



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

MCINCR-MCBQBO 1601.4A
B 013
4 Sep 24

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 1601.4A CHANGE 1

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO DUTY

Ref: (a) MARADMIN 323/16
(b) MCINCR-MCBQO 3504.2 Reporting Procedures
(c) MCO 3504.2A
(d) ~~MCO 3574.2K~~ MCO 3574.2M
(e) ~~MCO 5500.6H~~ MCO 5500.6H W/Ch 1
(f) ~~MCO 1020.1G~~

1. Situation. The Commander of Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) has directed changes to the requirements and responsibilities for command duty personnel.

2. Mission. This Change to the MCINCR-MCBQ Base Order (BO) issues updated instructions for the Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), and the Command Duty Driver (CDD) per the references.

3. Execution

a. Commander's Intent and concept of Operations

(1) Commander's Intent

- (a) Streamline duty processes to enhance operational efficiency.
- (b) Maintain current liberty period duty procedures.

(2) Concept of Operations

(a) Effective immediately, the billet of Command Duty Driver is hereby dissolved. The responsibilities of operating the duty vehicle are now authorized to be assumed by the Command Duty Officer (CDO) and Assistant Duty Officer (ADO) as needed.

(b) Off going duty personnel are responsible for observing morning colors.

(c) Oncoming CDOs and ACDOs may return to work during normal business hours after conducting turnover with the Chief of Staff or interim representative.

(d) Command duty personnel must be armed and posted no later than 1600 the same day.

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4 Sep 24

(e) The designated recovery room for command duty personnel is room 109 on the first deck of Lejeune Hall.

b. Tasks

(1) Command Duty Officer (CDO)

(a) Ensure calls are forwarded from the duty hut to the Staff Secretary's Office before departing.

(b) Ensure the duty pistols are transported to and from the armory in the designated government vehicle.

(2) Staff Secretary Office

(a) Monitor weather condition notifications from Marine Corps Air Facility and ensure the Weather Condition flags are flown accordingly from 0830 to 1600 work days.

(b) Ensure the General Officer Flags are flown accordingly.

(c) Leverage the Adjutant Section Marines as necessary for flag duties.

(d) Field and appropriately route all incoming phone calls typically received by the CDO until 1600 every work day.

(3) Adjutant Section. When directed, provide personnel support to the Staff Secretary's Office to ensure Weather Condition and General Officer Flags are flown appropriately and in a timely manner.

(4) G-4. Ensure that clean linens are supplied to the duty hut on a weekly basis. These linens must be delivered in a timely manner to maintain hygiene standards and support the comfort and readiness of duty personnel.

4. Administration and Logistics

a. Administration. Ensure all duty personnel are informed of these changes.

b. Logistics. Ensure room 109 on the first deck of Lejeune Hall is equipped and maintained as the recovery room for command duty personnel.

5. Command and Signal

a. Command. This Order is applicable to MCINCR-MCBQ and all subordinate and tenant commands and organizations that stand duty.

b. Signal. This Order is effective the date signed.


J. A. COLEGATE

Distribution: F



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MCINCR-MCBQBO 1601.4A CH-1
B 013
19 Aug 24

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO
ORDER 1601.4A CHANGE TRANSMITTAL 1

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE
QUANTICO ORDER 1601.4A CHANGE TRANSMITTAL

1. Situation. This Change Transmittal is issued to update the requirements and responsibilities for command duty personnel, as directed by the Commander, MCINCR-MCBQ. These changes are necessary to streamline duty processes and enhance operational efficiency in accordance with the references.
2. Mission. To implement the updated instructions for the Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), and Command Duty Driver (CDD) as outlined in the modified order.
3. Execution. Changes to the Order are as follows:
 - a. Page 1: paragraph 3.a.2.a: Off-going duty personnel are responsible for observing the morning colors.
 - b. Page 1: paragraph 3.a.2.b: On-coming Command Duty Officers (CDOs), Assistant Command Duty Officers (ACDOs), and Command Duty Drivers (CDDs) may return to work during normal business hours after conducting turnover with the Chief of Staff or an interim representative.
 - c. Page 1: paragraph 3.a.2.c: Command duty personnel must be armed and posted no later than 1600 the same day.
 - d. Page 1: paragraph 3.a.2.d: The designated recovery room for command duty personnel is room 109 on the first deck of Lejeune Hall.
 - e. Page 2: paragraph 3.b.1.a-b: The Command Duty Officer (CDO) is responsible for ensuring calls are forwarded from the duty hut to the Staff Secretary's Office before departing and that duty pistols are transported to and from the armory in the provided government vehicle.
 - f. Page 2: paragraph 3.b.2.a-d: The Staff Secretary's Office is to monitor weather condition notifications from the Marine Corps Air Facility, ensure that Weather Condition flags are flown accordingly from 0830 to 1600 on workdays, ensure the General Officer Flags are flown accordingly, leverage Adjutant Section Marines as necessary for flag duties, and field and route all incoming phone calls typically received by the CDO until 1600 every workday.

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14 Aug 24

g. Page 2, paragraph 3.b.3: The Adjutant Section, when directed, is to provide personnel support to the Staff Secretary's Office to ensure that Weather Condition Flags and General Officer Flags are flown appropriately and in a timely manner.

h. Page 2, paragraph 3.b.4: Ensure that clean linens are supplied to the duty hut on a weekly basis.

i. Page 2, paragraph 4.a-b: Ensure room 109 on the first deck of Lejeune Hall is equipped and maintained as the recovery room for command duty personnel. Provide necessary support to the Staff Secretary's Office for weather condition and General Officer flag duties.

4. Administration and Logistics

a. Records Management. Records created as a result of this Directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in SECNAV M-5210.1 w/CH-1 to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: NARA Records Schedule. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended, and implemented per SECNAVINST 5211.5E.

c. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to the G-1 via the appropriate chain of command or to the designated organizational email box.

5. Command and Signal

a. Command. This Order is applicable to MCINCR-MCBQ and all subordinate commands, tenant commands, and organizations that stand duty.

b. Signal. This Order is effective the date signed.



J. A. COLEGATE

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B 013
13 Jul 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION - MARINE CORPS BASE
QUANTICO ORDER 1601.4A

From: Commander
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS
BASE QUANTICO DUTY

Ref: (a) MCO 5500.6H
(b) MCO 3574.2K
(c) MCBQ 1020.1G
(d) MCO 3504.2A
(e) Marine Corps Installations Command Policy Letter 3-13
(f) MCINCR-MCBQO 3504.2 Reporting Procedures
(g) MARADMIN 323/16

Encl: (1) Procedural Guidance for Marine Corps Base Quantico
Command Duty

1. Situation. The Command Duty Officer (CDO) is the direct representative of the Commander, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). The CDO is responsible for the handling of all administrative and emergency matters that occur after hours in the absence of the Commander.

2. Mission. The purpose of the CDO, Command Duty Staff Noncommissioned officer (CDSNCO) and the Command Duty Driver (CDD) is to preserve order, protect military property, control access, pass information, and serve as a point of contact for MCINCR-MCBQ headquarters and tenant commands, activities, agencies, and organizations outside normal working hours. This Order promulgates instructions for the CDO, CDSNCO, and the CDD, per the references.

