



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 1601.17J
1B
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COMBAT CENTER ORDER 1601.17J

From: Commanding General
To: Distribution List

Subj: COMBAT CENTER DUTY ORDERS

Ref: (a) MCO 3504.2A
(b) MCO 10520.3
(c) ALMAR 007/08 of 6 Mar 08
(d) Duty Reference Binder
(e) CCO 11000.1E
(f) CCO 3040.2B
(g) CCO 3140.1A
(h) CCBul 1601 (Monthly)
(i) CCO 3000.4B
(j) CCO 1630.6B
(k) CG Policy Letter 9-16
(l) CG Policy Letter 11-16
(m) MCO 5500.6H w/Ch 1
(n) MCO 5210.11F
(o) MARADMIN 323/16
(p) MARADMIN 599-15
(q) CCO 5050.4A
(r) MAGTFTC, MCAGCC, MCMWTC, and MAWTS-1 CCIR

Encl: (1) Duty Orders
(2) Weapons Brief/Use of Force Agreement
(3) CDO Checklist
(4) CDSNCO Checklist
(5) Vehicle Inspection Checklist

1. Situation. All subordinate units and tenant commands aboard the Combat Center shall establish and maintain an interior guard. The Commanding General (CG), Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) is responsible for the good order and discipline aboard the installation. This Order supersedes all other publications aboard the Combat Center regarding duty.

2. Cancellation. CCO 1601.17H.

3. Mission. This Order promulgates instructions for the establishment and implementation of the MAGTFTC, MCAGCC Command Duty Officer (CDO) and Command Duty Staff Noncommissioned Officer (CDSNCO), per the references.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All subordinate Commanding Officers (COs) and Command Duty personnel shall familiarize themselves with the contents of this Order.

(2) Concept of Operations

(a) Command Duty personnel shall be guided in the performance of their duties by the instructions contained in this Order.

(b) The duty personnel may be drawn from the following units:

1. Headquarters Battalion (HqBn)
2. Marine Corps Tactics and Operations Group (MCTOG)
3. Marine Corps Logistics Operations Group (MCLOG)
4. Combat Center G-Staff

(c) For the purpose of personnel assignments, HqBn and the Combat Center G-Staff have been separated into two distinct elements. All G-Staff remain under administrative control (ADCON) of HqBn, in regards to report submissions.

b. Subordinate Element Missions

(1) COs, HqBn, MCTOG, MCLOG, G-Staff

(a) Ensure the Adjutant/S-1 Officer provides a roster of those personnel scheduled to stand the Command Duty Watch, to the Combat Center Adjutant, by the 10th of each preceding month [per the current edition of Combat Center Bulletin (CCBul) 1601].

(b) Ensure assigned CDO and CDSNCO arrive on time to both the Friday pre-brief, and to assume post, per chapters 1 and 5 of this Order.

(c) Duty roster changes by the subordinate element Adjutants can only be approved by the Combat Center Adjutant.

(d) When supernumeraries are requested, verify in writing that it is because of an emergency that meets the criteria of the supernumerary policy, per chapters 1 and 5 of this Order.

(2) Adjutants/S-1 Officers, HqBn, MCTOG, MCLOG, G-Staff

(a) Provide a roster of those personnel scheduled to stand the Command Duty Watch, to the Combat Center Adjutant, by the 10th of each preceding month [per the current edition of CCBul 1601].

(b) Distribute current CCBul 1601 to work center Officers-in-Charge (OICs), and staff noncommissioned officers, for distribution monthly, ensuring all personnel are informed of the Friday pre-brief, and of turnover times to assume post, per chapters 1 and 5 of this Order.

(c) Duty change requests must be submitted, via subordinate S-1 shops, copying all involved parties. The Combat Center Adjutant will update the roster in the duty binder accordingly.

(d) Notify the Combat Center Adjutant when supernumeraries are required.

(e) Ensure duties are distributed on a fair-share basis amongst all available work-centers and personnel, in accordance with this Order.

(f) Ensure all duty standers have a current pistol qualification.

(3) MAGTFTC, MCAGCC Subordinate Commanders

(a) Notify the Chief of Staff (COS) of any important after-hours matters, significant events, or incidents involving your command, in accordance with reference (1).

(b) Provide recall information for the Commander and principal staff to the Combat Center Adjutant in the same format listed in paragraph 4b(2)(a) above. This information will be provided as changes occur, and on the first day of each quarter.

(c) Ensure your command duty personnel contact the MAGTFTC, MCAGCC CDO between the hours of 1630 and 1800 on normal workdays. The CDO/Officer of the Day (OOD) will also contact the CDO prior to their relief, but not later than 0730 the following day, and 0830-1000 on weekends and holidays.

(d) CDO/OODs should report any significant incidents/events to the MAGTFTC, MCAGCC CDO, to include, but not limited to, those listed in chapter 3 of this Order.

(4) MAGTFTC, MCAGCC Resident Unit Commanders

(a) Request notification to the CDO of any important after-hours matters, significant events, or incidents involving your command, in accordance with reference (1).

(b) Provide recall information for the Commander and principal staff to the Combat Center Adjutant, in the same format listed in paragraph 4b(2)(a) above. This information shall be provided as changes occur, and on the first day of each quarter.

(c) Ensure your command duty personnel contact the MAGTFTC, MCAGCC CDO between the hours of 1630 and 1800 on normal workdays. CDOs/OODs shall also contact the MAGTFTC, MCAGCC CDO prior to their relief, but not later than 0730 the following day, and 0830-1000 on weekends and holidays.

(d) Installation CDOs/OODs must report any significant incidents/events to the MAGTFTC, MCAGCC CDO, to include, but not limited to, those listed in chapter 4 of this Order.

(5) Combat Center Adjutant, MAGTFTC, MCAGCC

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

(b) Furnish an indexed file of references and instructions for use by all command duty personnel.

(c) Ensure the CDO binders are up-to-date, with particular attention given to recall rosters, instructions, etc.

(d) Publish an annual bulletin by 1 November each year, assigning allocation of duty watch quotas based on fair-share percentages of on-hand population of eligible watch standers, to the Commanding Officers of HqBn, MCTOG, and MCLOG.

(e) Publish a monthly bulletin duty watch list by the 15th of each month, and post the list on the Combat Center bulletins website at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

(f) Publish all submitted watch lists (e.g. IPAC Duty Roster) in the duty binder [reference (d), not later than the 15th of each month].

(6) Commanding Officer, Naval Hospital Twentynine Palms. Shall contact the CDO immediately regarding:

(a) Admittance of all active duty personnel assigned to MAGTF/TC, MCAGCC.

(b) Admittance of any active duty or retired personnel (both Navy and Marine Corps) in the grades of O-6, E-9, and above.

(c) Death of any active duty Service member, retired personnel, or family member.

(7) OIC, Exercise Logistics Coordination Center. Provide a current list of reserve units reporting for training duty to the Combat Center Adjutant, to include organizational title, point of contact, and arrival/departure dates.

(8) Assistant Chief of Staff Religious Ministries

(a) Provide the Combat Center Adjutant with the Quarterly Chaplain Watchbill.

(b) Shall ensure a weekly lifeline brief is provided to the duties detailing the criteria for contacting the duty chaplain, and proper protocol.

c. Coordinating Instructions. The Duty Chaplain, Sexual Assault Response Coordinator, Foreign Disclosure Officer (FDO), and Military & Family Life Counselor shall ensure a weekly lifeline brief is provided to the duties.

5. Administration and Logistics

a. Commanders and staff shall provide written special instructions to the Combat Center Adjutant, on matters under their cognizance that are considered appropriate for inclusion in reference (d).

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b. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Orders.aspx>.

c. Forms. Enclosures (2) through (5) can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/web/public/home>. Use the forms tab to access the search page; the number or title can be entered in the keyword search. All former editions are obsolete and will not be accepted.

6. Command and Signal

a. Command. This Order is applicable to MAGTFTC, MCAGCC organizations and all subordinate and tenant organizations within the MAGTFTC, MCAGCC area of operations.

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



J. F. HARP
Chief of Staff

Distribution: A

CCO 1601.17J
NOV 08 2016

DUTY ORDERS

LOCATOR SHEET

Subj: COMBAT CENTER DUTY ORDERS

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

Enclosure (1)

DUTY ORDERS
RECORD OF CHANGES

Log completed change action as indicated.

