



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 1601.2E  
B 053  
20 Nov 15

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
ORDER 1601.2E Ch 2

From: Commander Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico  
To: Distribution List  
Subj: DUTY CHAPLAIN WATCH

1. Situation

a. The duty chaplain watch, which is comprised of an assigned chaplain and a Religious Program Specialist (RP) or a Marine chaplain assistant, and is maintained under the direct supervision of the Command Duty Officer (CDO). The CDO is the central point of contact for the duty chaplain. Home phone numbers and the private cell phone numbers of the duty chaplain should never be released.

b. The duty chaplain watch is a 24 hour duty, seven days a week, and is assumed on Friday mornings for a period of seven days. The duty chaplain will be available at all times by telephone throughout the week, though most ordinary matters during normal working hours will usually be addressed to the unit chaplains or the chapel staff. The duty chaplain's responsibility is to be available to the CDO at all times by telephone in case of an emergency.

2. Cancellation. MCBO 1601.2D.

3. Mission. To promulgate instructions for the duty chaplain watch.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. A duty chaplain watch is established to provide religious ministry especially in case of emergencies during or after normal working hours.

(2) Concept of Operations. The duty chaplain is responsible for keeping the Command Chaplain, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) informed of all significant matters and for procuring the services of other faith groups as required.

(3) Tasks

(a) Commanding Officers. Notify the CDO whenever chaplain assistance/support is needed after normal working hours.

(b) Command Chaplain. As senior watch officer of the duty chaplain watch, provide the base adjutant with a copy of the monthly assignments to the watch, together with a current roster of chaplains, which includes both duty and home telephone numbers. Notify the base adjutant of any modifications to the monthly duty chaplain assignments.

1. Turnover by the off-going and on-coming duty chaplains is to be held at 0800 every Friday in the office of the Command Chaplain, MCINCR-MCBQ.

2. Upon completion of the turnover the on-coming duty chaplain is to attend the weekly CDO posting brief that the Chief of Staff, MCINCR-MCBQ, conducts every Friday at 0815 in Lejeune Hall.

3. The duty chaplain reports by telephone to the CDO upon assuming the watch and keeps the CDO informed of his or her whereabouts at all times.

(c) CDO. Coordinate and screen all requests for chaplain assistance/support after normal working hours. Contact the duty chaplain on the duty cell phone at 571-238-2053.

5. Administration and Logistics

a. Duty Chaplain. Contact the CDO each week day by 1645, and by 0830 on weekends or national holidays. Keep the CDO informed of whereabouts at all times. Ensure the duty cell phone is turned on and in operating condition at all times. Maintain a log of the calls received while on watch, ensuring the confidentiality of the caller is protected at all times. Notify the Command Chaplain of any life-threatening injury or death in the vicinity of MCINCR-MCBQ of a service member or family member.

6. Command and Signal

a. Command. Applicable to all personnel aboard MCINCR-MCBQ.

b. Signal. Effective date signed.



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ALLEN D. BROUGHTON

Chief of Staff

Signed by: BROUGHTON.ALLEN.DALE.1168122922

DISTRIBUTION: A



## UNITED STATES MARINE CORPS

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.2E  
B 053

### MARINE CORPS BASE ORDER 1601.2E Ch 1

From: Commander  
To: Distribution List  
  
Subj: DUTY CHAPLAIN WATCH

#### 1. Situation

a. The duty chaplain watch, which is comprised of an assigned chaplain and a Religious Program Specialist (RP) or a Marine chaplain assistant, is maintained under the direct supervision of the Command Duty Officer (CDO). The CDO is the central point of contact for the duty chaplain. Home phone numbers and the private cell phone numbers of the duty chaplain should never be released.

b. The duty chaplain watch is a 24 hour duty, seven days a week, and is assumed on Friday mornings for a period of seven days. The duty chaplain will be available at all times by telephone throughout the week, though most ordinary matters during normal working hours will usually be addressed to the unit chaplains or the chapel staff. The duty chaplain's responsibility is to be available to the CDO at all times by telephone in case of an emergency.

2. Cancellation. MCBO 1601.2D.

3. Mission. To promulgate instructions for the duty chaplain watch.

#### 4. Execution

##### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. A duty chaplain watch is established to provide religious ministry especially in case of emergencies during or after normal working hours.

(2) Concept of Operations. The duty chaplain is responsible for keeping the Command Chaplain, Marine Corps Combat Development Command (MCCDC)/Marine Corps Base Quantico (MCBQ) informed of all significant matters and for procuring the services of other faith groups as required.

##### (3) Tasks

(a) Commanding Officers. Notify the CDO whenever

chaplain assistance/support is needed after normal working hours.

(b) Command Chaplain. As senior watch officer of the duty chaplain watch, provide the base adjutant with a copy of the monthly assignments to the watch, together with a current roster of chaplains, which includes both duty and home telephone numbers. Notify the base adjutant of any modifications to the monthly duty chaplain assignments.

1. Turnover by the off-going and on-coming duty chaplains is to be held at 0800 every Friday in the office of the Command Chaplain, MCCDC/MCBQ.

2. Upon completion of the turnover the on-coming duty chaplain is to attend the weekly CDO posting brief that the Chief of Staff, MCBQ, conducts every Friday at 0815 in Lejeune Hall.

3. The duty chaplain reports by telephone to the CDO upon assuming the watch and keeps the CDO informed of his or her whereabouts at all times.

(c) CDO. Coordinate and screen all requests for chaplain assistance/support after normal working hours. Contact the duty chaplain on the duty cell phone at 571-238-2053.

## 5. Administration and Logistics

a. Duty Chaplain. Contact the CDO each week day by 1630, and by 0800 on weekends or national holidays. Keep the CDO informed of whereabouts at all times. Ensure the duty cell phone is turned on and in operating condition at all times. Maintain a log of the calls received while on watch, ensuring the confidentiality of the caller is protected at all times. Notify the Command Chaplain of any life-threatening injury or death in the vicinity of MCBQ of a service member or family member.

## 6. Command and Signal

a. Command. Applicable to all personnel aboard MCBQ.

b. Signal. Effective date signed.

/S/  
DAVID W. MAXWELL

DISTRIBUTION: A

Ch 1  
(22 Jan 14)



**UNITED STATES MARINE CORPS**

MARINE CORPS BASE  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.2E Ch 1  
B 053  
22 Jan 14

MARINE CORPS BASE ORDER 1601.2E Ch 1

From: Commander  
To: Distribution List

Subj: DUTY CHAPLAIN WATCH

1. Situation. To ensure changes are made to the subject Order.

2. Mission. Marine Corps Order 1601.2E updated to reflect changes correct information.

3. Execution. To direct the following change to the subject Order.

a. Change Paragraph 5, last line, the word of to or.  
Should read as: service member "or" family member.

4. Administration and Logistics. None.

5. Command and Signal.

a. Command. This Order is applicable to all military and civilian personnel attached to this command.

b. Signal. Effective date signed.

/s/  
T. J. PETWAY  
By direction

DISTRIBUTION: A