3. Execution.

a. Commander's Intent and concept of Operations

(1) Commander's Intent. To provide detailed instruction on the requirements and responsibilities for all command duty personnel.

(2) Concept of Operations. Command Duty personnel shall be guided in the performance of their duties by the instructions contained in this Order. All subordinate commanders and command duty personnel

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shall familiarize themselves with the contents of this order along with the references and enclosure (1).

b. Subordinate Element Missions

(1) Commanding Officer, Headquarters and Service Battalion will:

(a) Coordinate between MCINCR-MCBQ personnel and tenant commands and activities and provide a roster of those scheduled to stand the MCINCR-MCBQ duty per the current MCINCR-MCBQ Order 1601.4 to the Adjutant Branch by the 20th of each preceding month.

(b) Ensure that personnel assigned duty as the CDO and CDSNCO have security clearance eligibility at the secret level. Minimum standard is a favorably adjudicated NACLIC that is no older than 10 years from the closing date of the most recent adjudicated investigation.

(c) Ensure that personnel assigned as the CDO and CDSNCO have a current (within twelve months) pistol qualification reflected in the Marine Corps Total Force System (MCTFS), along with use of force training.

(d) Ensure assigned CDO, CDSNCO, and CDD arrive on time to assume their post per chapter 1 of this Order.

(e) Make changes, as necessary, to the roster through the MCINCR-MCBQ Adjutant.

(f) Notify the MCINCR-MCBQ Adjutant when supernumeraries will be used, per enclosure (1) of this Order.

(g) Provide CDO and CDSNCO each with a Duty Kit as described in enclosure (1).

(2) Commanding Officer, Security Battalion will:

(a) Provide personnel to conduct weekend and scheduled holiday colors.

(b) Report all serious incidents regarding MCINCR-MCBQ Marines and facilities. These include, but are not limited to:

- (1) Injury
- (2) Death/Suicide
- (3) DUI/DWI
- (4) Domestic Violence
- (5) Trafficking Person

- (6) Security Breach
- (7) Unsecure or Damaged Facilities
- (8) Assaults; Sexual Assaults
- (9) Arrests
- (10) Drugs

(3) Adjutant, MCINCR-MCBQ will:

(a) Conduct a monthly review and update for all references and rosters;

(b) Maintain a file of current directives, important telephone numbers, and additional instructions for command duty personnel;

(c) Furnish an index file of references and instructions for use by all command duty personnel;

(d) Ensure the CDO binders are up-to-date with particular attention given to recall rosters, instructions, standard operating procedures, etc;

(e) Publish an annual MCINCR-MCBQBul 1601 by 1 January each year assigning allocation of duty watch quotas based on fair-share percentages of on-hand population and eligible watch standers; and

(f) Publish a monthly MCINCR-MCBQ Bulletin 1601 (Duty Watch) by the last Monday of each month.

(4) Command Chaplain. Provide the Adjutant a monthly Chaplain Watch bill.

(5) Command Security Manager. Assist in supporting organizations/sections with clearance eligibility determination and investigation requirements.

(6) Assistant Chief of Staff, G-3. Ensure that all of the following duty references are reviewed and updated as needed, but not less than once per quarter:

(a) Weather;

(1) Coordinate with Marine Corps Air Facility (MCAF) for weather condition reporting;

(2) Report weather conditions of MCINCR-MCBQ.

(b) C4I;

(c) Blue Dart;

(d) Open Skies;

(e) State Funerals;

(f) Colors, coordinate with ceremonial platoon for morning and evening colors Monday through Friday;

(g) Personnel Incident Report (PIR), Serious Incident Report (SIR); and

(h) Range Management Branch.

(7) Assistant Chief of Staff, G-4 will:

(a) Provide the CDD with a government vehicle for the purpose of transporting the CDO during his tour of duty;

(b) Ensure the duties have clean linen available to them for the sleeping post;

(c) Provide the duties with the necessary cleaning and sanitary supplies required to maintain a clean and healthy duty area; and

(d) Provide serviceable furniture as needed.

(8) Assistant Chief of Staff, GF will:

(a) Provide infrastructure updates to the facilities duty reference; and

(b) Ensure that the CDO and CDSNCO have the appropriate keys for the building and office spaces.

(9) Assistant Chief of Staff, G-6 will:

(a) Ensure that the duty has functional phones and a duty specific computer with email; and

(b) Provide weather flag updates on website capability to complete mission requirements.

c. Coordinating Instructions

(1) All Assistant Chiefs of Staff, Directors, etc. provide recall rosters to the Base Adjutant. Recall rosters will include grade, name, home and cellular telephone numbers, and duty assignment.

(2) Provide a roster of those individuals authorized to access Lejeune Hall, Building 3250 workspaces after normal working hours.

(3) Updated recall rosters will be provided to the Adjutant as changes occur on the first day of each quarter.

(4) Prior to securing normal working hours, Assistant Chiefs of Staff, Directors and Special Staff shall advise the Adjutant and the CDO of any pending matters which may require action prior to resumption of work hours on the next regular workday.

(5) Subordinate Duty Watch Standers

(a) The CDO is the senior watch officer aboard MCINCR-MCBQ. All other duties are to report significant events to the CDO in a timely manner.

(b) Reportable events are listed in reference (f).

4. Administration and Logistics

a. Administration

(1) The Adjutant office will maintain all duty binders, references, access rosters, and recall rosters;

(2) Commanding Officers and staff shall provide written special instructions to the MCINCR-MCBQ Adjutant on matters under their cognizance that are considered appropriate for including in the CDO's duty binders and rosters; and

(3) Tenant Command and activities duty standers will report the following incidents to the MCINCR-MCBQ CDO.

(a) death;

(b) suicide;

(c) terrorism; and

(d) bomb threat

b. Logistics

(1) National Colors

(a) Will be maintained in the duty closet with a back-up flag in the Adjutant Office.

(b) Will be inspected weekly by the MCINCR-MCBQ Color Sergeant and replaced as needed.

(2) General and Flag Officer Flags. Will be maintained in the Adjutant office and replaced as needed.

(3) Church Pennants. The two flags maintained by the MCINCR-MCBQ Adjutant office are the Christian church pennant and the Jewish pennant. These flags will be replaced as needed.

(4) Weather Condition Flags. The green, yellow, red, and black flags will be located in the duty closet with back-up flags located in the Adjutant's office.

5. Command and Signal

a. Command. This Order is applicable to MCINCR-MCBQ and all subordinate commands and tenant commands and organizations that stand duty.

b. Signal. This Order is effective the date signed.

BROUGHTON.ALLEN.
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ou=PKI, ou=USMC,
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A. D. BROUGHTON

Distribution: F

LOCATOR SHEET

Subj: MARINE CORPS DIRECTIVES MANAGEMENT PROGRAM PROCEDURAL MANUAL

Location: _____
(Indicate the location(s) of the copy(ies) of this Order)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Changed	Date Entered	Signature of Person Incorporating Change

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Chapter 1

Command Duty

1. General. This Order serves as instructions for carrying out duties when assigned as the Command Duty Officer (CDO) for Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ). The MCINCR-MCBQ CDO is the senior duty post for MCINCR-MCBQ; all other duty posts are responsible to report critical and serious information/incidents to this post.

