



UNITED STATES MARINE CORPS
MARINE CORPS AIR FACILITY
2100 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO
AFO 11210.1E
AF 144
15 Jul 98

AIR FACILITY ORDER 11210.1E

From: Commanding Officer
To: Distribution

Subj: SNOW CLEARING OPERATIONS

Ref: (a MCBO P11210.1A

Encl: (1) Priority Snow Removal Area Map
(2) Essential Personnel
(3) Snow Operations Checklist
(4) Snow Clearing Operations Personnel
(5) Snow Operations Coordination Memorandum

1. Purpose. To establish procedures and responsibilities for clearing snow and ice from Marine Corps Air Facility (MCAF), Quantico, Virginia.

2. Cancellation. AFO 11210.1D.

3. Information

a. Per the reference, the Director of Facilities Division, Marine Corps Base (MCB), Quantico, normally sets snow clearance conditions and designates priority areas to be cleared first; however, under special circumstances in support of Presidential missions the Commanding Officer, MCAF, may change or establish snow clearance conditions as required.

b. Snow Clearing Conditions

1) Snow Condition "Alert"

(a) This condition is for the purpose of warning organizational commanders and department heads in preparation for snow clearing operations. This condition will normally be set when accumulation of snow is expected to be two (2) or more inches, or when conditions are such that freezing rain may accumulate and cause hazardous runway/road conditions aboard MCAF within the next 48 hours.

(b) During working hours, the Commanding Officer, MCAF will establish the "Alert" condition. After working hours, weekends and holidays, the MCAF Duty Officer will be responsible for contacting the Commanding Officer, MCAF or a designated

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representative to recommend the establishment of the "Alert" condition. Once the "Alert" condition is approved, the MCAF Duty Officer will notify the personnel identified in paragraph 4.e.

(c) On watch duty personnel will be notified to prepare for possible snow clearing operations.

2 Snow Condition "Commence Clearing"

(a) This condition will be established when execution of snow clearing operations is necessary (a minimum of 1 inch on the ground with additional accumulation forecasted within the next 8 hours). Snow clearing operations will continue until precipitation has stopped and all priority areas have been cleared.

(b) During working hours, the Commanding Officer, MCAF will establish the "Commence Clearing" condition. After working hours, weekends and holidays, the MCAF Duty Officer will be responsible for contacting the Commanding Officer, MCAF or a designated representative to recommend the establishment of the "Commence Clearing" condition. Once the "Commence Clearing" condition is approved, the MCAF Duty Officer will notify the personnel identified in paragraph 4.e.

(c) On watch duty personnel will be recalled to commence snow clearing operations.

(d) Priority one areas described below are those required for emergency flight operations and will be continually maintained during accumulations of snow and/or ice. The focus of main effort will be the priority 1A area. Priority two areas will be cleared once accumulation has stopped and all priority one areas have been cleared. Priority three areas will be cleared once priority one and two areas have been cleared and no additional accumulation is forecasted.

c Priorities for Snow/Ice Clearing Operations

(1) Priority Area 1A. Helicopter service areas which provide access for Executive Branch helicopter support.
(Enclosure (1))

(2) Priority Area 1B. Helicopter service areas which provide access for Helicopter Medical Evacuation (MEDEVAC) and "Green Side" operations, from hangar 2101 south entrance across Rowell Road to hangar 2104. (Enclosure (1))

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(3) Priority Area 2A. Expands priority one alpha's area. Starting with the aircraft parking spots closest to the hangar and followed by those across the north/south taxiway. From the south end of hangar 2104 across the apron north to the fuel truck area, west to hangar 2102 to Rowell Road. (Enclosure (1))

(4) Priority Area 2B. Area north of hangar 2101 (wash rack) across Rowell Road to the north side of hangar 2102 (Enclosure (1))

(5) Priority Area 2C. Expands priority one bravo's area From the south side of hangar 2101 across Rowell Road to between hangars 2105 and 2104. (Enclosure (1))

(6) MCB Quantico Priority Areas

(a) Priority One

1 Dunlap Road

2 Rowell Road

3 Bauer Road

(b) Priority Two. Runway, taxiways, parking apron, and Cunningham Road.

