



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 1600.4M
HQBN

BATTALION ORDER 1600.4M

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS BATTALION OFFICER OF THE DAY

Ref: (a) CCO 1601.17, Combat Center Duty Orders
(b) BnO 1600.8A, Bachelor Enlisted Quarters
(c) BnO 1050.1, Regulation for Leave and Liberty
(d) MCO 5530.15 US Marine Corps Interior Guard Manual
(e) Commander's Critical Information Requirements
(f) MCO 5800.16, Legal Support and Administration Manual
(g) MCO 5580.7, U. S. Marine Corps Criminal Investigation Division

Encl: (1) Orders for the OOD
(2) General Orders for Sentries
(3) Search and Seizure Instructions
(4) Special Orders on Endorsing Orders
(5) Personnel Casualty Report Form
(6) Bomb Threat Call Checklist
(7) Procedures for Confining a Marine to the Detention Cell
(8) OOD Lock Out Procedures for Non-Working Hours
(9) OOD Checklist
(10) Electronic Duty Logbook Template

1. Situation. This order establishes responsibilities and provides guidance and direction for the Headquarters Battalion (HQBN) Officer of the Day (OOD).

2. Cancellation. BnO 1600.4L.

3. Mission. The OOD takes charge of this post and enforces safety, good order, and discipline of the battalion spaces and personnel.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The OOD represents the Commanding Officer and nearly 1,400 Marines and Sailors of HQBN. Battalion duty is a serious responsibility requiring critical thinking, timely recording and reporting of events, mature decision-making, strict professionalism, and a genuine concern for the welfare of Marines and Sailors. The primary place of duty for the OOD is the quarterdeck of building 1457.

(2) Concept of Operations. Due to Combat Center Duty demands on HQBN Officers and Staff Noncommissioned Officers from grades E-7 to O-4, OOD duty will be assigned to Gunnery Sergeants, Staff Sergeants and mature Sergeants. Marines attending Sergeants Course or assigned to billets listed in reference (a) are exempt from OOD assignment. Reference (b) outlines the battalion

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barracks regulations and duty noncommissioned officer responsibilities and reference (c) is the battalion order on regulating leave and liberty. Enclosures (1) outlines the OOD responsibilities and enclosures (2) through (16) guide the OOD in the conduct of their post and provide direction for reporting of events.

b. Tasks

(1) S-1. Establish a monthly roster of Marines eligible for duty. Publish a monthly bulletin assigning Sergeants and SNCOs to OOD duty. Maintain the duty reference binder for use by duty personnel.

(2) Executive Officer. Conduct duty change over in accordance with enclosure (1).

(3) OOD.

(a) Review this order, the enclosures, and reference (3) in their entirety at the beginning of your shift.

(b) Execute this post in accordance with enclosure (1).

c. Coordinating Instructions. Personnel assigned to duty will not exchange duties without notifying the Battalion Executive Officer and Sergeant Major via the Company Leadership. The Executive Officer, Sergeant Major and Company leadership will only approve changes when everyone involved in the change has personally acknowledged their responsibility. Personnel unable to stand duty because of a bona-fide emergency will advise the Battalion Executive Officer or Battalion S-1 Chief to facilitate the assignment of a supernumerary. Personnel departing on annual leave, temporary additional duty, routine hospital visits, or other anticipated periods of absence after publication of the duty roster are responsible for providing their own replacement five working days prior to their assigned duty. In accordance with reference (f) Marine defense personnel will not stand HQBN OOD/AOOD duties due to the statutory and ethical obligations to their clients and the potential dilemmas placed on Marine defense personnel checking Marines in and out of restriction and overseeing Extra Punitive Duties (EPD). This does not exempt Marine defense personnel from fulfilling CDO and Command Duty Staff-Non-Commissioned Officer (CDSNCO) duties since they are not required to oversee restriction or EPD Marines. In accordance with reference (g) United States Marine Corps (USMC) Criminal Investigation Division (CID) Agents assigned to the USMC CID office will not stand HQDN OOD/AOOD or CDO/CDSNCO duties due to the conflict of interest.

5. Administration and Logistics

a. Administration. Distribution Statement "A" directives issued by the Commanding Officer are published electronically and can be accessed online via the HQ Battalion homepage at <http://www.29palms.marines.mil/units/headquartersbattalion.aspx>.

b. Logistics. Instructions for using the duty vehicle are outlined in paragraph 4 of enclosure (4).

6. Command and Signal

a. Command. This Order is applicable to HQBN personnel.

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

N. M. ROLLINS

ORDERS FOR THE OOD

Table of Contents		
Para	Subject	Page
1	Tour of Duty	5
2	Posting and Relief	5
3	Place of Duty	5
4	Uniform and Equipment	5-6
5	Preparation	6
6	Logbook	6
7	Officer and SNCO Logbook	6
8	Inspections	6-7
9	Search and Seizures	7
10	Personnel Reporting Aboard	7-8
11	Telephone	8
12	Telephone Repair	8-9
13	Key Security	9
14	Leave, Emergency Leave, and Extension of Leave	10
15	Casualties	10
16	Death Notifications	11
17	Fire, Riot, Bomb Threat, Earthquake, or Disaster	11
18	Extra Punitive Duty	11
19	Confinement	11-12
20	Required Calls	12
21	Commander's Critical Information Requirements	12
22	Supernumerary	12
23	After Hours Lockout Procedures	12
24	Bn OOD Duty Checklist	12
25	Electronic Duty Logbook Template	12

1. **Tour of Duty**. The tour of duty is 24 hours, commencing at 0800 daily. During normal working hours, 0800-1530, the OOD will perform regularly assigned duties with his or her work section. This is a sleeping post. The OOD and duty clerk are responsible for being awake from 1530-2100. Prior to 2100, the OOD and duty clerk will determine a sleep plan for the hours of 2100-0500. During this period, the OOD or duty clerk will be awake while the other executes a rest plan. An electronic logbook entry will be made accordingly.