2. Assignment/Replacements

a. Assignments. Duty quotas will be made on a fair share basis and will be promulgated annually by a MCINCR-MCBQBul in the 1601 series to Headquarters and Service Battalion, Security Battalion, and Marine Corps Combat Development Command. Eligibility criteria are as follows:

(1) Command Duty Officer (CDO). All Marine Lieutenant Colonels and Majors can be assigned duty as the CDO.

(2) Command Duty Staff Noncommissioned Officer (CDSNCO). All Marine Staff Sergeants and Gunnery Sergeants can be assigned duty as the CDSNCO.

(3) Command Duty Driver (CDD). All Privates through Sergeants assigned to the above stated commands, to include permanent personnel assigned to The Basic School, Officer Candidate School, and Weapons Training Battalion are eligible for assignment as the CDD.

(4) Supernumerary. The above stated commands are required to provide the MCINCR-MCBQ Adjutant alternate duty names each month in the event that the primary duty stander becomes unavailable. All supernumeraries will provide a valid cell phone number in the event that they are called upon to stand duty after hours or during the weekend.

(5) Duty Chaplain's Office. The Watch Bill for the Duty Chaplain will be published quarterly by MCINCR-MCBQ Chaplain's office.

b. Replacements. Following the monthly publication of MCINCR-MCBQBul 1601, personnel assigned to the Command Duty Watch who become unavailable for duty must contact their respective chain of command to coordinate a suitable replacement. The Marine's chain of command must notify the MCINCR-MCBQ Adjutant's office in writing no later than 72 hours in advance of any changes. Individuals assigned as supernumeraries will be used only in a bona-fide emergency situations involving last minute situations whereby assignment of another individual to stand the assigned duty is not possible.

3. Exemptions. The Commander, MCINCR-MCBQ will grant or deny all requests for exemptions from staff sections/tenant activities. Heads of staff sections/tenant activities may address requests for other permanent exemptions to the Command, MCINCR-MCBQ. The following billets are permanently exempt from this duty:

- a. Chaplains
- b. Medical service officers
- c. Dental service officers
- d. Military police (including Marines (shift workers) assigned to Security Battalion)
- e. Officers from other services
- f. Officers attending a formal school
- g. Officers assigned to TBS and OCS during active student cycles
- h. SNCOs or Officers assigned as Uniform Victim Advocate
- i. Those officers serving in special advisory positions which include:
 - (1) Commanding Officers (CO),
 - (2) Executive Officers,
 - (3) Staff Judge Advocate (SJA),
 - (4) Command Inspector General, and
 - (5) Staff Secretaries

4. Restrictions. The following personnel will not be assigned to this duty:

- a. Students attending formal schools.
- b. Personnel pending legal action or administrative separation.
- c. Female Marines in their 28th week of pregnancy or with medical restrictions from a competent medical authority.
- d. Personnel with medical conditions that preclude them from walking or standing for prolonged periods of time.

5. Tour. The normal tour of duty for the CDO is from 1530 to approximately 0810 the next day during weekdays and from 0730 to 0810

the next day on weekends and holidays. The tour of duty for the CDSNCO and CDD is from 0730 to 0810.

5. Posting and Relief

a. The post of the CDO, CDSNCO and CDD will be at John A. Lejeune Hall (Building 3250), Catlin Avenue, Marine Corps Base Quantico. The duty hut will be the designated office during their post, which is a sleeping and armed post. Post time is 0730 and relief time is 0815 the following morning (there will be turnover between duties from 0730 to 0815).

b. The CDSNCO will verify that the CDD has all necessary documents (i.e., Driver's Improvement Card, Basic Motor Vehicle Operators Course Card, Civilian Driver's license, and Military Identification Card) to checkout a vehicle from the motor pool.

c. The MCINCR-MCBQ Adjutant will conduct a formal posting brief with the weeks oncoming CDO's and CDSNCOs at 0815 each Friday in the commander's conference room. CDO, CDSNCO and supernumeraries are required to attend this brief.

d. The MCINCR-MCBQ Adjutant will conduct informal post and relief briefs with the oncoming and off-going CDOs, CDSNCOs and CDDs at 0730 on regular business days. In the absence of the MCINCR-MCBQ Adjutant, the MCINCR-MCBQ Adjutant Chief will conduct the post and relief.

e. On regular business days, the CDO will be released back to their work station following check-in and will return no later than 1500 to assume their post at Lejeune Hall (retrieve duty weapon by 1530 from the armory). The CDSNCO and CDD will remain at their post. Upon completion of their tour of duty, the CDO, CDSNCO and CDD will be formally relieved after morning colors and proper turnover with the oncoming duties.

f. All weekend and holiday CDOs, CDSNCOs and CDDs will post at 0730 and conduct an informal relief immediately following morning colors. Upon assuming the duty, the CDO and CDSNCO will review the Duty Brief presentation, located on the CDO's desktop computer, and detailed instructions contained in the CDO reference binder.

g. On a weekday in which four-day liberty begins at 1200, the CDO will post 30 minutes prior to the designated release time. When the four-day liberty expires, the on-coming CDO, CDSNCO, and CDD will arrive at 0730.

6. Duty Logbook. The duty logbook must be closed out each morning at 0730 and emailed to the following personnel: Chief of Staff; MCINCR-MCBQ Sergeant Major; MCINCR-MCBQ Adjutant; MCINCR-MCBQ Adjutant Chief; Director, G-3; Assistant Chief of Staff, G-4; Director, G-5; and Director, G-6.

7. Armed Duty Requirements. Per reference (a), armed duty watch standers shall meet the arming requirements. Commanders shall ensure that all duty roster submissions comply with the following prerequisites:

a. Current Weapons Qualification. In accordance with reference (b), Marines standing armed duty must be qualified with that weapon within the past year.

b. Use of Force Training. Prior to assuming an armed post, all duty watch personnel shall sign an acknowledgement form (appendix B), which outlines Use of Force requirements per reference (a). Commands supplying duty watch personnel for this post are responsible to coordinate and document Use of Force training for their duty watch standers (appendix A).

c. Weapon Turnover. The Headquarters and Service Battalion (HqSvcBn) Armory will issue the required gear to stand armed post. Use of personal equipment and ammunition is not authorized. Duty watch standers shall draw all of the following gear:

Duty Kit
1 Cartridge belt
1 Pistol holster
1 magazine pouch
2 magazines
1 lanyard
1 pistol (M9)
30 rounds

d. Procedures for conducting weapon turnover

(1) Monday-Friday (non-holiday): Oncoming Duties. No later than 0730, the CDSNCO will report to the duty hut in Lejeune Hall. The oncoming CDD will then transfer the oncoming and off-going CDSNCO to the HqSvcBn armory, Yale Hall, Bldg 2006 to conduct a formal weapons turnover. Upon assuming possession of the Duty Kit, the oncoming CDSNCO will make a condition 1 weapon, holster the weapon, and report immediately back to the duty hut at Lejeune Hall. No later than 1500, the CDO will report to the duty hut in Lejeune Hall to be escorted to the HqSvcBn armory, Yale Hall, Bldg 2006, to draw the Duty Kit.