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

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DUTY ORDERS

Chapter 1

Command Duty Officer (CDO) General Duties

1. Assignment. All Marine Majors, Captains, First Lieutenants, Second Lieutenants, Warrant Officers, Chief Warrant Officers 2, and all Navy Lieutenant Commanders, Lieutenants, Lieutenants Junior Grade, and Ensigns assigned to HqBn, MCTOG, MCLOG, Tactical Training and Exercise Control Group (TTECG), and Combat Center G-Staff shall be assigned to the Command Duty Watch on a fair-share percentage based on available personnel. The practice of "internal exemptions" is not authorized, regardless of billet assigned and the rank equivalent.
2. Exemptions. The following billets are exempt from CDO:
 - a. Battalion Commanding Officers (COs)
 - b. Battalion Executive Officers
 - c. Provost Marshal
 - d. MAGTFTC, MCAGCC Aide-de-Camp.
 - e. All personnel with 20 years or more time in service.
3. Restrictions. The following officers will not be assigned to the CDO duty:
 - a. Students attending formal schools.
 - b. Officers pending legal action or administrative separation.
 - c. Female Marine officers once a health care provider has certified pregnancy.
 - d. Marines/Sailors shall not be assigned any other duty responsibilities internal to their parent command (i.e. no dual hatting), while assigned as CDO.
4. Post. The post of the CDO will be at Building 1554, Headquarters, MAGTFTC, MCAGCC. Room 114A will be the designated office of the CDO during his/her post. This is a sleeping post and Room 109 is the designated area.
5. Duty Computers. The "duty hut" contains two computers; the primary duty computer is designated for the Marine Corps Public Key Infrastructure (PKI) "alternate token" only. Its primary function is to receive email correspondence from the "29 Palms CDO" email account and log entries into the electronic duty logbook. The CDO shall be the only person to log entries into the logbook. The secondary (backup) computer is for personal government Common Access Card (CAC) use.
 - a. ONLY use the issued Duty CAC, PKI Card for the Duty Computer.

Enclosure (1)

b. Extra computer. OK to logon with individual CAC/Identification (ID) Card.

c. Do NOT reconfigure the computer desktop.

d. Use the Electronic Duty Logbook that is located on the desk top.

6. Duty Logbook

a. Make a Duty Log Book entry for all new joins who report to the Combat Center after normal working hours.

b. Upon completing the tour of duty, the CDO shall **email the electronic logbook** (as an attachment), to the "Email Duty Log" distribution list found in the contacts.

7. Uniform of the Day. Unless otherwise directed, the uniform of the day for this post is the Service "C" during the summer season and Service "B" during the winter season, in accordance with reference (c). Upon the observation of inclement weather, both Duties may change into the Marine Corps Combat Utility Uniform.

8. CDO Checklist

a. The checklist is a tool to assist the CDO in the conduct of his/her tour. Initialing the checklist does not replace logbook entries.

b. Use the electronic Checklists, enclosures (3), (4), and (5), are posted on Naval Forms Online at <https://navalforms.documentservices.dla.mil/web/public/home>. Print and complete them during your tour of duty.

c. All checklists for the CDO/CDSNCO must be **signed and turned in**, with a signed hard copy of the Electronic Log Book, to the Combat Center Adjutant (or designated representative) each morning after turnover with the COS and oncoming CDO has been conducted.

9. Assignments/Replacements

a. Following the monthly publication of reference (h), personnel assigned as the CDO who become unavailable for duty must contact their respective chain of command and unit Adjutant to coordinate a suitable replacement. The unit Adjutant must notify the Combat Center Adjutant's office via email, copying all involved parties. Individuals assigned as supernumeraries will be used only in emergency situations involving last minute situations, whereby assignment of another individual to stand CDO is not possible.

b. Supernumerary Policy. Personnel assigned as the supernumerary will be used only in verified emergency situations within the 24-hour time period of the intended duty. Other situations that arise outside the 24-hour time period shall be filled by the Marine's work-center, or a duty swap. Supernumeraries must attend their respective weekly duty brief, in the event they are activated. If activated, supernumeraries must report within an hour of notification.

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10. Messing

a. CDOs shall visit the Messhall at least once during their tour of duty and make appropriate logbook entries.

b. The CDO shall also make an Interactive Customer Evaluation (ICE) comment on service, cleanliness of the facility, and the quality and quantity of the food served. The ICE website is: http://ice.disa.mil/index.cfm?fa=site&site_id=93.

11. Transportation. In situations requiring official transportation, both Duties will use the government vehicle located in the parking lot in front of Building 1554, in the space marked "Command Duty Vehicle." The keys are located in the G-1 Adjutant's Office, Room 126, and will be given to the CDO/CDSNCO, when posted.

12. Morning Clean-up

a. Ensure the duty room, three stairways, and surrounding walkways of Buildings 1554 South, Building 1554 North, and between buildings, are policed and trash emptied prior to 0730.

b. Duty racks in room 109 will be made every morning.

13. CDO Email Correspondence

a. Use the Who, When, Where, What, Why, and How format.

b. There are 21 contact cards in the CDO "Contact" folder. Use the respective contact folder that applies to the situation.

14. Colors and Flags. The off-going CDO will conduct morning colors. The oncoming CDO will observe.

a. Colors

(1) Basics

(a) The POST (10'X 19') flag is flown on normal weekdays, the STORM (5'X 9') flag is flown during inclement weather, and the GARRISON (20'X 38') flag is flown only on Sundays and holidays.

(b) CDO must call the weather forecaster at (858) 577-4028, before morning colors to determine which flag to use.

(c) High winds (15 knots or more) use STORM flag, even if it is a Sunday or holiday.

(d) Ropes and fasteners on the flag pole have been redone and now both sides are the same. Thus, the storm, post, and garrison flags can be hoisted on either the LEFT or RIGHT side.

Enclosure (1)

(e) The lanyard contains four fasteners. **The top fastener is used for all 3 flags**, the 2nd is for the bottom of the STORM flag, the 3rd is for the bottom of the POST flag, and the 4th is for the bottom of the GARRISON flag.

(f) The CDO will ensure the flag is raised entirely to the top of the pole and secured.

(g) In case of a storm warning, change to the STORM flag 1-2 hours prior to the forecast time of inclement weather.

(2) Color Guard Detail

(a) The Combat Center Working Party provides the color guard detail Monday through Friday.

(b) HqBn personnel will provide the color guard detail on weekends and holidays.

(3) Evening Colors

(a) Check times posted on the bulkhead to verify the exact time of sunset.

(b) Call the G-4 Installations Operations Officer at (760) 830-3718 or the Installations Operations Chief at (760) 830-8295 during working hours, Monday-Friday, or the HqBn OOD at (760) 830-6566 on Saturdays, Sundays, and holidays, one hour prior to evening colors, to ensure the color guard detail will be on time.

(c) Ensure color guard uniformity. The Color Guard shall not be on the Body Composition Program or on light duty. If the CDO determines, for any reason, a member of the Color Guard is unfit to perform his or her duties, the CDO will call for a replacement, give the reason, and make a log book entry.

(d) The Provost Marshal's Office (PMO) will automatically play the five minute warning and evening colors. In the event that the five minute warning misses the time-hack, call PMO dispatch at (760) 830-6800.

(e) Remember to salute.

(4) Morning Colors

(a) At 0700, check the weather forecast; 15 knots or greater, raise the STORM flag and annotate this in the logbook.

(b) Call the G-4 Installations Operations Officer at (760) 830-3718 or the Installations Operations Chief at (760) 830-8295, Monday-Friday, or the HqBn OOD at (760) 830-6566 on Saturdays, Sundays, and holidays, to ensure the color guard detail is present no later than 0730.

(c) PMO will automatically play the five minute warning and morning colors.

Enclosure (1)

(d) Remember to salute.

(5) Half-Staffing

(a) When the national ensign is displayed at half-staff, it is first hoisted to the peak until morning colors music has ended, then lowered to the half-staff position. Before lowering, the national ensign, again, shall be raised to the peak.

(b) A flag in any position below the peak is considered in the half-staff position; but, the mid-point of the hoist of a flag at half-staff shall be halfway between the top and foot of the mast. Do NOT use the Garrison flag if half staffed (even if it is a Sunday or holiday), as it may entangle in a palm tree.

b. Generals' Flags. Lowered or raised ONLY when directed by Protocol, PMO, or Command Deck personnel.

c. Retirement/Special Request Flags. There will be times where the Adjutant's Office will give the CDO/CDSNCO a flag to fly. In those cases, make a logbook entry. These flags are to be flown AFTER EVENING COLORS ONLY. Once evening colors is complete the Color Detail will hoist the retirement/special request flag, render proper salute, lower, fold, and return the flag to the CDO/CDSNCO.

15. Heat Condition Flags (1 May - 30 Sep)

a. G-3 manages the heat condition flag during working hours, the CDO/CDSNCO manages the flag during non-working hours. Take the heat condition flag down after evening colors has been completed and place in the Flag wall locker in Room 109.

b. On weekends and holidays call the Naval Hospital Twentynine Palms Quarter Deck, at 830-2190, or use the below link: <http://www.med.navy.mil/sites/nhttp/Pages/FlagCondition.aspx> to determine which flag is appropriate for the current heat condition.

