



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

IN REPLY REFER TO:
1700
CO
25 Aug 21

Policy Letter 01-21

From: Commanding Officer, Marine Aviation Detachment, Patuxent River and
China Lake-Point Mugu
To: All Hands

Subj: FAMILY READINESS COMMUNICATION PLAN AND CRISIS INFORMATION
DISSEMINATION POLICY

Ref: (a) MCO 1754.9B

1. This establishes a policy by which information is disseminated to the Marines, their spouses, children and designated family members.
2. Primary methods to disseminate information for the following Detachments will include:
 - a. Patuxent River:
 - (1) Base Information Notification System
 - (2) MAD Administrative Chain of Command
 - (3) Competency/Squadron/Program Office Operational Chain of Command
 - b. China Lake-Point Mugu:
 - (1) Base Information Notification System
 - (2) China Lake-Point Mugu Administrative Officer
 - (3) Squadron/Program Office Operational Chain of Command
3. In the event of a crisis or a perceived crisis, such as an active shooter or other on base or local emergency, or a base closure due to impending natural disaster, the Commanding Officer (CO) will use the appointed Uniformed Readiness Coordinator (URC) and the Detachment staff to disseminate information to Marines and their families in an accurate and timely fashion while maintaining protection of operational security and confidentiality.
4. The CO and the URC will disseminate information with family members using the official organization communication tool, maintained by the URCs. Only authorized contacts, as defined by the Marine on the Unit, Personal and Family Readiness Program Authorization form (NAVMC 11654) will receive information.
5. Family members will be encouraged to reach out to the URC to obtain resources, referrals, guidance and assistance as required during and after the

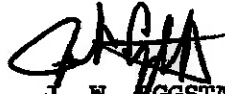
Subj: FAMILY READINESS COMMUNICATION PLAN/CRISIS INFORMATION DISSEMINATION
POLICY

crisis. The URC contact information for the following locations are as follows:

a. NAS Patuxent River URC Contact Name/Info: Maj Jeremy F. Ortiz, work telephone 240-652-3482, email jeremy.f.ortiz1@navy.mil; MSGT Joshua Allen, telephone 843-453-7847, email joshua.w.allen11@navy.mil.

b. NAS China Lake and Point Mugu URC Contact Name/Info: Ms. Tracy Bell, work telephone 760-939-6603, cell phone 443-995-9343, email tracy.bell@navy.mil.

6. This information shall not interfere with or precede the initial casualty notification by the Casualty Assistance Calls Officer.


J. W. EGGSTAFF