(2) Monday-Friday (non-holiday): Off-Going Duties, Following post and relief, return to the clearing barrel, and make a condition 1 weapon and holster it. CDOs will proceed directly to the HqSvcBn armory with a complete Duty Kit. The Duty Kit is not to be turned over to the on-coming duty unless informal turnover has been authorized. Stops between the duty post and the battalion armory are strictly prohibited. The Armory Chief must be notified immediately, at (703) 784-4257 or (703) 432-0056, if the off-going duty cannot report to the HqSvcBn Armory by 0815.

(3) Weekend and Holiday Duty Watch Standers. Weekend and holiday duty watch standers shall perform a proper informal turnover at their posts.

On-coming and off-going duty watch standers do not have to report to the HqSvcBn Armory. Clearing barrels are located at the duty location to provide adequate equipment for clearing weapons.

(4) Mandatory Initial Logbook Entry. Each on-coming duty watch stander will make a logbook entry. CDSNCOs will make the following logbook entry once they take possession of the Duty Kit:

"I, Rank and Last Name, have in my possession 91) Cartridge belt, (1) Pistol Holster, (1) Magazine Pouch, (2) Magazines, (1) Lanyard, (30) rounds of 9mm ammunition, 91) Pistol S/N xxxxxxxx, duty cell phone and the master key ring."

This entry is in addition to any other entries specific to the post.

(5) Weapon Turnover. The on-coming duty watch stander must observe while the off-going duty watch stander properly clears the weapon, before taking possession. Proper procedures for clearing the M9 service pistol consist of the following steps:

(a) The weapon should be at Condition 1 (loaded magazine inserted, round in the chamber, and weapon on safe). Remove the Condition 1 weapon from holster and point it into the clearing barrel.

(b) Ensure weapon is on safe and make a Condition 3 pistol by removing the magazine.

(c) Pull the slide and lock the slide to the rear to eject the round in the chamber.

(d) Visually and physically inspect the chamber to ensure no round is present. No round present indicates a complete safe weapon.

(e) **BOTH OFF-GOING AND ON-COMING DUTY WATCH STANDER VISUALLY AND MANUALLY ENSURE THAT THE CHAMBER AND MAGAZINE WELL ARE EMPTY.**

(f) If clear, the off-going duty watch stander will send the slide home and holster the weapon.

(g) Remove all 30 rounds from both magazines and place in the round block.

(h) **BOTH OFF-GOING AND ON-COMING DUTY WATCH STANDERS VISUALLY AND PHYSICALLY ACCOUNT FOR 30 ROUNDS AND BOTH MAGAZINES AND THEN RELOAD BOTH MAGAZINES WITH 30 ROUNDS.**

(i) The off-going duty watch stander passes the entire Duty Kit to the on-coming duty watch stander.

(j) The on-coming duty watch stander accepts the Duty Kit, and makes a condition 1 weapon.

8. Incoming/Outgoing Phone Calls

a. Calls to the Command. In the event the CDO/CDSNCO receives a telephone call requesting the phone number of, or wanting to speak to anyone in the command or their respecting family member, adhere to the following:

(1) Duty standers will be prompt and courteous in answering all telephone calls, and will answer in the following manner:

"Command Duty - Marine Corps Base Quantico (grade and name). This phone call is being recorded. How may I help you, sir or ma'am?"

(2) Home phone numbers and cell phone numbers will not be released to the caller.

(3) Callers requesting to contact the Commander, MCINCR-MCBQ on matters routinely handled by members of the staff shall be instructed to contact those agencies the next working day. A logbook entry shall be made reflecting the caller's name, telephone number, and reason for the call. When the nature of the call is of such urgency that it cannot wait for the next working day, the Chief of Staff will be called by the CDO.

(4) If a call is received that should be referred to the Commander, MCINCR-MCBQ at home (e.g., general officer, member of congress, MCOO, etc.), adhere to the following procedures:

(a) Ask the caller to provide a number where they can be reached.

(b) If applicable, call the Chief of Staff for instruction concerning the call.

b. Calls to Chief of Staff after Working Hours. There will be occasion when the Chief of Staff cannot be contacted at his quarters or via cellular phone after working hours. In these instances, depending on circumstances, the following personnel shall be called in the following order to receive the information and/or provide the necessary guidance: Director G-3, Deputy G-3, Adjutant, and the MCINCR-MCBQ Commander.

c. Commercial Long Distance Telephone Calls. All commercial long distance telephone calls are charged to the Adjutant Branch, MCINCR-MCBQ and are a matter of record by logbook entry. Collect calls will not be accepted.

d. Duty Chaplain. Should there be any incoming calls for the Duty Chaplain, take all available information including point of contact and a phone number. Instruct the caller that you will contact the Duty Chaplain who, in return, will contact the caller. Never give out the Duty Chaplain's home or cell phone number under any circumstances! Refer to the CDO turnover binder.

e. Other Phone Calls. Any calls from parents, family members, or significant other shall be dealt with in a professional manner. Under no circumstances will home or cell phone numbers be given to anyone. Work phone numbers are releasable under the Privacy Act of 1974.

f. Sexual Assault Help Line. The Sexual Assault Prevention and Response office has their own 24 hour duty officer. In the event of a phone call reporting a sexual assault, the duty shall make a note of it in the log and refer the caller to the Sexual Assault hotline (see CDO binder). In order to protect the caller's option of making a restricted report, the CDO will not inquire in to the circumstances of the caller's request.

9. Federal Express (FedEx)/United Parcel Service (UPS) Deliveries

a. The CDO **WILL NOT SIGN FOR DELIVERIES**.

b. The CDO will assist the delivery person in their attempt to contact the intended recipient of the package. Usually the shipping label will show a specific addressee and/or phone number.

c. If a package is delivered during non-working hours, weekends or holidays, the CDO **WILL NOT ACCEPT RECEIPT OF THE PACKAGE**. The CDO will advise the delivery person to return during normal working hours.

10. Identification (ID) Card Check

a. ID Checks. At anytime during the day, the Duty Watch Stander can ask for ID when circumstances warrant it (e.g., when someone comes into the building whose manner leads the duty watch stander to believe that he/she does not belong in the building). Ensure that key personnel, listed below, are recognized on sight, whether in uniform or civilian attire:

(1) Commander, Marine Corps National Capital Region - Marine Corps Base Quantico

(2) Chief of Staff, Marine Corps National Capital Region - Marine Corps Base Quantico

(3) Sergeant Major, Marine Corps National Capital Region - Marine Corps Base Quantico

b. Visitor Control. The CDSNCO will not permit any person to Enter Lejeune Hall, Building 3250 after working hours without first

checking their identification and ascertaining that the person is listed on the after hours access roster. If authorized access, an appropriate entry will be made in the logbook and will reflect the following:

- (1) Time of entry;
- (2) Visitor's name and grade (if civilian, the division they work for);
- (3) Reason for entry and destination; and
- (4) Time of departure.

a. Except for the Commander, MCINCR-MCBQ, Chief of Staff (COS) and MCINCR-MCBQ Sergeant Major, each person entering or leaving the building will be required to check in and out with the duty each time they enter or leave the building regardless of the hour of departure. They will be required to enter and leave through the main entrance.

b. Other than personnel assigned duties within the command deck, NO ONE will enter the offices of the Commander, MCINCR-MCBQ, COS, and Sergeant Major.

