, Denver, Colorado	Arizona, Colorado, New Mexico, Utah and Wyoming

* There is no Fourth Region.

3020.9 (Incl 3)
Nov 26, 58

Eleventh 302 Federal Office Building,
First Avenue and Madison St.,
Seattle 4, Washington

Idaho, Montana, Oregon,
Washington, and Alaska

Twelfth 128 Appraisers Building,
630 Sansome Street, San
Francisco 11, California

California, Nevada, Ter-
ritory of Hawaii, and
Trust Territory and Pacific
Island Possessions