2. **Posting and Relief**. Battalion Officers of the Day will report for Duty Change Over to the Executive Officer (XO) at 0800 daily. Prior to this, reliefs for duties will report to the HQBN Command Post, BLDG 1457 NLT 0730 to receive an informal turnover regarding the off going OOD's tour of duty. Prior to reporting to the Battalion XO, the off going OOD will print and email a scanned version of the Electronic Duty Logbook for their tour of duty to the Battalion CO, XO, SgtMaj, Co Commander and (2) Co 1st Sergeants. The MAGTF TC CDO will be cc'd in the email: 29palmscdo.fct@usmc.mil. On Fridays at 0800 the OOD will report to the Battalion Executive Officer with Friday, Saturday and Sunday's duties to conduct a post and relief of duties. If it is an extended weekend due to holiday routine or extended liberty period the off-going and oncoming duties for that required period will report to the Battalion Executive Officer the last working day at 0730 prior to the beginning of the extended weekend or liberty period for post and relief, for example if the holiday period starts on Thursday and end on Monday, all duties for Thursday through Monday will report for change over on Wednesday morning at 0730. On non-working days and holidays, the off-going and oncoming OODs will conduct an informal post and relief at 0800 at the Battalion barracks in building 1607. Personnel assigned OOD when the Battalion Executive Officer is unavailable, off going and oncoming OODs will report to the Battalion Executive Officer or Alpha Company First Sergeant for changeover. On normal workdays the OOD will post for duty at HQBN Bldg 1457 NLT 1530.

3. **Place of Duty**

a. The Primary place of duty for the OOD is on the quarterdeck of Battalion Command Post (CP, located in building 1457). Upon posting the OOD will relocate to their normal duties within their normal workspaces between 0800-1530 on normal workdays and return to assume their duties and responsibilities at 1530.

b. If authorized personnel are still working after working hours the OOD will secure the hatches and the building upon their departure and NLT 1730. If cleaning personnel are present in building 1457, the OOD will supervise the cleaning personnel and secure all hatches once cleaning has been completed. Bldg 1457 will remain secure until the following morning when it will be unlocked prior to working hours NLT 0700.

c. The OOD will include building 1457 in the security checks after normal working hours to ensure all the interior and exterior hatches are properly secured. The OOD phone line should always be manned by one of the duty standers.

4. **Uniform and Equipment**

- a. The uniform for the OOD and OOD clerk is the prescribed Desert MARPAT. In cases of inclement weather, the Executive Officer may adjust this requirement.

 - b. The OOD will be responsible for the Bachelor Enlisted Quarters (BEQ) Master Keys, vehicle keys, and the HQBN Command Master Key Set. See paragraph 13 for the information relative to key security.

 - c. The duty vehicle will be the responsibility of the Battalion S-4 Officer during working hours and the OOD during non-working hours. Any Marine requesting to use the duty vehicle will show a current military ID card and a valid driver's license to the OOD. Approval to use HQBN vehicle will be given to the OOD by the S-4. The OOD will make sure to make a logbook entry of the vehicle, to include the driver's rank, name, section, and purpose. The return of the vehicle keys to the OOD will also be logged in the OOD logbook. The duty vehicle **WILL ONLY** be utilized for official business.

 - d. Between 0730-1530 on normal workdays the OOD Logbook, OOD binder, laptop, PKI token, duty belts, and box containing Weapons Cards will be kept in the Battalion S-1 Office. Prior to 0730, the oncoming OOD will conduct a informal turnover of all gear with the off-going OOD to ensure accountability of all equipment. This turnover will also include a check of the police call within the OOD's area. Upon assuming the duty and opening the log, the OOD will inventory and make an initial log entry listing keys and gear received during the turnover. An additional inventory and log entry will be made upon posting for duty along with group text notification via the Gov issued cell phone at 1530.
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5. **Preparation.** Prior to assuming duties, the OOD will become familiar with this Order and other materials, special instructions, publications found in the OOD binder and the location of key electronic files within the OOD issued laptop. The responsibility for maintenance of the OOD binder, laptop and PKI token rests with the Battalion S-1 Chief. All duty standers are required to have a current signed PKI user form along with a Cyber Awareness cert on file with the command prior to assuming duty.

6. **Logbook.** The OOD will maintain an official electronic chronological record of significant events that take place during the tour of duty and note any actions taken. Electronic logbook entries will include name, rank, electronic data interchange personal identifier (EDIPI) number (available on the locator screen of Marine Online), company and section personnel, as well as a brief explanation of the incident reported. The electronic duty log is an official record and the OOD is charged with making informative, comprehensive entries in a neat, legible manner. Electronically log in/out the CO, Executive Officer (XO), and SgtMaj as they go to and from the CP or the barracks. The OOD will electronically sign the logbook along with their relief once the tour is complete.