11. Uniform of the Day. The uniform of the day for this post is the Service Charlie uniform during the summer season and the Service Bravo uniform during the winter season. The seasonal uniform change will occur per reference (c).

12. Messing.

a. Meals will be taken within the confines of MCINCR-MCBQ and can be consumed in the duty area. Duties will not leave the base during their tour of duty. Duties may patronize at any of the on-base food service establishments (Subway, McDonald's, 7-Day Store, and the Main Exchange Food Court), but will not patronize off-base food service establishments to include those in the town of Quantico.

b. CDO's shall subsist a minimum of one meal at the mess hall and make appropriate logbook entries.

c. The CDO shall also make an Interactive Customer Evaluation (ICE) comment on service, cleanliness of the facility, and the quality of the food served. The ICE website is: <http://ice.disa.mil/index.cfm>.

13. Transportation. In all situations requiring official transportation, the CDO will utilize the CDD and the government vehicle.

14. Physical Training (PT). PT is not authorized during this tour of duty.

15. Flags.

a. National Ensign

(1) Will be flown daily from 0800 until the designated sundown.

(2) The MCINCR-MCBQ Color Sergeant will inspect the flags for appropriate size and serviceability and will replace as needed.

b. General and Flag Officer Flags. General and Flag Officer's flags will be properly flown at Lejeune Hall upon notification from the MCINCR-MCBQ Adjutant or Command Staff.

c. Weather Condition Flags. Will be flown as appropriate per the weather reference in the duty turnover and notification of changes in weather conditions.

16. Responsibilities. Refer to chapter 2 of this Order for the CDO and chapter 3 for the CDSNCO.

Chapter 2

CDO Responsibilities

1. General. CDOs must be available to be posted at anytime during their assigned duty as required by the Commander, MCINCR-MCBQ. The CDO will tour the Base for the purpose of security, safety and state of police.

2. Response for Emergency or Alert Conditions. Refer to chapter 4.

3. Tours and Inspections

a. Tours of MCINCR-MCBQ. A minimum of one tour will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The areas considered important for security, safety and police are: Auto Hobby Shop (Bldg 2080), Barber Gym (Bldg 2073), Teen Center (Bldg 3312), Marsh Center (Bldg 3280), MCCDC Headquarters (Bldg 3300), Medal of Honor Course (Bldg 3313), HqSvcBn (Bldg 2006), Seven Day Store (Bldg 3048), Ammunition Supply Point (Bldg 27067), Iwo Jima Memorial (Front Gate), Diamond Hall (Bldg 3098), and Liversedge Hall (Bldg 15). A notation of such inspection will be made in the CDO's electronic logbook.

b. Barrack Inspections

(1) A minimum of one barrack inspection will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The following barracks are listed:

Manion Hall	B-24194
Haas Hall	B-24195
Mcglathlin Hall	B-24196
Pokorney Hall	B-24197
Graves Hall	B-24003
Anderson-Burke Hall	B-24192 (Permanent party)
Benjamin Hall	B-27279 (3rd deck occupied by MCESG)

(2) A minimum of one barrack inspection will be conducted each weekday and on the weekends/holidays between the hours of 2200 - 0300. The following barracks are listed:

Barker Hall	Building 2001
Phipps Hall	Building 2002
Singleton Hall	Building 2003
Matthew Hall	Building 2005
Jordan Hall	Building 2037
Kelly Hall	Building 2046
Pruitt Hall	Building 2074

c. Noted tours, barrack inspections and discrepancies will be cited with a comment as to corrective action taken, i. e., "cognizant OOD's notified and follow-up action confirmed".

4. Incoming Personnel. All Marine Corps personnel reporting during normal working hours (0730-1630) will be directed to report to the Installation Personnel Administration Center, building 2006. For those personnel reporting after normal working hours, the following procedures apply:

a. Permanent Change of Station Orders (PCSO). Personnel reporting to MCINCR-MCBQO after working hours or on weekends, to include mobilized reservist in receipt of PCSO or in a Temporary Additional Duty (TAD) excess status, shall be directed to report to the Officer of the Day (OOD) for the unit indicated on their orders. The respective OOD will assist personnel reporting on orders with an endorsement and billeting. If personnel report during working hours, they are to be directed to the Installation Personnel Administration Center, building 2006.

b. Reservist. Personnel reporting for active duty (other than mobilization or TAD excess) for training to include mobilization, Reserve Counterpart Training (RCT), Initial Active Duty for Training (IADT), and Extended Active Duty (EAD), Place Entering Active Duty (PLEAD), shall be directed to report to the Reserve Support Unit via telephone (unless otherwise directed) at (703) 784-2127, or duty cell number at (703) 928-9303.

5. Personnel Detained or Deserters. This information will be provided by the Staff Judge Advocate.

6. Colors

a. Morning Colors. Both the off-going and oncoming CDO will observe morning colors at 0800 prior to being relieved from duty. In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail.

(1) To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

(2) The Ceremonial Platoon, Color Sergeant will make the determination on the type of flag to be hoisted.

(3) The CDO will monitor the local weather report via the Marine Corps Base Quantico website (<http://www.quantico.usmc.mil/OPM/?m=Weather>). CDO shall annotate logbook entry with daily weather conditions.

b. Half-Masting

(1) When the national ensign is displayed at half-mast (notification will be made via message to the Ceremonial Platoon, SNCOIC), it is first hoisted to the peak until morning colors music has ended and then lowered to the half-mast position. Before lowering, the national ensign again shall be raised to the peak.

(2) A flag in any position below the peak is technically in the half-mast position; but, in general, the middle point of the hoist of a flag at half-mast should be halfway between the top and foot of the mast. The halfway position of the mast located in front of Building 3250 is so designated with a "black line". The bottom of the blue field of the flag will touch the black line.

c. Evening Colors. The CDO shall observe evening colors. In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail. Refer to http://aa.usno.navy.mil/data/docs/Dur_oneYear.php for evening color times. To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

7. C4I. The CDO must log into the C4I program on the duty computer and monitor any alerts threats may be sent to the National Capital Region (NCR)/Quantico (see reference (f) for details). This task can be delegated to the CDSNCO as needed.

8. Other Duties. The CDO will perform other duties as may be assigned by the Commander or designated personnel on his behalf.