(c) Clearing these access areas will be accomplished by Facilities Division, MCB, Quantico, as provided for in the reference. MCAF Logistics Department will provide assistance as required upon completion of MCAF Priority Areas 1A and 1B.

(7) Priority Area 3. General cleanup of streets and parking areas, to include removal of snow/ice accumulation. This will be coordinated between MCAF and HMX-1 Logistics Departments and Facilities Division, MCB, Quantico.

4. Action

a. MCAF Logistics Officer

(1) Coordinate all snow clearing operations aboard MCAF

(2) Identify in writing essential civilian personnel in accordance with the reference. Submit correspondence to Head, Civilian Human Resources Office, Quantico. (Enclosure (2))

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(3) Establish a Snow Clearing Operations Center upon activation of snow clearing operations.

(4) Prior to 1 November each year review and ensure all items in enclosure (3) are available for issue.

5) During Condition "Alert"

(a) Issue snow removal equipment to units aboard MCAF as required. (Enclosure (3))

(b) Be prepared to conduct 24 hour operations as required.

(c) Establish liaison with GUAD Area Maintenance Branch, Facilities Division, MCB Quantico, extension 5311/5113 for snow removal operations when snow accumulation is expected to be in excess of six inches.

(d) Ensure MCAF Dining Facility is prepared for feeding of barracks/snow clearing personnel.

(e) Be prepared to issue MREs as emergency rations to barracks and snow clearing personnel during any power outages if the Dining Facility is unable to provide cold rations.

Coordinate with HMX-1 S-4.

1 Identify by name and in writing, a minimum of eight (8) HMX-1 and ten (10) MCAF personnel who will execute snow clearing operations. (Enclosure (4))

2 Brief and provide a written memorandum to the Logistics Officer, HMX-1 of any additional coordinating instructions not specified within this order. (Enclosure (5))

(g) Review snow operations checklist. (Enclosure

3

(6) During Condition "Commence Clearing"

(a) Activate Snow Clearing Operations, recalling the on watch duty section, as identified by enclosure (4).

(b) Activate Snow Clearing Operations Center within the Logistics Department to coordinate all snow clearing operations aboard MCAF.

(c) During working or non-working hours the OIC/SNCOIC of the on watch duty section will establish oversight of all snow clearing operations, assign MCAF snow plow vehicles to priority areas and coordinate with HMX-1 (Duty Officer and/or S-4), and Facilities Division, MCB Quantico.

(d) Priority areas shall be cleared in the following order: priority (1A), (1B), (2A), etc.

(e) Keep building 2100, (HqSqdn, MCAF), sidewalk areas clear of ice and snow.

f Assist the Airfield Operations Officer as required

b. Airfield Operations Officer

(1) During Condition "Alert"

(a) Keep the Commanding Officer, MCAF and Commanding Officer, HMX-1 informed of changing weather conditions.

(b) Have the duty weather forecaster provide timely weather briefings to the Logistics Department on expected snowfall accumulation or freezing rain conditions.

(c) During non-working hours the duty weather forecaster will call the MCAF Duty Officer if there has been a change in the weather conditions which could result in snow or ice accumulations of one or more inches.

(d) Ensure runway and taxiway flags are erected as required.

(2) During Condition "Commence Clearing". Have the duty weather forecaster provide timely weather briefings to the Snow Clearing Operations Center on expected snowfall accumulation or freezing rain condition.

c. Department/Section Heads

(1) Each separate Department/Section is responsible for clearing ice and snow from their adjacent walkways, stairs, etc. This is required for the safety of all personnel. Materials may be drawn from the Logistics Department as required.

(2) Identify personnel required to support snow clearing operations. (Enclosure (4))

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d. Logistics Officer, HMX-1

(1) Establish working parties as required to clear ice and snow from sidewalks, stairs, hangar doors, etc. in close proximity to HMX-1 assigned facilities.

(2) Draw ice and snow removal material from Logistics Department, MCAF as required.