7. **Officer and SNCO Logbook.** The OOD will maintain a separate logbook in barracks building 1608 and 1607 documenting when officers and SNCOs visit the barracks.

8. **Inspections.** The OOD will:

- a. BEQs. Make periodic, random walking checks of the BEQs, buildings 1607 and 1608, at least twice before 2400 and two additional times between 2400 and 0300 (see enclosure (9)). The OOD will be present in the Barracks at 0530 on workdays to observe reveille and morning clean-up, assisting the

DNCOs as needed. The OOD will ensure that parking lots adjacent to the BEQs are in a satisfactory state of police and that the DNCO is actively touring each BEQ from 2200-0600 per reference (b).

b. **Battalion Areas.** Inspect the Battalion areas of responsibility after working hours to ensure that lights are turned off, doors are secured, that standing lights are secured at daybreak, and that the area is in a satisfactory state of police. The OOD is responsible for the overall security of the Battalion Command Post areas. The OOD will be alert for unsecured doors, windows, and the presence of unauthorized personnel. These areas should be inspected periodically at least once before 2100 and twice between 2100-0600. The Battalion areas of responsibility are:

(1) Building 1457 (Battalion Command Post).

(2) Building 2159 (armory).

(3) Buildings 1607 and 1608 (HQBN Barracks).

(4) Building 1609 (Parking Structure).

c. **Duty Area.** Police the battalion duty spaces, both the Battalion Command Post in building 1457 and the Battalion DNCO Desk at barracks 1608 and 1607. Interior/exterior Trash will be removed prior to 0730. The duty spaces will be free of personal items and clean by 0700 every morning.

d. **Barracks Duties.** Ensure barracks duties are roaming their responsible areas and are not watching television or playing video games while on duty. Duty personnel may only use personal electronic devices for emergency communication required in the performance of their duties. Marines standing duty are authorized to have one professional reading book.

9. **Search and Seizure.**

a. If a search is deemed necessary, the OOD is to freeze the scene and contact the Provost Marshal's Office (PMO) Desk Sergeant at 830-6800, ext. 2 to request PMO to conduct the search.

b. When necessary, the OOD has authority to conduct search and seizure for contraband/evidence per the Manual for Courts-Martial (2012) M.R.E 315 and 316. The OOD will contact the CO or XO for search authorization prior to conducting a search.

c. If the OOD is unable to contact any of the above, the OOD may obtain a search authorization from the Commanding General (CG) through the CDO. In the event of an emergency when the conduct of the search has time critical implications, the OOD may, if necessary, carry out a search and seizure without waiting for authorization. Enclosure (5) contains instructions for search and seizure.

10. **Personnel Reporting Aboard**

a. The OOD will record in the logbook the name, rank, and EDIPI number of personnel reporting into HQBN after duty hours. The OOD will endorse the reporting Marine's orders, per enclosure (7), and will instruct those Marines not on commuted rations who report after duty hours that they will use the

endorsed copy of their orders to eat in the mess hall. The OOD will instruct incoming personnel to report to the Marine Corps Air Ground Combat Center personnel office, wearing the Service Alphas uniform, at 0800 the next workday. The personnel office is located adjacent to the Battalion Command Post, building 1459.

b. The OOD will place incoming unmarried Sergeants and below in the BEQ, no exceptions. The OOD will provide linen and make a logbook entry of such action. Staff Non-Commissioned Officers (SNCOs) and Officers will be referred to the Bachelor Officer Quarters (BOQ) office, building 1565, for billeting arrangements.

c. Only personnel reporting on Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) Orders to HQBN may be billeted in the HQBN BEQ, unless otherwise directed by the Battalion SgtMaj.

d. Personnel not assigned to HQBN that are requesting billeting will be referred to the Bachelor Building Division duty clerk (building 1565, extension 6642) for billeting in the transient barracks. If the CDO directs the OOD to billet such personnel in the HQBN BEQs, the OOD will comply but shall immediately report the matter to the Executive Officer, XO, or S-4 Officer, and make a logbook entry.

e. Officers/SNCOs reporting to the Combat Center for PCS, in a geographically separated status (GEO) from their families will be referred to the Bachelor Billeting Division (building 1565, extension 6982) for billeting in the geographical bachelor quarters on a space available basis. GEO Sergeants and below will see their respective Company Gunnery Sergeant during their first check-in day.

11. Telephone.

a. The duty telephone will be used for **OFFICIAL CALLS ONLY**. No individual will be allowed to place or receive a personal call on a battalion telephone.

b. Official Defense Switched Network (DSN) and long-distance Commercial calls will be placed if required during the performance of official duties. An entry will be made in the logbook for any long-distance commercial calls made stating the number called, the reason, time, and duration of the call.

c. The OOD will be held financially responsible for all **unauthorized** phone calls.

d. The phone line will be forwarded to barracks 1608 when either the OOD is not officially posted at the Battalion Command Post building 1457, or during primary postings at barracks 1608. The phone line will be manned 24/7. The OOD will maintain physical custody of the duty cell phone through their tour of duty.

12. Telephone Repair

a. Telephone repair is open from 0730 to 1630 Monday through Friday. After working hours and on weekends and holidays only Duty troubles and emergency service is worked on. When a call is received for repair, obtain the following information:

- (1) Caller's name and number where they can be reached.
- (2) Building number where the trouble is located.
- (3) The phone number of the telephone in trouble.

b. Next, contact the base telephone office at (760) 830-7000. During the work week. Marines who require telephone repair must contact Mr. Hardman in S-4 to submit a work request. Mr. Hardman can be reached at (760) 830-7394.