Chapter 3

CDSNCO Responsibilities

1. General. The CDSNCO will post for the entire duration of the duty. This position supports the CDO mission and is responsible for internal security for Lejeune Hall and general administration.
2. Absence of the CDO. The CDSNCO will be present at all times during the absence of the CDO.
3. Exterior Hatches. All exterior hatches are to be locked at 1800. The exterior hatches will be unlocked by the CDSNCO no later than 0500 on weekdays. During weekends and holidays these hatches will remain locked.
4. Security Checks. The CDSNCO will make a complete security check of all hatches in building 3250 at 2200 and 0300. During these security checks, the CDSNCO will record the time and initial the security checklist (SF 702) posted on the taches of Classified File Units (CFU), Rooms 012, 016, 024, 028, and 218 (Figures 3-1 through 3-3 show the locations of these XO-9 locks that require security checks). Upon completion of each security check the CDSNCO will inform the CDO. During the first security check the CDSNCO will ensure that all lights are off and hatches are secured.

Figure 3-1

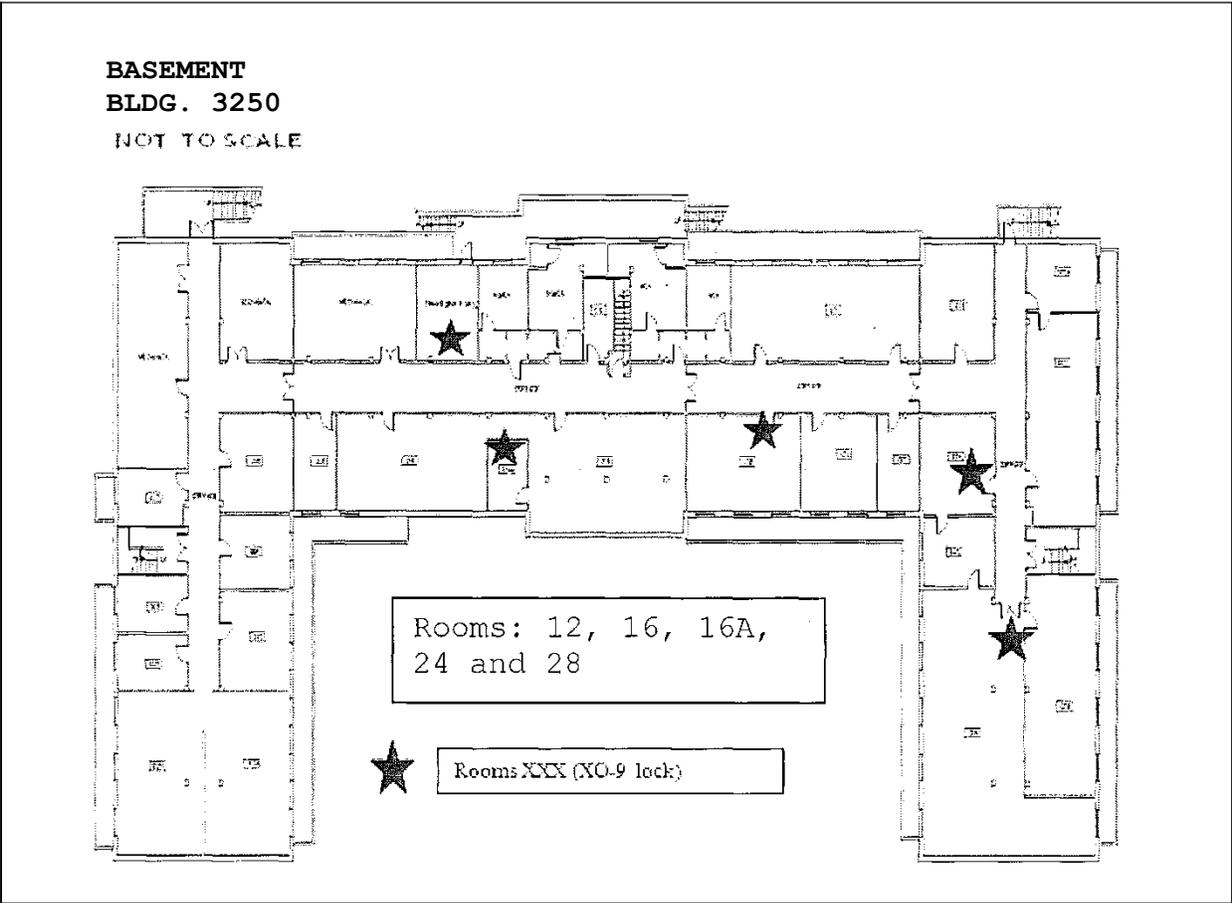


Figure 3-2

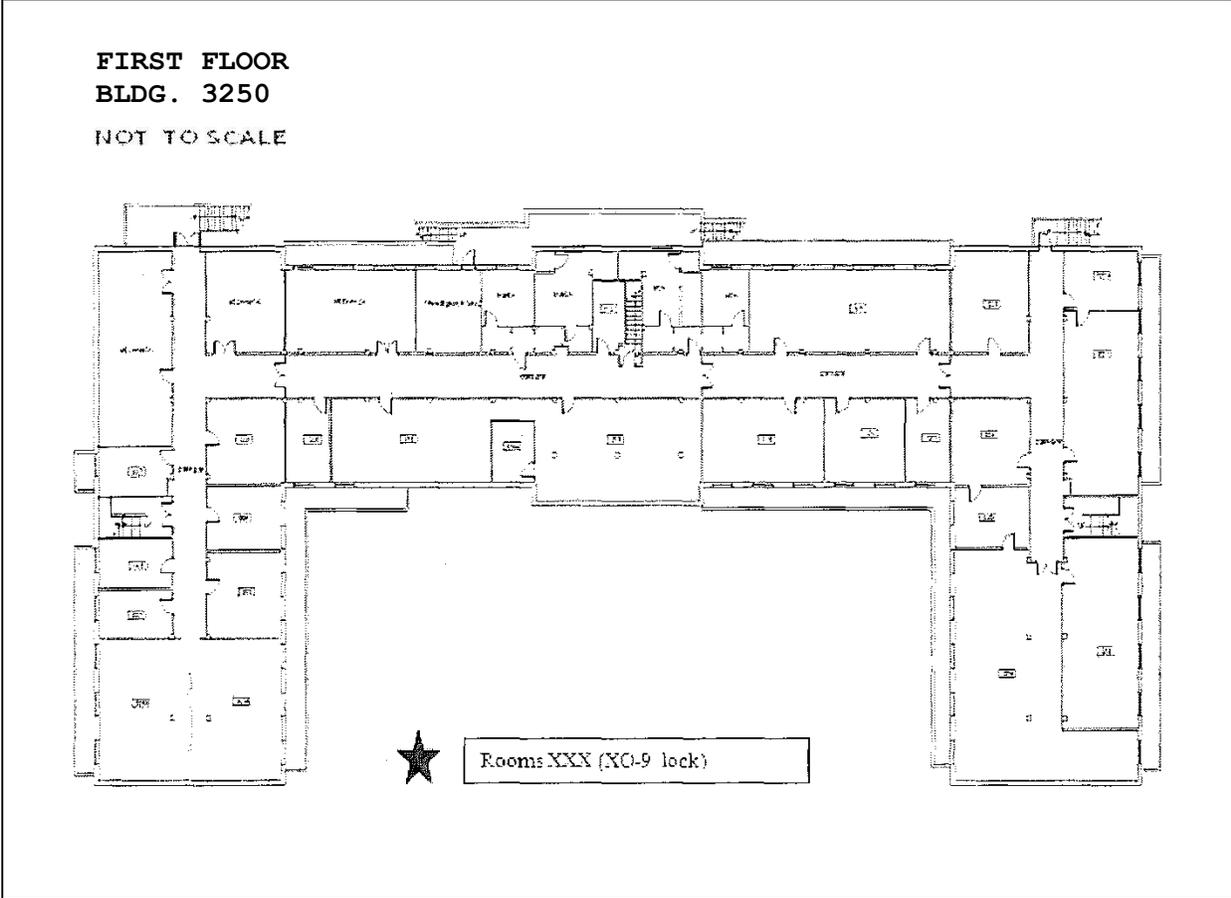
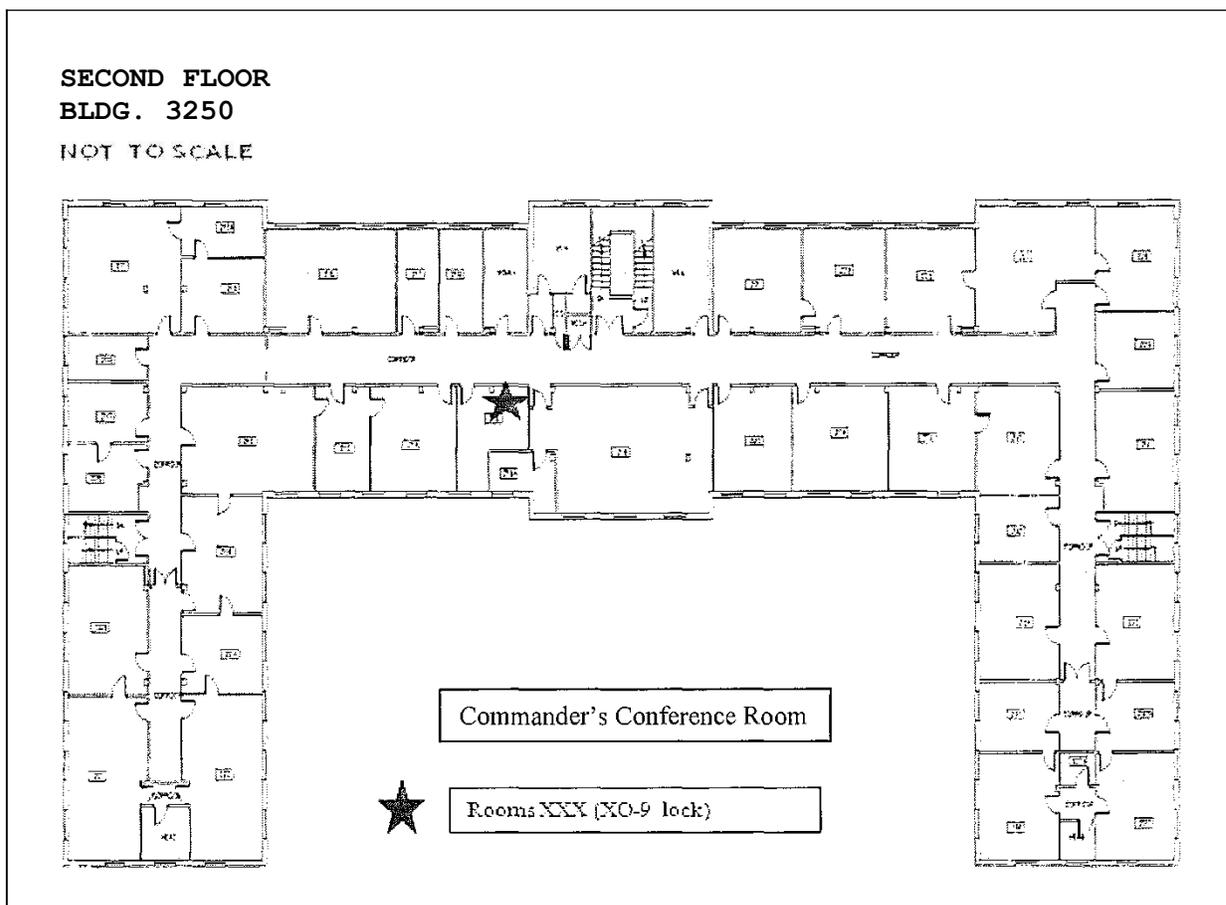


Figure 3-3



5. Locking Offices. Upon checking each office space, the CDSNCO will lock the office, unless personnel are working there. In the event the office is occupied, the CDSNCO will notify the CDO. If any offices are still occupied the CDSNCO will make tours every hour on the hour until all rooms are secured.

FIRST DECK

SECOND DECK

RM #103	RM #218	RM #231	RM #251
RM #104	RM #220	RM #235	RM #254
RM #105	RM #221	RM #236	RM #261
RM #109	RM #222	RM #244	RM #262
RM #117	RM #223	RM #246	RM #263
RM #118	RM #224	RM #248	
RM #154	RM #225	RM #249	
RM #155	RM #229	RM #250	