16. Foreign Visitors. There will be times when a foreign visitor or foreign group arrives at MAGTF/TC, MCAGCC at an earlier date than expected, listed on an Approved Foreign Visitor Request (FVR), either during or after normal business hours. The following guidance is provided for after-hours and holidays:

a. No FVR

(1) Ask them to return during normal working hours (approximately 0800 next regular working day).

(2) Collect their information: Rank, full names, and at least one U.S. phone number to contact them, and the reason they arrived early.

(3) Place this information in the logbook and send an email to the FDO and the Escort listed on the hard copy FVR (this hardcopy will come from Vehicle Registration).

Enclosure (1)

b. Early Arrival and Approved FVR. If the arrival is within a "reasonable timeframe" of the date on the FVR, the CDO can allow access.

(1) Collect their information, make notes on the FVR, and log this information in the logbook. The person/group "MUST HAVE" a local/U.S. phone number to be contacted.

(2) Permit access.

(3) Send an email to the FDO and the Escort that they arrived early, the reason for an early arrival, and include contact and location information.

(4) If, for whatever reason, the CDO is not comfortable making this decision call the FDO first, then the Deputy AC/S G-3, and finally the AC/S G-3.

c. Names Not on the FVR. There will be times when some names will not be on an FVR. Perhaps the personnel were added at last minute. Do the following:

(1) If it is a small group and some visitors are not on the FVR then use your best judgement.

(2) If the CDO decision is to allow access then follow the guidance below:

(a) Coordinate with the ranking foreign visitor.

(b) Collect ranks, full names, identification (ID) numbers, their local/U.S. phone number, and their location aboard MAGTF/TC, MCAGCC. Log this information in the logbook and on the FVR.

(c) Make notes about why the visitors were not on FVR.

(d) Permit access to additional visitors **ONLY** if they have appropriate ID.

(e) Send an email to the FDO and the Escort (listed on the hard copy FVR) with all this information.

d. In the case of a large group training exercise (i.e. Black Alligator), and provided that the senior member from the training unit can verify the undocumented visitors; allow them access, but ensure the above procedures are followed.

DUTY ORDERS

Chapter 2

CDO Responsibilities

1. Post and Relief

a. Morning Turnover. Occurs with the COS and outgoing and incoming CDOs at 0745, in accordance with reference (h), and is subject to change. Before turnover, the incoming CDO will completely review this order. The CDO will post for duty to room 126 at 1600 on workdays, 1500 on Fridays, and 0815 on weekends and holidays, unless otherwise called.

b. During workdays, cancel call forwarding on the duty phones once posted.

c. After morning colors (during workdays), forward calls to 830-4189.

d. CDO must be in compliance with the seasonal uniform change, in accordance with reference (c), except as differentiated by CCO 1020.11T.

e. Concerning General Clean up

(1) At 0730 every Wednesday, the CDO will ensure that linen is turned in, picked up, and the racks made. Go to Building 1102, or call 830-4488 if assistance is needed.

(2) The vehicle keys will be maintained with the G-1 Adjutant (Room 126), unless the duties are posted.

(3) Ensure cleanup of the duty rooms and area surrounding the North Wing of Building 1554 (especially the cactus garden and stairways leading to the Command Deck) is completed.

i. G-6 Help Desk. The G-6 Help Desk delivers an after-hours message directing individuals to call the CDO. If unit personnel require assistance, contact the AC/S G-6, or Deputy AC/S G-6 using reference (d).

2. Tours and Inspections

a. Tours of Roads, Road Shoulders, Parking Areas, and Shopping Centers

(1) The CDO will tour the Installation for the purpose of security, safety, and inspecting the state of police.

(a) Inspections will be conducted each day on weekends/holidays and during weekdays, if time permits. Refer to the CDO Binder and reference (e) for the areas considered important for security, safety, and police. During hours of operation, notify the MCX Manager regarding the police of the MCX area. A notation of such inspection will be made in the CDO's electronic logbook.

(b) On weekends and holidays, PMO is responsible for reporting to the CDO any police cleanliness problems existing on installation roads, road

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shoulders, and parking areas. If there is a need to police a given area, the CDO will pass on the information to the Area Commander responsible for the area in question in accordance with reference (e).

(2) Duty Tours of the Area

(a) Secure the South Wing of Building 1554 after taps and open the doors at 0530 during workdays (during the weekend and holidays doors will remain secured.)

(b) To gain access to the Video Teleconference Center room door in Building 1559 (CG's Conference Room), go to the O-Club side of the building and knock on the hatch (it is manned 24/7 by range control).

(c) Accountability for the police of the Combat Center

1. Reference (e) shows each unit's area of responsibility. Policing should be conducted once during a week day and three times during the weekend/holiday.

2. Noted discrepancies will be cited with a comment as to corrective action taken, i.e., cognizant CDOs notified and follow-up action confirmed.

b. Check with Range Control (BEARMAT) and the Camp Wilson Camp Commandant (when an exercise is in progress), regarding training concerns, to obtain courtesy reports from training commands [i.e. required reporting: Personnel Casualty Report (PCR) or Operations Event/Incident Report [OPREP-3]/Serious Incident Report (SIR)]. The drafting of OPREP-3/SIRs will be the parent command's responsibility.

3. Incident Reports

a. OPREP-3 SIRs/PCRs/Flash Reports. In the event of a reportable incident, a voice report must be made to the Headquarters Marine Corps (HQMC) Watch Team, at (703) 695-5454, immediately following the incident. The drafting of these documents is the responsibility of the parent command. Request a courtesy copy to provide the COS. Those units under the cognizance of the CG, MAGTFTC, MCAGCC will include the CG, Training and Education Command in the AMHS message.

(1) Accidents, incidents, or disturbances listed in chapter 3 of this Order, and Tab #1 of reference (d), shall immediately be reported by the CDO to the COS, and those listed in chapter 4 of this Order. If the COS deems it necessary, the CDO will be instructed to notify the appropriate organization to prepare and release an OPREP-3 SIR and or PCR in accordance with reference (a).

(2) The CDO will send a copy of all PCRs and SIRs to the Installation Personnel Administrative Center's (IPAC) organizational mailbox, at the following address: OMBPLMSMAGTFTCASUALTY@USMC.MIL.

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(3) Media Interest. For any event that may draw local and/or national media interest (e.g., serious incident, casualty, training accident, etc.) the CDO shall immediately notify the COS. The COS may direct the CDO to notify the Public Affairs Office (PAO) via their duty cell number (760) 401-0191.

b. Commander's Critical Information Requirements (CCIRs)

(1) Ensure telephonic notification to the COS within 20 minutes in cases directing a call.

(2) Refer to TAB #1 of the Duty Reference Binder [Reference (d)] for procedures.

c. Casualty Procedures

(1) In the case of a death or serious injury of a Marine, contact the OOD for their respective unit.

(2) The CDO is **not** responsible for completing PCRs or SIRs, but shall contact and relay appropriate information to the respective unit's OOD for their S-1 to take appropriate action.

(3) Reference (d) contains information as to when an SIR is required.

(4) The following MAGTF/TC, MCAGCC commands are responsible for completing their own PCRs and SIRs:

(a) Marine Aviation Weapons and Tactics Squadron One (MAWTS-1)

(b) Marine Corps Mountain Warfare Training Center

(c) MCTOG

(d) MCLOG

(e) HqBn

(5) HqBn completes PCRs and SIRs for all sections ADCON to the battalion, to include the following: TTECG and the Combat Center G-Staff.

(a) In the case of a death of a Marine, contact the Combat Center Casualty Assistance Office located in IPAC at (760) 830-1566, and Mr. Trowbridge, Naval Hospital Twentynine Palms, at (760) 819-1291. For the Duty Chaplain cell, see reference (d).

(b) All information must be safeguarded until notification of Next of Kin.

(6) The CDO will notify the Naval Hospital Twentynine Palms OOD of **all deaths** that occur on and off the Combat Center [normal working hours: 830-2513, after normal working hours: (760) 636-9040].

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4. Military Funeral Honors (MFH). Reference (f) provides policy and instructions for the provisions of MFH.

a. Normally, the CDO will receive a funeral request from HQMC, via email. [In cases where a local funeral home sends a request directly to the CDO, the CDO will direct the funeral home to contact HQMC casualty branch for assistance at (703) 432-9524.]

b. The CDO shall pass all funeral requests, as instructed in reference (f) located in the Duty Reference Binder, Tab #7.

c. The CDO shall notify HqBn, make a log book entry, and report it to the Combat Center Adjutant the next working day.