13. **Key Security**

a. After normal working hours, the OOD is responsible for the custody and control of the keys to the Battalion CP and the Battalion Barracks (1607/1608).

- (1) All CP work sections have access rosters for their area.
- (2) Only authorized personnel, after positive identification, will be granted access to CP workspaces.
- (3) The Battalion Duty Personnel will not go into the CP workspace unless specifically in the performance of duty.
- (4) Keys will not be checked out.
- (5) The OOD or OOD clerk will accompany the individual to the workspace and then unlock the door for them. The OOD will make a logbook entry for the access to all work areas.

b. The OOD is responsible for custody and control of the BEQ and CP master keys. The OOD will acknowledge receipt of all keys (CP, BEQ, Govt. vehicle) by logbook entry upon posting and relief.

- (1) On weekday mornings, the OOD will return the BEQ master keys to the S-1 and the government vehicle key to the S-4 Officer and record such return by logbook entry, noting the number of keys returned.
 - (2) On weekends/holidays, the OOD will pass all keys to the oncoming OOD and ensure that the oncoming notes the receipt of all keys in the logbook.
 - (3) THE OOD WILL NOT RELEASE ANY KEYS TO ANYONE EXCEPT THE ONCOMING OOD, THE BEQ MANAGER, OR S-4 UNLESS CO, XO, SGTMAJ, OR S-4 OFFICER PERSONALLY DIRECTS OTHERWISE.
 - (4) Any loss or improper disposition of any keys is an immediate compromise of room/office security, is considered dereliction of duty, and will result in administrative or legal action.
 - (5) THE OOD WILL BE HELD RESPONSIBLE FOR THE LOSS OF ANY KEYS.
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14. **Leave, Emergency Leave, Extension of Leave**

a. Leave. The OOD will sign out all personnel checking out on leave after duty hours.

(1) If the OOD cannot find leave papers for a Marine checking out on leave, the OOD will call the Marine's First Sergeant for verification.

(2) With proper verification, the OOD will hand write leave papers for the Marine and copy the front and back.

(3) The OOD retains one signed copy of the leave papers. The OOD will note the date and time of departure and sign the leave papers.

(4) The OOD will record the name of personnel checked out on leave by making a logbook entry.

(5) THE OOD WILL RECOVER WEAPONS CARDS (WHEN APPLICABLE) FROM PERSONNEL WHO POSSESS THEM PRIOR TO CHECKING THEM OUT ON LEAVE. A logbook entry will be made with the serial number of the weapons card.

(6) Only Officers and SNCOs are authorized to check out telephonically or via Marine Online.

b. Emergency Leave. THE OOD WILL NOT GRANT EMERGENCY LEAVE TO MARINES without prior approval from the Marine's Company Commander. If the Company Commander cannot be reached, approval may be granted by the XO, SgtMaj, Battalion Adjutant, or the Battalion S-1 Chief. **ELECTRONIC LOGBOOK ENTRIES ARE REQUIRED ALONG WITH OFFICIAL NOTIFICATION VIA THE OOD PHONE GROUP TEXT TO COMMAND LEADERSHIP.**

c. Extension of Leave. Per reference (c), if it is necessary for a Marine to request an extension of leave, communication will be made with the Company Commander for approval during working hours. After working hours, the OOD will contact the Company Commander and/or the First Sergeant for approval of any request. **ELECTRONIC LOGBOOK ENTRIES ARE REQUIRED.**

15. **Casualties**

a. When notification of any casualty is received, request as much information as possible, for example: time, date, location, and nature of the accident/illness, cause of accident/illness, current location of the injured personnel, destination of patient if medical evacuation is in progress or planned, and an assessment/prognosis of the injuries. It is especially important to maintain contact with the injured personnel by obtaining telephone numbers or location/destination of patient. The OOD will use a copy of Enclosure (8) to record the appropriate information.

b. When notified of a casualty, the OOD will notify the XO and the appropriate Company Commander/First Sergeant. The XO will notify the Battalion Commander and recall S-1 personnel to complete a Personnel Casualty Report (PCR) to be sent to the Commandant of the Marine Corps (CMC) via message traffic.

16. **Death Notifications**. The S1 and XO are the Casualty Assistance Calls Officer (CACO) coordinators. DO NOT UNDER ANY CIRCUMSTANCES MAKE A DEATH NOTIFICATION.

17. **Fire, Riot, Bomb Threat, Earthquake, or Disaster**

a. In the case of fire, riot, bomb threat, earthquake, or other disaster, the OOD should immediately notify emergency services such as the Combat Center Fire Department, Naval Hospital Twentynine Palms, and Military Police, as appropriate. Enclosure (9) is a checklist for Bomb Threats. The OOD will ensure that the CDO, the Co, XO, SgtMaj, Company Commanders, and First Sergeants are contacted.

b. After contacting the appropriate emergency service, the OOD will go to the scene of the incident/disaster and take appropriate action, to include the evacuation of the area and a mustering of all personnel.

c. Reference (d) identifies the procedures and requirements for the Emergency Response Activation of the Emergency Operation Center. Special coordination is required with the CO, XO, SgtMaj, Adj, S-4, Company Commanders, and CDO.