6. Unlocking Offices. Do not unlock any offices unless required by individuals on the access roster. A master key is provided for this purpose. Hatches are to remain locked at all other times.

7. Police Call

a. The CDSNCO will ensure that the duty hut and the lobby are maintained in a good state of police at all times during their tour of duty, and that no one is permitted to loiter at any time.

b. Trash will be removed from the duty hut prior to being relieved.

c. Dirty linens are to be turned in to Liversedge Hall.

d. Replace dirty/used linen with clean linen.

8. Locator. The CDSNCO is the Base Locator for incoming calls. All efforts will be accomplished in order to assist callers. Typically, callers will be attempting to locate Marines and are not aware of their unit.

a. CDSNCOs can attempt to locate Marines through the Base Locator or the Worldwide Locator at 1-800-268-3710. CDSNCOs will seek assistance from the CDO to locate Marine through the Outlook global address listing (GAL), the Marine locator on the HQMC web page through "Marine Online."

b. Once the Marine's unit is identified, the CDSNCO will refer the caller to the appropriate CDO/OOD for assistance.

c. If all efforts fail, the CDSNCO will acquire the caller's name and phone number and request the CDO to make an appropriate logbook entry for Adjutant personnel to assist the caller during normal working hours or advise the caller to call 451-2414 after 0800 the next working day for assistance. **Never give out personal phone numbers!**

9. Colors. The CDSNCO will operate the sound machine for morning and evening colors. The CDSNCO should ensure the sound machine is operational and warmed up. In the event there is a malfunction with the music, the silent colors will be conducted. The CDSNCO will give the CDO the countdown warnings 5 minutes, 1 minute, and 30 seconds.

