



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 11320.1J
MA B

JAN 05 2026

COMBAT CENTER ORDER 11320.1J

From: Commanding General
To: Distribution List

Subj: COMBAT CENTER FIRE REGULATIONS AND INSTRUCTIONS

Ref: (a) MCO 11000.11A
(b) Combat Center Fire Regulations and Instructions Manual

Encl: (1) Sample Fire Warden Appointment Letter

1. Situation. In accordance with the references, the Combat Center Fire Department (CCFD) is to establish and maintain an effective and efficient fire protection and emergency services program that incorporates fire prevention and public fire education, fire protection engineering, all-hazards emergency response, and fire protection systems inspection, testing, and maintenance.

2. Cancellation. CCO 11320.1H.

3. Mission. This Order provides policy to protect Marine Corps personnel and the public from loss of life, injury, and illness due to fires and other emergencies as a result of installation activities, aircraft operations, disasters or terrorist incidents. Reference (b) provides guidance to Assistant Chiefs of Staff (ACs/S), Special Staff Officers, Division Directors (DivDirs), Officers-in-Charge (OICs), Tenant Commands and Subordinate Commands to prevent or minimize damage to Marine Corps property and the environment aboard Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order emphasizes the requirement for all levels of leadership to ensure that Marines, civilians, and contracted personnel in their charge, are familiar with and comply with this Order and reference (b).

(2) Concept of Operations. Mission Assurance (MA) will ensure the CCFD, in concert with the Commanding General (CG), will establish and provide operating procedures for the fire protection and emergency services program.

b. Subordinate Element Missions

(1) ACs/S, Special Staff Officers, DivDirs, OICs, Tenant Commands, and Subordinate Commands

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

(a) Appoint, in writing, a primary and alternate Fire Warden from within their unit, command, directorate or division. The designated appointee shall have email capability and will be CCFD's primary point of contact on all matters concerning fire protection and prevention. The appointee shall be a responsible Fire Warden from within a Military unit or civilian establishment. A copy of the written appointment notice shall be forwarded to the fire chief. See enclosure (1) for an example of the Fire Warden Appointment Letter.

(b) Provide an after-hour's point of contact to the fire prevention office for each building, and group of buildings, occupied by personnel. Contact information shall be updated when change necessitates, but not less than annually.

(c) Ensure master key(s) are made for placement in the building's Knox box to be used for emergency access. Notify the fire prevention office for an appointment to have keys placed in the box.

(d) Notify the fire prevention office when any building or groups of buildings are to be activated or deactivated.

(e) Notify the fire chief in writing where billeting of personnel is requested in buildings or spaces not specifically designed for this purpose. A pre-occupancy inspection is required and shall be conducted by CCFD personnel utilizing reference (b), appendix A.

(f) Ensure that prior to securing an unoccupied building, a thorough inspection is made to ensure the electrical power and other utilities are turned off, the building has been properly policed, and all fire extinguishers are returned to the applicable unit in charge of maintenance and purchasing.

(g) Report property loss and content value to CCFD at (760) 830-6871 or (760) 830-6475, within 24 hours of any fire event.

(2) Mission Assurance, CCFD. The Fire Chief is responsible to the CG, under the cognizance of the MA Director, for the CCFD protection and prevention program. The Fire Chief is vested with the authority to take immediate action as necessary to protect life, property, and the environment from fire, hazards, or other applicable conditions.

(3) Fire Wardens. Will report to the Fire Chief upon being appointed and provide a list of the buildings for which they are responsible. Upon approval, (760) 830-6871 and/or e-mail ccfd_fire_prevention@usmc.mil to register for initial training and for guidance from the CCFD prevention office in Building 2080.

c. Coordinating Instructions. Reference (b) can be accessed at: <https://www.29palms.marines.mil/Staff-Offices/Special-Staff/Mission-Assurance/Combat-Center-Fire-Dept/> and includes the following information:

- (1) Administration
- (2) General fire regulations
- (3) Fire protection

- (4) Life safety
- (5) Fire prevention and Fire Safety
- (6) Electrical Safety
- (7) Special Processes and Material Handling
- (8) Ammunition Magazine and Ammunition
- (9) Exercise Support Base and Expeditionary Airfield
- (10) Construction requirements

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center Orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant/#combat-center-orders>.

6. Command and Signal

a. Command. This Order is applicable to active duty, reserve, civilian personnel, contractors, and family members working and living aboard the Combat Center.

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


M. H. CLINGAN

DISTRIBUTION: A

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Sample of Fire Warden Appointment Letter



UNITED STATES MARINE CORPS
[your unit's letter head]
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

IN REPLY REFER TO:
11320.2a
[org code]
[date]

From: Commanding Officer/Director, [your unit]
To: [Named Appointee]

Subj: APPOINTMENT AS THE [your unit] FIRE WARDEN

Ref: (a) CCO 11320.1_

1. Per the reference, you are hereby appointed as the Fire Warden for [your unit] with responsibility for the following buildings.

a. [list all buildings in which appointee has responsibility for fire safety]

2. You are directed to contact the Fire Department within 7 days of appointment and attend the required Fire Warden training provided by Combat Center's Fire Department within 90 days of appointment. Completion of the return endorsement reflects your compliance and assumption of the duties as the Fire Warden.

3. This appointment is effective immediately and will remain in effect until rescinded or upon your transfer.

[SIGNATURE]
F. M. LNAME

FIRST ENDORSEMENT

From: [Appointee's Name]
To: [Commanding Officer/Director]

1. I have reported to the Fire Department, have signed up to attend the required training and have reviewed the reference. I have assumed the duties as the [your unit] Fire Warden.

[SIGNATURE]
F. M. LNAME

Copy to:
CCFD

Enclosure (1)