18. **Extra Punitive Duty (EPD)**. The OOD or DNCO will supervise the work of personnel awarded extra duties. The OOD will ensure that a full two hours of productive labor is performed Monday through Saturday. EPD will not be conducted on Sunday or Holidays.

a. The following is a list of authorized areas for clean-up by EPD personnel:

(1) Sweep and swab the passageways in the CP.

(2) Clean heads to include sweep/swab of decks, scrub sinks, showers, and toilets.

(3) Ensure toilet paper and paper towels are re-stocked in all three heads of the CP.

(4) Clean ditch in front of CP and sweep when needed.

(5) Police entire area surrounding CP.

(6) On Saturdays, clean the Battalion vehicles.

(7) Pull weeds and rake sand around building 1457. Sweep Sidewalks around building.

(8) Unless directed by the CO, XO, or SgtMaj, EPD PERSONNEL ARE NOT ALLOWED IN ANY OFFICE SPACES WITHIN THE CP AFTER HOURS, SUPERVISED OR UNSUPERVISED.

19. **Confinement**

a. All efforts to contact the Battalion CO, XO, and Company Commanders will be made prior to the confinement of any Marine in the Military Police Detention Cell (D-Cell). If unable to contact any, THE

OOD is authorized to direct the temporary confinement of male Marines in the Military Police Detention Cell under the appropriate circumstances. For example, personnel returning from a deserter status (involuntary), or personnel apprehended for very serious offenses (murder, rape, espionage, arson, etc.). Enclosure (10) discusses confinement procedures. The OOD will continue to attempt to contact appropriate members of the chain of command until contact is made.

b. Female Marines may be confined in the D-Cell, however, a female Marine chaser of equal or higher rank must accompany her and remain with her. If a female Marine chaser is not available, a female Marine SNCO may be utilized. A transient room may also be utilized for the temporary confinement of a female Marine; however, a female chaser will be always posted and remain with the confined Marine.

c. When prisoners are released into the hands of the OOD, the OOD will receive a Prisoner Release Order/Receipt. This receipt will be given to the Battalion SgtMaj at the beginning of the next workday during changeover.

20. **Required Calls**

a. The OOD will call the Command Duty Officer (CDO) at 1630 on normal workdays and at 0730 on weekends and holidays for any special instructions. The CDO number is (760) 830-7200.

b. The OOD will call the Provost Marshal Desk Sergeant at (760) 830-6800, by 0600 to check for blotter reports on HQBN personnel. The call and the information obtained will be entered into the logbook.

21. **Commander's Critical Information Requirements (CCIR)**

a. Reference (e) outlines the CO's CCIRs.

b. Whenever an incident occurs meeting the CCIR criteria or any other significant event, the OOD will put together the five W's: Who, What, When, Where, and Why. Be as complete as possible for all portions. For the "Who" this should include L Name, F Name and EDIPI. Indicate whether the Marine is a FAP or permanently assigned to HQBN. If the Marine is a FAP, detail who their Parent command is should follow on coordination need to occur. All communication will occur via official means using the issued Government Duty Phone. Key personnel to be notified include the Company Commander, Company 1st Sgts, Battalion Executive Officer and Battalion Executive Officer.

(1) Attempt to gather enough information to make a verbal report to the OOD, but do not delay providing the report to answer all possible questions. Delaying a report could adversely affect the situation.

(2) Follow the notification procedures at the bottom of enclosure (e) to facilitate the timely and accurate reporting of incidents or significant events. A detailed electronic logbook entry will be included and briefed at turnover during post/relief.

(3) For Urgent reports, under no circumstances should notification be delayed more than 15 minutes after receiving notice of an incident.

22. **Supernumerary.** Two supernumeraries are assigned each month in the event an OOD needs to be replaced immediately. The supernumeraries are to post with the SgtMaj on the first day of their tour or the last working day prior to the first day of their tour. The supernumeraries are not authorized to leave the immediate vicinity and must be able to return to the Battalion area within one hour of being contacted. The supernumerary must remain within telephonic or pager contact. Consumption of alcoholic beverages is strictly prohibited.

23. **After Hours Lockout Procedures.** If a Marine is locked out of his or her barracks room after hours, then the OOD will follow the procedures outlined in enclosure (12) to gain access to the locked room.

24. **Officer of the Day Checklist.** The OOD checklist is contained in enclosure (10). Each day, the OOD is responsible for filling out the checklist and initialing next to each task once it has been completed. The completed OOD checklists will be turned into the Battalion S1 following the post/relief of the oncoming OOD.

25. **Officer of the Day Electronic Duty Logbook Template.** The OOD Electronic Duty Logbook is available on the Laptop within the Desktop folder. The folder is organized by Calendar Year, Month and Day. An example log for Bn OOD tour of duty is in enclosure (11).

General Orders for Sentries	
1	To take charge of the post and all government property in view.
2	To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3	To report all violations of orders I am instructed to enforce.
4	To repeat all calls from posts more distant from the guardhouse than my own.
5	To quit my post only when properly relieved.
6	To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Office, Officer of the Day, Officer of the Deck, and Officers and Petty Officers of the watch only.
7	To talk to no one except in the line of duty.
8	To give the alarm in case of fire or disorder.
9	To call the Corporal of the Guard or the Officer of the Deck in any case not covered by instructions.
10	To salute all officers and all colors and standards not cased.
11	To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

SEARCH AND SEIZURE INSTRUCTIONS

Table of Contents		
Para	Subject	Page
1	Instructions	16
2	Search Incidents to a Lawful Apprehension	16
3	Search Otherwise Reasonable	16
4	Command Authorized Searches	17
5	Exigent Searches	17

1. **Instructions.** As the OOD, it may become necessary to conduct a search of a room in a building or of a person living there. To ensure that any evidence obtained will be admissible at subsequent judicial proceedings, the following should allow you to conduct searches and seize contraband in a manner deemed appropriate by the Manual for Courts-Martial and military case law. The following searches are legal:

a. **Content Search.** For this type of search no probable cause is necessary. If you merely suspect that a service member may be in possession of contraband, obtained personal consent to search his/her person or room.