5. Incoming Officers. MAGTF/TC, MCAGCC Marine and Naval officers reporting after normal working hours shall be directed to report to the CDO, Building 1554. The next working day they will report to the G-1 Analyst (Military-T/O), Room 116, Building 1554, in the appropriate seasonal uniform. Officers reporting for TAD with Marine Corps Communication-Electronics School, NHTP, 7th Marines, or any other tenant units shall be directed to report to those organizations.

6. Incoming Enlisted Personnel. Enlisted Marine Corps and Navy personnel reporting for duty, or TAD, shall be directed as follows:

a. Enlisted Marines. Permanent personnel shall be directed to report to Combat Center Personnel, Building 1551.

b. Enlisted Marine Reserve. Reservists reporting for annual training, Active Duty for Operations Support, or Inactive Duty for Training, will be directed to report to Building 1551.

7. Personnel Confined or Deserters. The CDO shall contact the HqBn OOD, or the CDO/OOD of the individual's respective command, for turnover of all personnel.

8. Emergency or Alert Conditions

a. During emergencies or alert conditions, the CDO will contact the COS in order to make an appropriate decision on Crisis Action Team recall or Emergency Operations Center Activation, see reference (i).

b. All reports received by the CDO involving incidents of oil or hazardous material releases, or wildfires, shall be immediately reported to PMO by dialing (760) 830-6800, 911 (via landline), or (760) 830-3333 (cell phone). The CDO will make every attempt to gather appropriate data, to include reporter's name, phone number, material involved, extent of damage, and other pertinent data. Once all information is obtained the CDO shall contact the COS.

9. Request for Emergency Helicopter Assistance. After normal working hours, if the CDO receives emergency helicopter assistance requests, requests for medical evacuation, search and rescue requests, water rescue/assistance procedures, etc., he/she shall record the details of the request. If the request originated from a unit that is conducting training within the base

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training complex, the CDO will refer the issue to BEARMAT at 830-6623, or 6535. If the request originated from an organization or individual off the Installation, or from within the housing areas, then the request shall be passed to PMO, who will coordinate with local authorities for traffic control and site security, as required. If the emergency is of an unusual nature, the CDO shall notify the AC/S G-3/5 immediately after contacting BEARMAT or PMO.

10. Command-Authorized Searches

a. The CG may authorize the search of property or persons situated or found in a place over which the CG exercises control. Search authorization shall normally be obtained from the designated area commander. CDOs cannot authorize a search.

b. Except in the case of a Federal search warrant, only the CG can authorize a search of family housing or other "common areas" outside the purview of any area commander. The CG's authority in this regard cannot be delegated to anyone.

c. Should the Criminal Investigation Division or Naval Criminal Investigative Service request authority to search a "common area" aboard the Combat Center that does not fall within subordinate commander's areas of control (the physical limits of their command), to include the family housing area, contact the COS.

d. When a command-authorized search is requested, the CDO shall call PMO and provide the point of contact (POC) information of the requestor, prior to the initiation of the search.

11. Incoming Phone Calls for the CG. In the event the CDO receives a telephone call requesting the phone number of, or wanting to speak to, the CG or a member of the CG's family, adhere to the following:

a. The caller shall be treated with courtesy.

b. Home phone numbers and cell phone numbers of the CG, COS, Primary or Special Staff, or anyone else, will not be released to the caller.

c. Callers requesting to talk to the CG on matters routinely handled by members of the Primary or Special 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 COS will be called by the CDO.

d. If a call is received that should be referred to the CG at home (e.g., general officer, member of congress, MCOC, etc.), the following procedures will be adhered to:

(1) Ask the caller to provide a number where he/she can be reached.

(2) Call the COS or Aide-de-Camp for instructions concerning the CG.

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12. Calls to the COS After Working Hours. There will be occasions when the COS cannot be contacted at his quarters, or via cellular phone, after working hours. The first call made shall be to the SSEC to seek assistance. Depending on the circumstances, the following officers shall be called to receive the information and/or provide necessary guidance.

- a. AC/S G-3
- b. AC/S G-4
- c. AC/S G-7

13. Commercial Long Distance Telephone Calls. All commercial long distance telephone calls, which are to be charged to the Combat Center, shall be recorded by logbook entry. Collect calls will not be accepted.

14. Protocol Very Important Person (VIP) Billeting

a. If the CDO receives a call requesting VIP billeting, the duty will instruct the caller to call back during normal working hours. If the caller persists or it is an emergency, the duty will contact the following personnel in the following order:

- (1) MAGTF/TC, MCAGCC Protocol Officer
- (2) MAGTF/TC, MCAGCC Protocol Specialist

b. If unable to reach any of the above, the guidelines for VIP quarters are as follows:

- (1) General Officers in the Riley House or Distinguished Guest Quarters (DGQ) as desired;
- (2) Colonel or colonel equivalent in the DGQ, Building 1561;
- (3) All other officers in the Roadrunner Inn;
- (4) E-9s that are Force Sergeants Major or higher may stay in the Riley House, DGQ suites, or at the Bachelor Enlisted Quarters.

c. Occasionally a VIP will arrive without a reservation. When this occurs, the Roadrunner Inn shall notify the CDO of the name, date(s) requested, and the room number. The CDO will ensure that one of the above Protocol individuals is notified no later than the following day.

15. Duty Chaplain. Should there be any incoming calls for the Duty Chaplain, provide the cell phone number to the requester.

16. Other Phone Calls

a. Individual Marines. If the caller knows the unit, provide the caller with the OOD's phone number. If not, take the caller's information and inform them that someone will be calling them back to assist them. Locate the Marine's unit, call the OOD, pass the caller's information on for

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their action and annotate it in the logbook. Under no circumstances will home or cell phone numbers be given to anyone. Work phone numbers are releasable under the Privacy Act of 1974.

b. American Red Cross (ARC). You are authorized to assist the ARC in locating the unit and providing the unit's OOD number. If the Marine is here on an exercise provide them with the Camp Wilson Camp Commandant's number.

17. Emergency Childcare Services. The Family Child Care Program is contacted in cases where emergency child care services are required. The purpose of this program is to assist military families by providing immediate child care during times of crisis, until permanent child care can be restored. Any requests for emergency child care shall be passed to the Marine Corps Community Services Child Care POC at 830-3450, during working hours. After working hours call (760) 401-0516.

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Chapter 3

Notification Procedures Involving MAGTF/TC, MCAGCC CommandsI. General

a. The following types of accidents, incidents, or disturbances which, while not all-inclusive, provide examples of incidents that the MAGTF/TC, MCAGCC CDO shall report to the COS. Refer to the Duty Reference Binder, Tab #1, for additional CCIR information that will be reported to the COS. Contact the Combat Center Adjutant for guidance before calling the COS.

b. Incidents involving MAGTF/TC, MCAGCC personnel, or family members, shall be reported to the COS by the MAGTF/TC, MCAGCC CDO. Any calls received from other MAGTF/TC, MCAGCC command duty personnel, or command representatives, shall be reported to the COS by the CDO.

c. Per paragraph 4b(3)(d) of this Order, command duty personnel from MAGTF/TC, MCAGCC commands shall report any significant incidents/events, to include, but not limited to those listed in this chapter, to the MAGTF/TC, MCAGCC CDO.

2. Military or Political Incidents. Any incident of military or political nature, domestic or foreign, that involves individual Marine Corps or Navy personnel, units, or installations, and may result in local or national official reaction, or extensive civilian news media interest, shall be reported to the COS by the MAGTF/TC, MCAGCC CDO. The COS may direct the MAGTF/TC, MCAGCC CDO to contact the PAO and anyone else deemed necessary.

3. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, the COS shall be contacted by the MAGTF/TC, MCAGCC CDO. The MAGTF/TC, MCAGCC CDO shall provide a report of the type of assistance requested, its purpose, and estimated duration of assistance. Any civil disorder in which individual Marine Corps or Navy personnel, units, or installations are involved, shall be reported to the COS by the CDO.

4. Terrorist Incidents. Incidents involving terrorism on any MAGTF/TC, MCAGCC subordinate installation shall be immediately reported to the COS by the CDO.

5. Operational Incidents. For any operational incident, which may result in unusual interest by the public news media, the CDO shall contact the COS.

6. Sexual Assault. Incidents involving sexual assault, commanders shall submit an OPR/EP-3/SIR to report all Unrestricted Reports of sexual assault when the victim is a Marine or other service member attached to MAGTF/TC, MCAGCC. Ensure notification of Base SARC at (760) 830-4997.

7. Suicide. Incidents involving suicide attempts, ideation, or completion see reference (r) for reporting procedures.

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8. Serious Aircraft Accidents/Incidents. Any aircraft mishap, which results in serious injury, loss of life, or extensive property damage to civilian or military property, shall be reported to the COS by the CDO. The CDO's for Marine Wing Support Squadron 374 (MWSS-374) and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the CDO.