(3) Identify all essential personnel required to provide support from HMX-1 during snow operations. (Enclosure (2))

(4) Identify and provide personnel to the Logistics Officer, MCAF to support snow clearing operations. (Enclosure (4))

e. MCAF Duty Officer

(1) Keep alert to weather changes during off duty hours.

(2) When condition "Alert" or condition "Commence Clearing" is established during off duty hours notify the following:

(a) Staff Duty Officer, HMX-1

(b) OIC/SNCOIC of the on watch snow clearing duty section

(c) Logistics Officer, MCAF

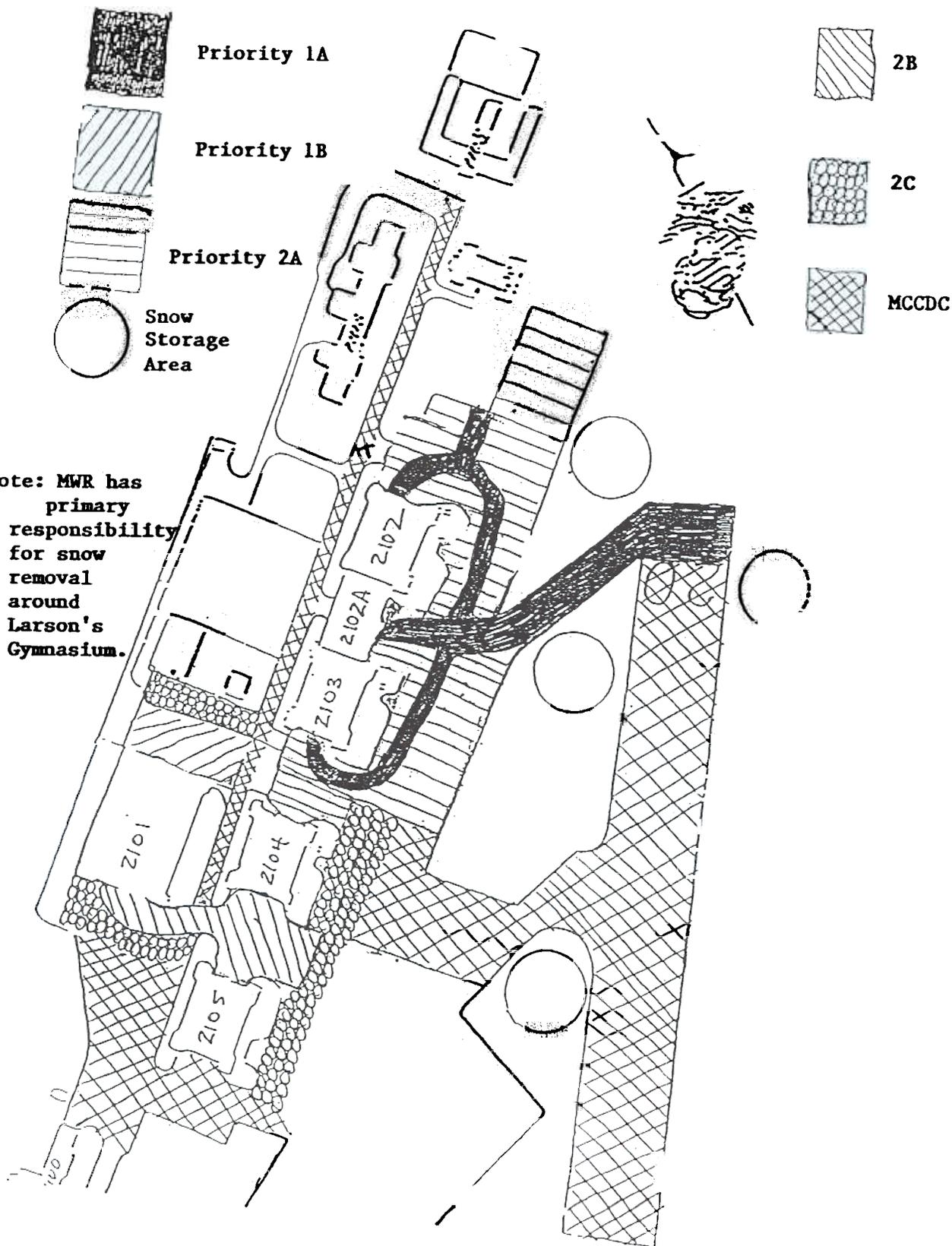
(d) Logistics Officer, HMX-1

(e) Airfield Operations Officer, MCAF


A. J. NEFF

DISTRIBUTION: A

PRIORITY SNOW REMOVAL AREAS



Note: MWR has primary responsibility for snow removal around Larson's Gymnasium.