(1) **Obtaining Search.** The consent to search must be given freely and voluntarily. Be sure to make no promise or threats when you attempt to gain consent. Also, be sure to advise the Marine of the rights to refuse such a search.

(2) **Evidence of Consent.** If possible, have standard "Consent to Search" form signed by the service member. The forms are provided in the duty binder. Fill out this form stating that the Marine understands what he/she is signing before the search begins. If a written statement cannot be obtained, try to have a witness present when the consent is given.

(3) **Scope of the Search.** If consent to search a room is obtained, the scope of the search is limited to the areas in exclusive control of the person giving the consent and to the area common to all of those of the room occupants. Do not search areas that are exclusively under the control of any occupant who did not give consent.

2. **Search Incidents to a Lawful Apprehension**

a. The OOD will be responsible for securing the scene, then, with the CO or XO's permission, calling PMO. When securing a scene, place Marines under military apprehension and secure all evidence, make a logbook entry to include the Marine's rank, full name, EDIPI number, and write a short description of what happened. Use your best judgement when a situation like this occurs.

3. **Search otherwise reasonable.** Searches of open areas or areas common to all occupants of the building are lawful. This includes recreation rooms, passageways, parking lots, rooftops, and etcetera. If an item is obviously contraband you must seize it, even if it is out in the open and not in the possession of a suspect. Narcotics discarded by a suspect are admissible even if he was not apprehended first.

4. **Command Authorized Searches.** A Commander who has control over the place where the property or person to be searched is situated or found may authorize a search of the area. Such authorization must be based upon probable cause.

a. **Probable Cause.** Probable cause to search a person or place exists where there is a reasonable belief that the person or place to be searched contained evidence of a crime, instrumentalities of a crime, or contraband. A search of an area may be conducted if there is probable cause to believe a person subject to apprehension is in the area to be searched.

b. The facts constituting probable cause **MUST** be given to the person ordering the search. Be sure to convey all the underlying circumstances to the CO before he authorizes the search. If the information was received from an informer or other third person, be sure to inform the person authorizing the search of what facts you have as to the reliability of the informer.

c. The order to search must specifically identify the person or area to be searched and properly to be seized.

d. During a search, seize all items found subject to the search. Any other evidence of a crime or contraband should also be seized, regardless of whether such evidence or contraband was identified in the search authorization. Do not turn your back on any items in "plain view" once the search has commenced.

e. The CO may authorize a search of all buildings belonging to HQBN since the CO controls those buildings. That control does not extend to government family housing. Searches of family housing units aboard the Combat Center must be authorized by the CG, Marine Corps Air Ground Combat Center.

5. **Exigent Searches.** A search authorization is not required for a search based upon probable cause where there is a reasonable belief that the delay necessary to obtain a search authorization would result in the removal, destruction, or concealment of the property or evidence sought. The circumstances must require immediate action. For example, if there is probable cause to believe evidence is contained in an operable motor vehicle and that the authorization can be obtained, then the vehicle may be searched. If it is possible to search the person, area, or vehicle after search authorization can be obtained, the exigent circumstances do not exist.

SPECIAL ORDERS ON ENDORSING ORDERS

1. Marines reporting in after normal working hours must have their orders endorsed.
2. Check the Marine's original orders (they will be stamped "ORIGINAL ORDERS") and ensure he or she is reporting to the Commanding General, Marine Corps Air Ground Combat Center. There are five MCC's that belong to HQBN:

MCC 015, Marine Corps Air Ground Combat Center (MCAGCC).

MCC JBJ, Sergeant's Course (Sgts Crs).

MCC 025, Legal Services Support Team (LSST).

MCC UKT, Tactical Training Exercise Command Group (TTECG).

MCC UKU, Exercise Support Detachment (ESD).

3. If the Marine is in the right place, flip over the ORIGINAL ORDERS and stamp the back with the rubber endorsement stamp and fill in the appropriate information. Make a logbook entry indicating Marine's name, rank, EDIPI number, and BEQ room number. Retain a copy of the Marine's orders with the logbook.
4. Direct the Marines to report to Center Personnel (IPAC, building 1459) in Service "A" uniform at 0730 on the next working day.

PERSONNEL CASUALTY REPORT FORM

1. Grade _____ Name _____

EDIPI/MOS _____ M/F

2. Status: (Circle one) deceased, missing, injury, other.

3. Explanation (5Ws):

4. Condition: (Circle one) stable, seriously injured, very seriously injured, or deceased.

5. Local time, date, and geographical place of incident(s)

6. All known facts:

7. Current Location of Casualty/POC/telephone:

8. Is investigation being conducted/agency/POC/telephone:

9. Remarks:

BOMB THREAT CALL CHECKLIST

FILL OUT COMPLETELY, DURING/IMMEDIATELY AFTER BOMB THREAT.