10. Snow Removal and Cold Weather Responsibilities

a. If the weather is below freezing at 0515, the chemical deicer will be used on any patches of ice that developed. Pay particular attention to handicapped parking spaces, the very front rows of parking and the walkways. The deicer and shovel are located in the duty hut's linen closet. Use the deicer sparingly; a little goes a long way.

b. Should an accumulation of snow develop overnight, the CDO will ensure the snow is removed utilizing the CDSNCO and the Command

Duty Driver (CDD). Shovels and salt are located in the duty hut's linen closet.

c. The sidewalks surrounding the building and the walkways to the front and rear of the building must be clear of snow.

d. The Public Works Branch is responsible for snow removal in the parking lot. The first priorities are the roads and housing then Lejeune Hall. If snow is not getting removed, after normal working hours, call DSN 278-2072 to report the problem. During working hours, contact the Facilities Manager at DSN 278-6066/(571) 221-8687.

11. Other Duties. The CDSNCO will perform other duties as may be assigned by the CDO, the G-3, and/or MCINCR-MCBQ Adjutant.

JUSTIFICATION FOR THE USE OF DEADLY FORCE

1. Guidance. Per reference (a), the following guidance on the use of force applies.

2. Use of Force

a. Marines authorized to carry firearms in the performance of their duties shall use only the minimum amount of force necessary to obtain their objective.

b. When a firearm is discharged, it is fired with the intent of rendering the person at whom it is discharged incapable of continuing the activity or course of behavior prompting the individual to shoot.

c. Warning shots are not authorized.

3. Circumstances for Using Deadly Force. Deadly force is justified only under conditions of extreme necessity, as a last resort when all lesser means have failed, or cannot reasonably be employed the risk of death or serious bodily harm to innocent persons is not significantly increased by its use and only under one or more of the following circumstance:

a. In Self-Defense and Defense of Others. When deadly force reasonably appears necessary to protect security/LE personnel, or others who are reasonably believed to be in imminent danger of death or serious bodily harm.

b. In Defense of Property Involving National Security. When deadly force reasonably appears to be necessary to prevent the actual or threatened theft of, damage to, or espionage aimed at property or information specifically designed by the Commanding Officer or other competent authority to be vital to national security.

c. In Defense of Property not Involving National Security, but Inherently Dangerous to Other. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of property which is inherently dangerous to others; i.e., property whose theft or destruction presents a substantial potential danger of death or serious bodily injury to others, such as operable weapons and ammunition.

d. To Prevent or Interrupt Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense involving violence and which threatens death or serious bodily injury to another (such as murder, arson, armed robbery, aggravated assault, and rape).

e. Apprehension or Arrest. When deadly force reasonably appears to be necessary to apprehend or prevent the escape of a person when probable cause exist to believe that a person has committed an offense

of the nature specified within the circumstances outlined in paragraphs 7.d.(2) through 7.d.(4) above.

f. Escapes. When deadly force reasonably appears necessary to prevent the escape of a prisoner, provided security/LE personnel have probable cause to believe that the escaping prisoner poses a threat.

g. Lawful Order. The use of deadly force is authorized when directed by the lawful order of any competent authority, and when the order meets the criteria of one of the circumstances above. Specifically, the person who is directed to use deadly force must have a clear description of the person against whom it is authorized, and at least a general knowledge of the circumstances that warrant deadly force.

(1) Shots shall not be fired if they are likely to endanger innocent bystanders.

(2) The killing of an animal is justified for self-defense, or to protect other from serious injury.

DUTY DATE _____

INDIVIDUALS ACKNOWLEDGEMENT OF SPECIFIC INSTRUCTIONS FOR ARMED SECURITY
AND LAW ENFORCEMENT REGARDING THE USE OF FORCE

1. Complete the following:

NAME (Last, First, MI)	COMPANY/SECTION	RANK	EDIPI	DATE

2. Check one of the following:

- Command Duty Officer (CDO)
- Command Duty Staff Noncommissioned Officer (CDSNCO)
- Area Officer of the Day (AOD)
- Assistant Area Officer (AAOD)
- Headquarters Staff Duty Officer (HSDO)

3. Read and initial the following **circumstances for which Deadly Force is authorized:**

I am justified in using the weapon with which I am armed to apply deadly force only under conditions of extreme necessity and only as a last resort, when **all other means have failed or cannot reasonably be employed, the risk of death or serious bodily harm to innocent persons is not significantly increased by its use and** the purpose of the use is one or more of the following:

- a. **To protect myself or others** if I reasonably believe that I or they are in **imminent danger of death or serious bodily harm.**
- b. To prevent acts which or the escape of those who reasonably appear to me to **threaten property or information designated** by my Commanding Officer as **vital to national security.**
- c. To prevent the **actual theft or sabotage** of property that is, of itself, dangerous to others (i.e., explosives, weapons, ammunition, etc.), when it appears reasonably necessary to do so.
- d. To prevent or interrupt the **commission of a serious offense involving violence** which threatens death or serious bodily injury to another (i.e. murder, arson, armed robbery, aggravated assault and rape).

e. ____ To effect the **apprehension or prevent the escape** of an individual when there is probable cause to believe that he has either committed a serious offense involving violence or threatened.

f. ____ When it appears reasonably necessary **to prevent the escape** of a prisoner provided I have probable cause to believe that the escaping prisoner poses a threat of imminent danger of the death or serious bodily harm to security/law enforcement or to any other person.

4. Read and initial the following **additional specific instructions**:

a. ____ I will obey the orders of competent authority to employ deadly force when:

(1) Provided with sufficient information to determine that the circumstances warrant the application of deadly force.

(2) There is clear identifying information on the individual against whom deadly force is to be applied.

b. ____ I will not fire my weapon if I might injure innocent bystanders.

c. ____ I am prohibited from firing warning shots.

d. ____ I will remove my pistol from my holster only when:

(1) The use of deadly force is imminent, or to affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2) Ordered to do so by competent authority.

(3) Returning it to storage or conducting an authorized transfer of possession.

(4) Cleaning it in an authorized area.

e. ____ I will not point my firearm at any person, except when confronted with a situation in which deadly force would be authorized

f. ____ If I remove my pistol from its holster, a proper log book entry will be made detailing the circumstances that led to the weapon being drawn. I may point a firearm:

(1) If directed by or after obtaining permission from competent authority.

(2) If confronted with a situation in which deadly force would be authorized, and the situation does not allow time to obtain permission.

g. ____ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing and safety. I will ensure that clearing is accomplished in a designated area (i.e. clearing barrel) and that the receiving party verifies the firearm is clear before turning in or transferring the firearm.

h. ____ I am prohibited from using a privately owned firearm or ammunition on duty.

i. ____ I am not legally prohibited from owning, possessing, or transporting weapons or ammunition.

j. ____ I am not currently using any prescribed medications that could impair my judgment or reduce my mental clarity.

k. ____ I am not under the influence of alcohol

5. Read and sign the following acknowledgement:

I have been instructed on the use of deadly force per MCO 5500.6F and acknowledge that I understand the basic rules for the use of force and weapons safety. I am aware of all areas at my assigned post that have been designated by the Commanding Officer as vital to national security for which the use of deadly force may be required.

SIGNATURE

RANK/PRINTED NAME

DATE