

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 CG Conference Room)
- _____ Bldg 1555 (MAGTF Training Directorate)
- _____ Bldg 1655 Battle Simulation Center (hatches on all four sides of building)
- _____ Bldg 1986 Communications Directorate (exterior fencing and gate - sign SF702 or equivalent on front gate)

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 Store

Village Center (look for after-hours activities)

0745

Turn over with COS (with oncoming 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 Command Deck (duty log, CDO Checklist, CDSNCO Checklist, Vehicle Inspection Checklist, all signed and stapled together)

Printed Name

Signature

Date