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ESSENTIAL PERSONNEL

1200
AF 14
(Date)

From: Commanding Officer, Marine Corps Air Facility
To: Head, Civilian Human Resources Office, Quantico
Subj: DESIGNATION OF CIVILIAN POSITIONS IDENTIFIED AS ESSENTIAL
AND EMERGENCY
Ref: (a) MCBO P11210.1A
(b) MCBO 3100.1

1. As per the references, request the following position(s) be identified as an emergency/essential position:

<u>Position</u>	<u>Incumbent</u>
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(Signature)
Commanding Officer

SNOW OPERATIONS CHECKLIST

1. Ensure the below listed items are available for issue to MCAF/HMX-1 prior to 1 November. (Sand will be provided by the Facilities Division based on the on-hand amounts at the Facilities Maintenance Roads and Grounds stockpile located adjacent to the Officer Candidates School parade deck.)
 - a. Snow shovels
 - b. Sufficient ice scrapers for all government vehicles.
 - c. Snow blowers.
 - d. 1,000 pounds of sand (from FMB)
 - e. 2,000 pounds of non-corrosive ice melter for priority one runway areas only (open purchase).
 - f. Buy blade tips for snow plows as required.
2. Ensure three (3) MCAF vehicles are equipped with working snow plowing equipment, and the MCAF chemical spreader and snow blowers are in good working condition.
3. Store enough MREs to provide emergency rations to barracks and snow clearing personnel during any power failures/outages (minimum 1,200 meals).
4. Temp loan a minimum of five (5) hand held radios to use for command and control during snow clearing operations.
5. Provide adequate training to snow plow drivers to ensure they can operate the snow plows correctly.
6. Request GUAD Area Maintenance Branch personnel operating snow removal equipment view runway to ensure runway lights are not destroyed or damaged during clearing operations.

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SNOW CLEARING OPERATIONS PERSONNEL

4000
AF 144
(Date)

From: Logistics Officer, Marine Corps Air Facility
To: Distribution List

Subj: SNOW CLEARING OPERATIONS PERSONNEL

Ref: (a) MCBO P11210.1A
(b) AFO 11210.1E

1. The following identified personnel will execute the Air Facility snow clearing plan identified in the references.

PORT			STARBOARD		
Duty Time: 1200 - 2400			2400 - 1200		
<u>Duty</u>	<u>Rank/Name</u>	<u>Phone #</u>	<u>Duty</u>	<u>Rank/Name</u>	<u>Phone #</u>
OIC					
SNCOIC					
Driver					
"					
"					
"					
A Driver					
"					
"					
"					

2. Any questions can be forwarded to _____ in the Logistics Department.

Personnel on 24 hour watch:

Rank/Name Phone #

(Signature)
Logistics Officer

Copy to:
S-4, HMX-1

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SNOW OPERATIONS COORDINATION MEMORANDUM

11000
AF 144
(Date)

MEMORANDUM

From: Logistics Officer, MCAF
To: Logistics Officer, HMX-1
Subj: SNOW REMOVAL FOR (DATE)
Ref: (a) AFO 11210.1E

1. Below is our plan for the removal of the anticipated snowfall and freezing rain.

a. Start plowing priority areas once 1" accumulation has occurred

b. Chemicals will be laid once snow has stopped and take off areas have been identified and in the priority areas once accumulation has begun.

c. S-4 will routinely spot check the Air Facility for ice accumulation; when accumulation has reached a point where plows will be effective plows will be employed.

2. Any questions can be referred to the S-4 NCOIC at extensions 2550/2559.

(Signature)
Logistics Officer