Questions to ask:

Exact wording of the threat

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb? If so, why?
7. What is your address?
8. What is your name?

Sex of caller _____ Age _____ Race _____ Length of call _____

Caller's voice: (Circle all that apply)

- | | | | | |
|-----------------|----------|--------|----------------|----------------|
| Calm | Laughing | Lisp | Disguised | Angry |
| Crying | Raspy | Accent | Excited | Normal |
| Deep | Familiar | Slow | Distinct | Ragged |
| Clearing throat | Slurred | Soft | Nasal | Cracking voice |
| Loud | Stutter | Rapid | Deep breathing | |

If voice is familiar, whom did it sound like? _____

Background Sounds: (Circle all that apply)

- | | | | | |
|---------------|--------------|-------------------|---------------|-----------------|
| Street noises | House noises | Factory machinery | Crockery | Motor/Engine |
| Animal noises | Voices | Office machinery | Clear | PA System |
| Static | Music | Local call | Long distance | Telephone Booth |

Other: _____

Threat Language: (Circle all that apply)

- | | | | | | | |
|-------------|------|------------|-----------------|----------|------------|-------|
| Well Spoken | Foul | Incoherent | Read by speaker | Educated | Irrational | Taped |
|-------------|------|------------|-----------------|----------|------------|-------|

Remarks: (write on the back of this form).

Reported call immediately to _____ phone # _____

CDR who received the call info:

Time _____ Date _____ phone # _____ Name: _____

PROCEDURES FOR CONFINING A MARINE TO THE DETENTION CELL

The following procedures are to be used when placing a Marine into the detainment cell.

1. Notify the Battalion Commander or Executive Officer. The decision to put a Marine in the detainment cell can only be made by the CO or XO. Until these leaders are contacted and the decision is made, the Marine cannot be processed any further. Call the appropriate First Sergeant to identify a chaser to escort the Marine.

2. Obtain a Confinement Physical. The chaser must escort the Marine to the emergency room of the Naval Hospital for a confinement physical. The Medical officer or doctor who conducts the physical will need to sign the confinement order.

3. Transport to PMO. Upon completion of the physical, the chaser will return with the Marine to the Battalion CP. Ensure that the Marine has a chance to make a head-call, and if possible, take a shower, change clothes, and get something to eat. Then, the chaser will escort the Marine to the Provost Marshal's Office and request that the Marine be confined overnight in the Detention Cell. The Detention Cell has no facilities for showers or meals.

4. Overnight Confinement at PMO. The Military Police Desk Sergeant will take the confinement order and make out a DD form 629(Receipt for Prisoner), showing receipt of the Marine by PMO. The Desk Sergeant will search the Marine and have him remove all outer garments. The only items that the Marine will wear into the cell are socks, trousers, under shirt, and undergarments. Boots, jackets, and caps will be inventoried and placed into a property locker. All other gear belonging to the Marine, such as extra clothing, service/medical/dental records, letters, and books, will be given to the CDR for safekeeping. The Marine will then be placed into the Detention Cell.

5. Return Marine to Unit Custody. The Detention Cell is for overnight confinement so at 0600 the Marine will have to be picked up from the Provost Marshal's Office.
 - a. Normal Working Days. At 0600 the next morning, the prisoner must be released from Detention Cell. Turn the Marine over to the Company 1stSgt, along with the Confinement Order.

 - b. Weekends or Holidays. At 0600 the next morning the prisoner must be released from Detention Cell and kept by the CDR until that evening where he/she will be taken to the Detention Cell. A prisoner can only be confined to Detention cell overnight. They will not keep him during the day. They also will not feed the prisoner. Place in a vacant room and ensure a chaser always maintains watch over the Marine. Ensure the Marine has opportunity to eat, drink water, and use the head as needed.

6. Other Consideration. Space for Marine in the Detention Cell at PMO are very limited. They are used on a first come, first serve basis. They are also assigned based on the seriousness of the offense. If there is no room at PMO, or if the Marine's Detention Cell is required by more serious offenders, the Marine can be kept in the Duty office at the CP. The Marine must be under constant supervision of the chaser. Use of rope, chains, or hand iron to secure a Marine is not authorized.

OOD – LOCKOUT PROCEDURES FOR NON-WORKING HOURS

1. In the case of a lockout, during non-working hours, test the door needing access with the master key card. If door does not open, use the master card to test the locks on the left and right side of the doors needing access. If either door opens the problem, is the lock.
2. The unit Command Duty Representative (CDR) will first verify the occupants name to the room assignment. Once verified the unit CDR will then proceed to the Commanding Duty Officer (CDO) located in B-1554 for access.
3. The CDO will then issue the hard master key for that Bachelor Enlisted Quarter (BEQ) to the CDR.
4. The unit CDR will return to the designated BEQ with the hard master key to gain access into the room where the lockout occurs. The unit CDR will ONLY open the room that has been logged by the CDO.
5. Once the service member has gained access into their room, the unit CDR will then return the hard master key to the CDO in B-1554.
6. Once the hard master key has been received by the CDO, the date and time of return be logged in the CDO's electronic duty logbook.