9. Ground Accidents/Mishaps. If any ground mishap involving military personnel occurs on or near a MAGTF/TC, MCAGCC subordinate installation, and results in serious injury, loss of life, or extensive property damage to civilian or military property, the MAGTF/TC, MCAGCC CDO shall contact the COS.

10. Near-Midair Collisions. Any near-midair collisions involving civilian or military aircraft shall be reported to the COS by the CDO. The CDOs for MWSS-374 and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the CDO.

11. Accidents Involving Ammunition or Explosive Material. Any explosion of ammunition or accident involving explosive material that causes/threatens to cause casualties or serious property damage, shall be reported to the COS by the CDO. The CDO will also report it to the Safety Director at 830-8465.

12. Fires

a. Any fire that may impair the operational readiness of a Marine Corps unit, or which causes casualties or extensive damage to Marine Corps property or civilian property, including major fires not under control by Combat Center Fire Department (CCFD) personnel, shall be reported to the COS by the CDO.

b. Trash can fires and other fires considered minor and under control by CCFD personnel do not require notification of the COS after hours. Make an appropriate electronic logbook entry.

13. Infectious/Communicable Disease

a. The presumptive diagnosis of any Infectious/Communicable Disease or event that may require quarantine, or the diagnosis of any disease of potential epidemic significance, shall be reported by the respective MAGTF/TC, MCAGCC subordinate installation's Naval Hospital or clinic. The Naval Hospital or clinic has the responsibility to coordinate all reports with the proper headquarters.

b. The diagnosis of any disease so widespread among military personnel or civilians that it portends, such as an infectious/communicable disease, or an outbreak extensive enough to degrade mission accomplishment, will be reported by the Naval Hospital. The MAGTF/TC, MCAGCC CDO shall notify the COS.

14. Extensive News Coverage/Media Interest. Any mishap or occurrence that may arouse extensive news coverage, media interest or congressional interest, any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their

family members, or if it may arouse public interest, shall be brought to the attention of the COS by the CDO. The COS may direct the CDO to contact the PAO at (760) 401-0191, if necessary.

15. Objects Dropped From Military Aircraft. Any incident in which an object is dropped from a military aircraft while in flight shall be reported immediately. The CDO's for MWSS-374 and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the MAGTFTC, MCAGCC CDO. Once notified of such an occurrence, the CDO shall notify the COS.

16. Training Incidents. Any training incident, which may result in unusual interest by the public news media or arouse congressional interest, or any incident that results in serious injury, death of military or civilian personnel, or extensive damage to military or civilian property, shall be brought to the attention of the COS by the CDO.

17. Dignitaries. For the arrival/departure of Federal or state dignitaries, Protocol shall notify the COS.

18. Casualties. In all cases involving MAGTFTC, MCAGCC personnel of suspected suicide/attempts/ideation, serious illness or injury, homicide, or death involving military personnel or their family members, the CDO shall notify the COS. The COS may direct the CDO to contact the Duty Chaplain, Director of Safety, PMO and, if applicable, the PAO at (760) 401-0191.

19. Civilian Death or Serious Illness/Injury. The CDO shall follow the same guidance provided in paragraph 17 above.

20. Destructive Weather. Any weather condition that may interrupt, delay, or cancel operations or training, or pose a threat to life or property, is considered destructive weather. This includes hurricanes, snow, hail or ice. The CDO shall follow the guidance contained in reference (g) concerning specific duties and responsibilities.

21. Oil and Hazardous Substance Releases. The CDO shall call the 911 Dispatcher at (760) 830-3333, if calling by cell, or dial 911 on a landline, and/or call the NREA Abatement Chief at (760) 401-9841, if there has been a report of any release of oil or hazardous substances affecting the lands, or posing a threat to installation personnel, the CDO shall also notify the COS.

22. Assistance to Civil Authorities. Any request for use of Combat Center equipment, e.g., fire trucks, off the Combat Center to assist civil authorities, will be brought to the attention of the COS by the CDO.

DUTY ORDERS

Chapter 4

Notification Procedures Involving Resident Unit Commands

1. General

a. Command duty personnel from subordinate and tenant commands shall report any significant incidents/events to the MAGTF/TC, MCAGCC CDO/CDSNCO to include, but not limited to, those listed in this chapter.

b. Incidents involving resident unit personnel or family members shall be reported to the MAGTF/TC, MCAGCC CDO.

2. Military or Political Incidents. Any incident of military or political nature, domestic or foreign, that involves individual Marine Corps or Navy personnel, units, or installations, and may result in local or national official reaction, or extensive civilian news media interest, shall be reported to the MAGTF/TC, MCAGCC CDO.

3. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, contact the MAGTF/TC, MCAGCC CDO.

4. Terrorist Incidents. Incidents involving terrorism on any MAGTF/TC, MCAGCC subordinate installation shall be immediately reported to the MAGTF/TC, MCAGCC CDO.

5. Operational Incidents. For any operational incident which may result in unusual interest by the public news media, contact the MAGTF/TC, MCAGCC CDO.

6. Sexual Assault. Incidents involving sexual assault, commanders shall have a copy of the OPREP-3/SIR sent to the CDO, via email at, 29palmscdo.fct@usmc.mil.

7. Suicide. Incidents involving suicide attempts, ideation, or completion see reference (r) for reporting procedures.

8. Serious Aircraft Accidents/Incidents. Any aircraft mishap, which results in serious injury, loss of life, or extensive property damage to civilian or military property shall be reported to the MAGTF/TC, MCAGCC CDO. The CDOs for MWSS-374 and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the CDO.

9. Ground Accidents/Mishaps. If any ground mishap involving military personnel occurs on or near a MAGTF/TC, MCAGCC subordinate installation, and results in serious injury, loss of life, or extensive property damage to civilian or military property, contact the MAGTF/TC, MCAGCC CDO.

10. Near-Midair Collisions. Any near-midair collision involving civilian or military aircraft shall be reported to the MAGTF/TC, MCAGCC CDO. The CDOs for MWSS-374 and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the CDO.

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11. Accidents Involving Ammunition or Explosive Material. Any explosion of ammunition, or accident involving explosive material that causes/threatens to cause casualties or serious property damage, shall be reported to the MAGTFTC, MCAGCC CDO.

12. Fires

a. Any fire that may impair the operational readiness of a Marine Corps unit, or which causes casualties or extensive damage to Marine Corps property or civilian property, including major fires not under control by CCFD personnel, shall be reported to the MAGTFTC, MCAGCC CDO.

b. Trash can fires and other fires considered minor and under control by CCFD personnel should be reported to the MAGTFTC, MCAGCC CDO.

13. Infectious/Communicable Disease

a. The presumptive diagnosis of any Infectious/Communicable Disease or event that may require quarantine, or the diagnosis of any disease of potential epidemic significance, shall be reported by the respective MAGTFTC, MCAGCC subordinate installation's Naval Hospital or clinic. The Naval Hospital or clinic has the responsibility to coordinate all reports with the proper headquarters.

b. The diagnosis of any disease so widespread among military personnel or civilians that it portends, such as an infectious/communicable disease, or an outbreak extensive enough to degrade mission accomplishment, will be reported by the Naval Hospital.

14. Extensive News Coverage/Media Interest. Any mishap or occurrence that may arouse extensive news coverage, media interest, Commandant of the Marine Corps (CMC) interest, or congressional interest, any serious crime or incident that may involve possible domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their family members, or if it may arouse public interest, shall be brought to the attention of the MAGTFTC, MCAGCC CDO.

15. Objects Dropped From Military Aircraft. Any incident in which an object is dropped from a military aircraft while in flight shall be reported immediately. The CDO/OODs for MWSS-374 and MAWTS-1 have the responsibility to coordinate all reports with the proper headquarters, and shall notify the MAGTFTC, MCAGCC CDO.

16. Training Incidents. Any training incident, which may result in unusual interest by the public news media, CMC interest, or arouse congressional interest, or any incident that results in serious injury, death of military or civilian personnel, or extensive damage to military or civilian property, shall be brought to the attention of the MAGTFTC, MCAGCC CDO.

17. Casualties. In all cases involving resident unit personnel of suspected suicide/attempts/ideation, serious illness or injury, homicide, or death involving military personnel or their family members, the CDO/OODs shall notify the MAGTFTC, MCAGCC CDO.

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18. Civilian Death or Serious Illness/Injury. CDO/OODs shall follow the same guidance provided in paragraph 16 above.
19. Destructive Weather. Any weather condition that may interrupt, delay, or cancel operations or training, or pose a threat to life or property, is considered destructive weather. This includes hurricanes, snow, hail or ice. The CDO/OODs shall follow the guidance contained in reference (g) concerning specific duties and responsibilities.
20. Oil and Hazardous Substance Releases. The CDO/OOD shall call the 911 Dispatcher at (760) 830-3333, if calling by cell, or 911 on a landline, and call the NREA Abatement Chief at (760) 401-9841 if there has been a report of any release of oil or hazardous substances affecting the lands or posing a threat to installation personnel, the CDO/OOD shall also notify the COS.
21. Assistance to Civil Authorities. Any request for use of Combat Center equipment, e.g., fire trucks, off the Combat Center to assist civil authorities, will be brought to the attention of the MAGTFTC, MCAGCC CDO.
22. Loss of Critical Capabilities at the Hospital. Any loss of critical capabilities at NHTP, that will prevent mission accomplishment, will be reported to the CDO.

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DUTY ORDERS

Chapter 5

Command Duty Staff Noncommissioned Officer General Duties

1. Assignment. In accordance with Chapter 1, all Staff Sergeants, Gunnery Sergeants, and Master Sergeants assigned to HqBn, MCTOG, MCLOG, TTECG, and the Combat Center G-Staff may be assigned to stand the Command Duty Watch.
2. Exemptions
 - a. All personnel with 20 years or more time in service are exempt from standing the CDSNCO duty.
 - b. All enlisted personnel assigned to the Command Deck.
3. Restrictions. The following personnel will not be assigned this duty:
 - a. Marines/Sailors pending legal action or administrative separation.
 - b. Women Marines/Sailors once a health care provider has certified pregnancy.
 - c. Marines/Sailors shall not be assigned any other duty responsibilities internal to their parent command (i.e. no dual hatting), while assigned as CDSNCO.
4. Post. The post of the CDSNCO will be at Building 1554, Headquarters, MAGTFTC, MCAGCC. Room 114A will be the designated office of the CDSNCO during his/her post. This is a sleeping post and Room 109 is the designated area.
5. Tour. The tour of duty on weekdays is from 1600 to 0815. Posting is from 1600 until properly relieved by Combat Center Adjutant personnel the next day. The tour of duty on weekends and holidays is from 0815 to approximately 0815 the next morning.
6. Uniform of the Day. Unless otherwise directed, the uniform of the day for this post is the Service "C" in the summer season and Service "B" during the winter season. The seasonal uniform change will occur per reference (c) and CCO 1020.11T.
7. CDSNCO Checklist
 - a. The checklist is a tool to assist the CDSNCO in the conduct of his/her tour. Initialing the checklist does not replace logbook entries.
 - b. The electronic Checklist, enclosures (4), is posted on Naval Forms Online at <https://navalforms.documentservices.dla.mil/web/public/home>. Print and complete the checklist.

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c. The checklist for the CDSNCO must be **signed and turned in**, with a signed hard copy of the Electronic Log Book, to the Combat Center Adjutant (or designated representative) each morning after turnover with the COS and oncoming CDO has been conducted.

8. Posting and Relief

a. On weekdays, CDSNCOs must report to the Combat Center Adjutant's office at 1600, unless otherwise instructed by the Combat Center Adjutant.

b. All CDSNCOs scheduled for duty on weekends or holidays will report for their duty briefing to the G-1 conference room in Building 1554, on the Friday preceding that weekend or holiday for which they are assigned duty.

c. Over weekends and holidays, an informal post and relief of CDSNCOs will be conducted by the oncoming CDO after morning colors.

d. On a weekday in which liberty begins at 1630, the CDSNCO will post at 1500.

e. The CDSNCO will be available to be posted any time during their assigned duty period, as required.

f. If the CDSNCO cannot make the duty brief, they will send someone to take their place in order to receive any special instructions.

9. Assignments/Replacements

a. After publication of the monthly CCBul 1601, SNCOs assigned to the Center Duty Watch List, who become unavailable for duty, must notify their chain of command and unit adjutant. The unit adjutant must notify the Combat Center Adjutant ASAP, via email correspondence, copying all involved parties to ensure cognizance of over any substitutions.

b. Supernumerary Policy

(1) Personnel assigned as supernumerary will be used only in verified emergency situations, within the 24-hour time period of the intended duty.

(2) Personnel assigned as supernumerary shall remain in the local area for the days allocated to them on the CCBul 1601. If the designated supernumerary cannot meet this requirement he/she must locate someone to replace them and notify their chain of command, and adjutant, who will then notify the Combat Center Adjutant.

(3) Other situations that arise outside the 24-hour time period shall be filled by the Marine's work-center, or a duty replacement.

10. Messing. Meals can be consumed at Phelps, Littleton, or Dunham Messhalls.

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DUTY ORDERS

Chapter 6

CDSNCO Responsibilities

1. Absence of the CDO. The CDSNCO will be present at all times during the absence of the CDO.
2. Exterior Hatches. The front and breezeway hatches, located at the front and in the breezeway of the South Wing Building 1554, are to be locked at 1800. The exterior hatches will be unlocked by the CDSNCO **not later than 0500 on workdays.** During weekends and holidays these hatches will remain locked. The hex key is provided for this purpose (refer to chapter 8).
3. Touring. Use enclosure (4) to ensure all required areas of touring are completed.
4. 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.
5. Unlocking Offices. No office will be opened unless requested by someone on the access roster list for that work section, see reference (d).
6. Visitor Control. The CDSNCO will not permit any person to enter Building 1554 after working hours without first checking their identification and ascertaining that the person is listed on an access roster. If authorized access, a log book entry will be maintained and reflect the following:
 - a. Time of entry;
 - b. Visitor's name and grade (printed by CDSNCO from ID Card);
 - c. Reason for entry and destination; and
 - d. Time of departure.

(1) Except for the CG, COS, Sergeant Major, (CDSNCO will be aware of the rank and names of the Marines), each person entering or leaving the building will be required to check in and out with the CDSNCO 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.

(2) Other than personnel assigned duties within the command section, NO ONE will enter the offices of the CG, COS, or Sergeant Major.
7. Incoming Calls. The CDSNCO will be prompt and courteous in answering all telephone calls, and will answer in the following manner:
 - a. CDSNCO will render the proper greeting of the day, "Command Duty SNCO MAGTFTC, MCAGCC (grade and name). How may I help you, sir or ma'am?"

Enclosure (1)

b. In the event the CDSNCO cannot respond to a particular inquiry, the caller will be referred to the CDO.

8. Police Call

a. The CDSNCO will ensure that the Command Duty Office and the sleeping quarters 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 Command Duty Office and the sleeping quarters, and both will be vacuumed prior to the next day's post and relief.

c. Dirty linens are to be exchanged each Wednesday for clean sets, and racks made up prior to securing from duty.

9. 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. If the caller cannot provide the unit, take the callers information and let them know that someone from the unit will be returning their call.

b. Attempt to locate Marines through the Base Locator, Marine OnLine, or the Worldwide locator at 1-800-268-3710.

c. Once the Marine's unit is identified, call the CDO/OOD of the respective unit and pass on the callers information for their action.

d. If all efforts fail, the CDSNCO will acquire the caller's name and phone number and request the CDO make an appropriate logbook entry for Adjutant personnel to assist the caller during normal working hours, or advise the caller to call (760) 830-1658, after 0800 the next working day for assistance. **Never give out personal phone numbers.**

10. Colors. In the event that the five minute warning misses the time-hack, call PMO dispatch at 830-6800.

11. Duty Instructions. CDSNCOs will review this Order, and other instruction binders located in the CDO/CDSNCO office, listing a comprehensive explanation of each function to be performed, prior to being posted.

12. Calls for Duty Chaplain. When calls are received for the Duty Chaplain, provide the duty cell phone number to the caller.

13. Other Duties. The CDSNCO will perform other duties, as may be assigned by the CDO and/or the MAGTFTC, MCAGCC G-1 Adjutant personnel.

DUTY ORDERS

Chapter 7

Pistol Handling Responsibilities and Procedures

1. Responsibilities. The CDO/CDSNCO will be fully aware of and conduct themselves in accordance with references (j) and (k).
2. Qualification. Only Officers and SNCOs who have qualified with the M9 Service Pistol, within the required current timeframe, and completed training in weapons safety to include handling, clearing, carriage, and storage of firearms may stand duty with a sidearm.
3. Uniform Items. CDO/CDSNCO will wear a cartridge belt, holster, magazine pouch filled with a magazine of fifteen rounds, lanyard, and arm brassard.
4. Required Documents. Prior to assuming duty, the CDO/CDSNCO will complete enclosures (2), (3), and (4) as applicable. Enclosure (2) is to be retained on file with the G-1 Adjutant office in accordance with reference (n).
5. Pistols. Pistols will be drawn from the PMO Ready for Issue Point (RFIP) located at Building 1407 prior to assuming duty in the afternoon on Monday through Friday and in the morning Saturday, Sunday, and holidays. Ask for the On-duty RFIP Custodian who will issue the pistol and ammo. Return pistol and ammo to the RFIP upon post relief.

a. Procedure for CDO/CDSNCO Drawing/Returning Weapons at the PMO Ready for Issue Point (RFIP)

- (1) Report to Building 1407 and present your Armed Forces identification (AFID) card to the Desk Sergeant.
- (2) Once access has been given, present your AFID card to the RFI Custodian.
- (3) The RFI Custodian issues the CDO/CDSNCO the following: 1 - M9 service pistol; 30 - 9mm Ball Rounds; 2 - M9 magazines; 1 - Magazine pouch; 1-1 Duty belt; and 1 - Lanyard.
- (4) Once all gear is issued CDO/CDSNCO will sign logbook and leave the area.

b. The pistol will be in CONDITION ONE at all times, per reference (o).