HQBN OOD CHECKLIST

Date:

OOD:

A/OOD:

After you assume duties at 1530 (or 0730 - 2359 on a weekend or holiday):

___ Call Command Duty Officer (830 - 7200) for any special instructions

___ Forward calls to duty desk (ext. 6806)

At 1730 (or after cleaning crew leaves CP):

___ Forward calls to HQ Bn Barracks, Bldg 1608 (ext. 6566)

___ Secure CP, Bldg. 1457 and 1458.

___ RAM (if applicable. N/A if no RAM assigned)

OOD INSPECTIONS BEFORE MIDNIGHT WEEKDAYS:

Inspect for lights, security, and state of police at:

Inspector	1 st inspection		2 nd inspection	
	Location	Time	Location	Time
	1457		1457	
	1458		1458	
	1607		1607	
	1608		1608	
	1609 (Parking Garage)		1609 (Parking Garage)	
	1633		1633	
	PX		PX	
	Phelps Chow hall		Phelps Chow hall	
	Gym		Gym	

REMARKS:

MTU: Gate to MTU will be secured

___ 2144 (MTU Armory)

___ 2144 TI (MTU Ammo RSL)

If this the LAST copy make another 30 copies using the Battalion copier.

OOD INSPECTIONS AFTER MIDNIGHT (0001-0600)

Inspector	1 st inspection		2 nd inspection	
	Location	Time	Location	Time
	1457		1457	
	1458		1458	
	1607		1607	
	1608		1608	
	1609 (Parking Garage)		1609 (Parking Garage)	
	1633		1633	

	PX		PX	
	Phelps Chow hall		Phelps Chow hall	
	Gym		Gym	

REMARKS:

At 0530:

_____ Observe and supervise morning clean-up in 1607, 1608, and 1633 and log completion in Duty Log Book.

No later than 0600:

_____ Call PMO Desk Sergeant (0830-6800, option 2) to check for blotter reports for HQBN Battalion personnel.

_____ Clean up duty area and remove any personal items.

No later than 0630:

_____ Return to post in Bldg. 1457

_____ Call Naval Hospital (830-2354) to check for any HQ Battalion personnel who have been admitted.

No later than 0730:

_____ Forward call to HQBN S-1 (ext. 1090)

Time/Date: _____/_____

OOD Rank & Name/Signature: _____

ELECTRONIC DUTY LOGBOOK TEMPLATE

DATE: XX MONTH YEAR	
Commanding Officer	LtCol N.M. Rollins (760) 401-0090
Executive Officer	Maj R.M. Naranjo (760) 401-3409
Sergeant Major	SgtMaj L. S. Cuellar (760) 401-0427
Battalion Officer of the Day (OOD)	Sgt I.M. Marine (760) 401-9840
Assistant Officer of the Day (AOOD)	Cpl J.N. Mattis
SPECIAL INSTRUCTIONS	
<p>1) Maintain constant communication with adjacent/higher duty officers and request information. Contact the CDO once posted at 760-830-7200 and ask if there are special instructions.</p> <p>2) Enforce a high state of police aboard the Combat Center with special attention to dumpsters and parking garages.</p> <p>3) Enforce base uniform policy.</p> <p>4) Enforce that Bldg 1457 is locked after hours during the week (1730-0700) and inaccessible during the weekends. All check-ins after hours/weekends are to contact the duty cell to complete initial check-in at the Barracks. Ensure placard reflects this information and is posted on Bldg 1457 after hours and on weekends.</p> <p>5) Remove PII from emails being generated or forwarded by the OOD. The only exception is for significant events. Make the appropriate logbook entry during the tour of duty.</p> <p>6) Ensure proper supervision of Barracks 1607, 1608, 1633, and parking structure 1609. Supervise morning cleanup keeping a detailed log of all sections/participants.</p> <p>7) Contact PMO and request notification of significant events.</p> <p>8) Review the Bn CCIRs. For all significant events that occur after hours ensure OOD utilizes the Duty phone to communicate with Company and Battalion level leadership.</p> <p>9) Be sure to read and report any information pertaining to the BEQ SOP for reporting facility discrepancies to the Public Works Division.</p> <p>10) Utilize the Chain of Command for incident reporting using the 5W's through official channels (i.e. Gov Phone Group Text). Include a summary of the event within the log as well as any additional coordination with agencies aboard the Combat Center (i.e. PMO).</p>	
0800	I, Sgt I.M. Marine, assumed the duties of Headquarters Battalion OOD. I understand the orders pertaining to my post. Further, I understand my obligation to protect classified information per Chapter 6-10 of SECNAVINST 5510.36. I have in my possession: (1) PKI token (S/N: 575690), 1 NIPR Laptop (S/N: 575690), (4) binders, (11) Key Cards, and 1 Truck Key w/Gas Card (86485).
0800	Morning colors conducted.
0800	OOD and AOOD depart.
1530	OOD and AOOD post.
1730	OOD reports Bldg 1457 secured. DSNCO conducts rounds and checks chow hall. NSTR.
1745	OOD posted in Barracks 1607/1608
2010	OOD conducts rounds. NSTR.
2100	Incident Report 5W's Who: L. Name, F. Name, EDIPI, MOS What: Detailed description of the event. 2-3 sentences When: Time of incident Where: Onbase/Offbase FAP: Y/N If Y, Parent Command: If N, HQBN Section/Directorate: Amplifying Information:
0600	OOD supervises morning cleanup. NSTR
0700	OOD unlocks Bldg 1457
0730	OOD conducts informal turnover with relief.
0800	I, Sgt XXXX, have been properly relieved by SSgt XXX.

 Sgt I.M. MARINE (Off-going OOD)

 SSgt C.B. PULLER, I. (On-coming OOD)