- (1) Fully loaded magazine inserted, round in chamber, slide forward, hammer down, and safety on.
- (2) A minimum of one additional fully loaded magazine.

(3) Returning the Weapon

- a. CDO/CDSNCO will remove magazine from holstered weapon.

Enclosure (1)

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- b. Proceed to the clearing barrel.
- c. Remove weapon from holster, point at center of clearing barrel. Lock slide to the rear, remove chambered round, visually and physically inspect. Ensure M9 is on safe.
- d. Proceed to the RFI window turning in M9 butt first.
- e. Extract ammunition from all magazines and return to issue block.
- f. Ensure all issued items are removed from the duty belt and returned to the RFI Custodian, who will verify the serial number of the M9 to include the lot number and quantity of ammunition. All items are logged by the RFI custodian. CDO/CDSNCO then leaves the area.

Enclosure (1)

DUTY ORDERS

Chapter 8

Building Diagram

1. Building 1554 North and South Wing Floor Plan. Figures 1-1 and 1-2 depict the office spaces and floor plan of Building 1554 South Wing and Building 1554 North Wing.

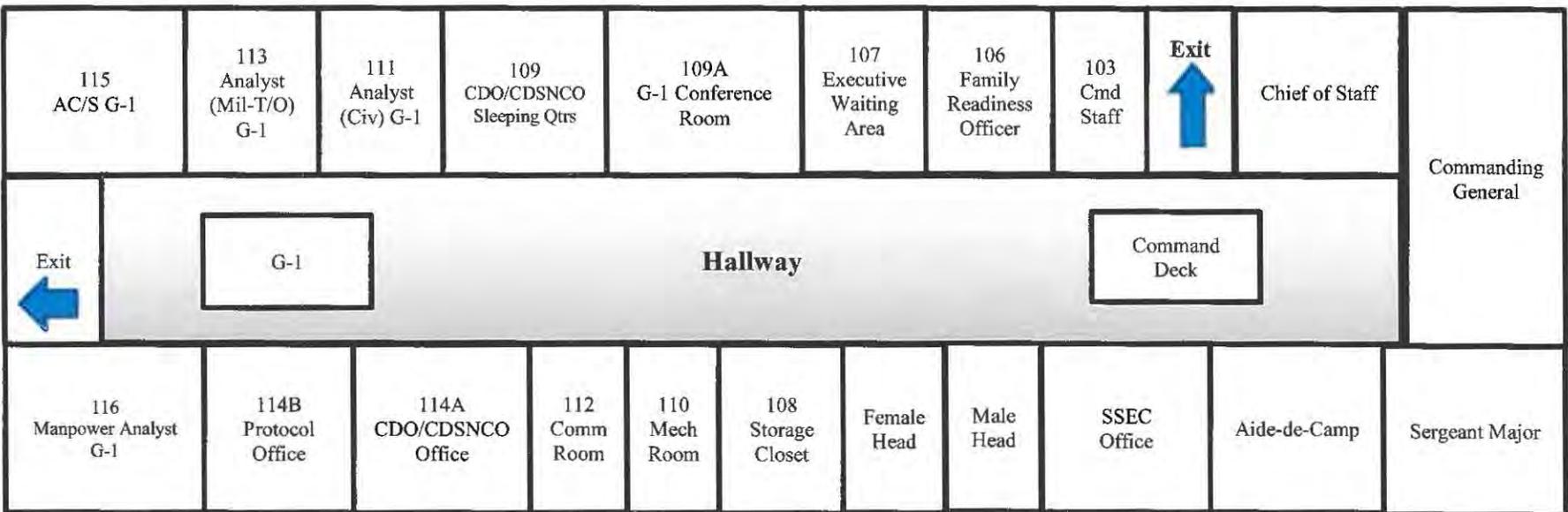


Figure 1-1--North Wing Building 1554

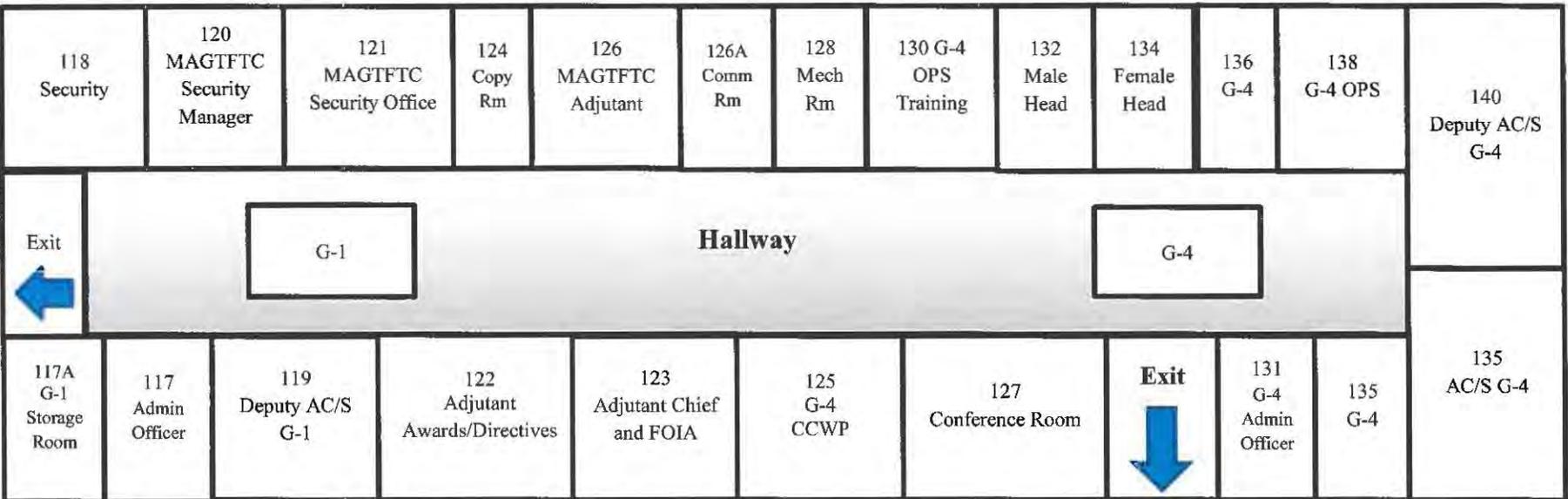


Figure 1-2-South Wing Building 1554

8-3

Enclosure (1)

NOV 08 2016

**WEAPONS BRIEF AND
USE OF FORCE AGREEMENT**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; CCO 1601.17 (series). **PURPOSE:** To maintain a record of the required brief and acknowledgement of instructions regarding the use of force for armed duty standers. **ROUTINE USE:** In addition to those disclosures permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, the DoD "Blanket Routine Uses" that appear at the beginning of the Navy's compilation of systems of records notices apply to this system pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Voluntary, but failure to submit the information will result in failure to perform the assigned duty.

PART A - INDIVIDUAL INFORMATION

1. Last Name	2. First Name	3. M.I.	4. Rank	5. Date
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For the following sections, read the text and initial each statement in the space provided, then print and sign your name on the last page.

PART B - WEAPONS BRIEF

INITIAL 1. I understand that I will be carrying a Condition 1 M9 Service Pistol. In doing so I will ensure that I follow all safety rules (listed below).

- a. Treat every weapon as if it were loaded.
- b. Never point a weapon at anything you do not intend to shoot.
- c. Keep your finger straight and off the trigger until ready to fire.
- d. Keep the weapon on safe until you intend to fire.

INITIAL 2. I understand the four weapons conditions of the M9/M9A1 Service Pistol.

- a. Condition 1 - Magazine inserted, round in chamber, slide forward, hammer down, and safety on with a minimum of one additional fully loaded magazine.
- b. Condition 2 - Not applicable to the M9/M9A1 Service Pistol.
- c. Condition 3 - Magazine inserted, chamber empty, slide forward, safety on.
- d. Condition 4 - Magazine removed, chamber empty, slide forward, safety on.

PART C- INDIVIDUAL ACKNOWLEDGEMENT OF SPECIFIC INSTRUCTIONS FOR ARMED SECURITY REGARDING THE USE OF FORCE

INITIAL 1. Inherent Right of Self Defense. All standers always retain the inherent right and obligation to exercise unit self-defense in response to a hostile act or demonstrated hostile intent. Even when directed by a unit commander as detailed below, I may:

- a. Exercise individual self-defense in response to a hostile act or demonstrated hostile intent.
- b. However, I understand that when I am assigned and acting as part of a unit, my individual self-defense should be considered a subset of unit self-defense. As such, my commander may nullify my inherent right of self-defense.

INITIAL 2. De-escalation and the Use of Non-Lethal Force. I understand that:

- a. When time and circumstance permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening actions.
- b. Normally, force is to be used only as a last resort, and the force used should be the minimum necessary. The use of force must be reasonable to counter the threat. If force is required, non-deadly force is authorized and may be used to control a situation and accomplish the mission. In the event of self-defense of DoD forces, defense of non-DoD persons in the vicinity if directly related to the assigned mission, or in defense of the protected property when doing so is reasonable under the circumstances.

INITIAL 3. The Use of Deadly Force. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed. Deadly force is authorized under the following circumstances:

- INITIAL a. When there is reasonable belief that a person(s) poses an imminent threat of death or serious bodily harm to DoD persons. Self-defense includes defense of other DoD persons in the vicinity.
- INITIAL b. In defense of non-DoD persons in the vicinity, when directly related to the assigned mission.
- INITIAL c. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security. We have one Level 3 restricted area aboard MCAGCC. This area is the Sensitive Compartmented Information Facility located in the 7th Marines Regiment Building 1538. Deadly force is authorized in this area to prevent the theft or removal of classified information.
- INITIAL d. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (i.e., explosives, weapons ammunition, etc.).
- INITIAL e. When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purposes of DoD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

4. Additionally, when directly related to the assigned mission, deadly force is authorized under the following circumstances:

INITIAL

a. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

INITIAL

b. When deadly force reasonably appears to be necessary to prevent the escape of a prisoner, provided there is probable cause to believe that such person(s) have committed or attempted to commit a serious offense, that is, one that involves imminent threat of death or serious bodily harm, and would pose an imminent threat of death or serious bodily harm to DoD forces or others in the vicinity.

INITIAL

c. When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed serious offense (as indicated in paragraph 3, above).

5. Additional Specific Instructions:

INITIAL

a. I am prohibited from firing warning shots.

INITIAL

b. 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 dangerous situation.

(2) Ordered to do so by competent authority.

(3) Returning it to storage.

(4) Cleaning it in an authorized area.

INITIAL

c. I will show due regard for the safety of innocent by-standers when using force.

INITIAL

6. I will not point any firearm at any person, except:

a. To gain control of a situation.

b. When I intend to use deadly force.

INITIAL

7. If I remove my pistol from its holster, proper notifications will be made and a Statement of Force form (NAVMC 11130) completed. The NAVMC 11130 is available on the Naval Forms On-Line website at <https://www.navalforms.documentservices.dla.mil>.

INITIAL

8. When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing, and safety.

a. When drawing a weapon from the PMO armory, rounds will be drawn after ensuring the weapon is clear.

b. When returning a weapon to the PMO armory, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

c. I will report any violation of these policies or procedures immediately to the proper authority.

INITIAL

9. I am prohibited from using privately owned firearms or ammunition on duty.

10. Acknowledgement. I have been instructed on the use of deadly force and acknowledge that I understand and will comply with the basic rules for the use of force and weapons safety. My knowledge that failure to comply with the basic rules for the use of force and weapons safety may result in administrative disciplinary and/or criminal penalties.

a. Print Name	
b. Signature	c. Date

CDO CHECKLIST

INITIALS 1800

Contact Range control personnel (call 830-6623/6535, or go to door on O-Club side of Bldg 1559 and knock if it isn't open) to check on exercise training units. Remind them to cc: 29PalmsCDO.fct@usmc.mil on all PCRs and OPREP-3/SIRs.

Call the Camp Wilson Camp Commandant at 830-9395 **WHEN EXERCISES ARE IN PROGRESS** to check on training units. Remind them to cc: 29PalmsCDO.fct@usmc.mil on all PCRs and OPREP-3/SIRs.

Call the five Subordinate OODs and all tenant OODs/RDOs. Establish communication and enforce CCIR reporting procedures and duty supervision in order to ensure proper reporting of incidents.

Call PMO Desk Sgt and Hospital Quarterdeck. Establish communication for CCIR reporting procedures.

Security Checks

- Bldg 1554 South (all)
- Bldg 1554 South (Rm 118 hatch - Security office)
- Bldg 1554 North (all)
- Bldg 1554 North (three hatches leading to the Command Deck)
- Bldg 1559 (Range Management/BEARMAT - sign SF702 on CC Conference Room)
- Bldg 1555 (G-3)
- Bldg 1655 Battle Simulation Center (hatches on all four sides of building)

AT LEAST ONCE DURING TOUR IN ORDER TO SHOW COMMAND DUTY PRESENCE

IPAC

Barracks (record a summary of this tour in the duty log book)

Officer's Club

Bowling Alley

East Gym

West Gym

7-Day

Village Center (look for after-hours activities)

0745

Turn over with **COS** (with incoming CDO on work days; weekend and holiday duties will have turnover on prior workday)

E-Mail electronic duty log to distribution list

Submit four documents to Adjutant (duty log, CDO Checklist, CDSNCO Checklist, Vehicle Inspection Checklist, all signed and stapled together)

Printed Name

Signature

Date

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CDSNCO CHECKLIST

1a. KEY LOCKBOX INVENTORY DISCREPANCIES

1b. SIGNATURE

1c. DATE

2. Log one security check on the following:

Initial

- a. Bldg 1554 (North and South)
- b. Bldg 1551 (Village Center, prior to 2200)
- c. Bldg 1648

3. Visit/tour subordinate and tenant duties. Advise of CCIR reporting procedures and command duty presence in order to prevent incidents from occurring. (HQBN duties are located at Bldg 1608, Brown & 8th St.)

4. Turn on the external standing lights for Bldg 1554 located in the breezeway on the NW wall at sunset.

5. Turn off the external standing lights for Bldg 1554 located in the breezeway on the NW wall at sunrise.

6. At least once during the tour:

- a. Barracks (random barracks - make a logbook entry)
- b. SNCO Club
- c. Entisted Club
- d. Main Exchange
- e. IPAC

f. Bldg 2061T1 ESD Duty (The ESD Duty is located in BLDG 2061T1 located on 12th street, left of the first stop sign. Take Del Valle headed towards Camp Wilson, make a left on 12th Street and a left at the first stop sign; BLDG 2061T1 is directly ahead. The ESD Duty Cell is (760) 424-9837.)

7. Bowling Alley will be visited once with random checks being conducted between the hours of 1900 to closing.

8. If there are issues with the music playing for morning/nooning Colors, contact the PMO Desk Sergeant at 830-6809.

9. Ensure the racks are made and police the recovery room. On Wednesday mornings, exchange the linen at Bldg 1102.

10. Transfer duty phones (X7200 and X3201) to the Adjutants office (830-4189) on workdays before ending tour. Dial *72, listen for beeps, and then dial *73 to cancel forwarding, dial *73.

12. Printed Name

13. Signature

14. Date

VEHICLE INSPECTION CHECKLIST

LEGEND:
 OK = OKAY
 X = DEFECTIVE
 M = MISSING

DATE	VEHICLE NO.	OPERATOR NAME	
INSPECTION ITEM		STATUS	INSPECTION ITEM
BODY DAMAGE/INTERIOR DAMAGE			EMERGENCY PARKING BRAKE
LEAKS, GENERAL			CLUTCH
FUEL, OIL, WATER			HEADLIGHTS (HIGH AND LOW)
TRANSMISSION FLUID			STOP LIGHTS
DRIVE BELTS			SIGNAL LIGHTS (RIGHT LEFT)
ENGINE WARMUP			EMERGENCY FLASHERS
UNUSUAL NOISES			HORN
SEAT BELTS			WINDSHIELD WIPERS
STEERING			TIRE (INCLUDING SPARE)
INSTRUMENTS			MIRRORS
BATTERY			OPENNESS (WINDOWS, ETC.)
BRAKES			TOOLS (JACK, HANDLE, LUGWRENCH)
BEGINNING SHIFT ODOMETER READING			ENDING SHIFT ODOMETER READING

REMARKS

OPERATOR NAME (PRINT)	OPERATOR SIGNATURE	DATE
SUPERVISOR NAME (PRINT)	SUPERVISOR SIGNATURE	DATE

NOTE: Turn this checklist and any SF-91 or incident statement into Adjutant's office.