



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1601.1D Ch 1, 2  
ADJ

JUN 16 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1601.1D Ch 1, 2

From: Commander

To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR COMMAND DUTY OFFICER (CDO) AND  
COMMAND DUTY NONCOMMISSIONED OFFICER (CDNCO) PERSONNEL (SHORT TITLE:  
SOP FOR CDO AND CDNCO)

Ref: (a) MCIEAST-MCB CAMLEJBul 1601  
(b) ALMAR 038/16 of 8 Dec 16  
(c) MCIEAST-MCB CAMLEJO 11100.5  
(d) MCO 3504.2A  
(e) MCIEAST-MCB CAMLEJO 3040.1D  
(f) MCIEAST-MCB CAMLEJO 5510.1  
(g) MCIEAST-MCB CAMLEJO 5810.3 Ch 1  
(h) MCO 10520.3  
(i) MCIEAST-MCB CAMLEJBul 10520  
(j) MCIEAST-MCB CAMLEJO 3302.2 (NOTAL)  
(k) MCIEAST-MCB CAMLEJO 3440.1A  
(l) MCIEAST-MCB CAMLEJO 5822.4 Ch 1  
(m) MCIEAST-MCB CAMLEJO 5500.3  
(n) CG's Policy Letter 005-15 of 13 Aug 15  
(o) MCO 5500.6H Ch 1  
(p) MCO 3574.2L  
(q) MARADMIN 323/16 of 22 Jun 16  
(r) DoDM 5200.01, Vol. 3 Ch 2 "DoD Information Security  
Program: Protection of Classified Information," February 24, 2012  
(s) MCIEAST-MCB CAMLEJO 5510.2

Encl: (1) SOP for CDO and CDNCO  
(2) CDO Checklist  
(3) CDNCO Checklist  
(4) Weapons Conditions for M9 Service Pistol and M4 Rifle  
(5) Individuals Acknowledge of Specific Instructions for Armed  
Security and Law Enforcement Personnel Regarding the Use of Force

Reports Required: I. Serious Incident Report/Incident (OPREP-3 SIR)  
(Report Control Symbol DD 3040-02 EXEMPT),  
chap. 2, par. 2  
II. Personnel Casualty Report (Report Control Symbol DD  
3040-02), chap. 3, par. 18

1. Situation. The CDO is the direct representative of the Commanding  
General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune  
(MCIEAST-MCB CAMLEJ). The CDO is responsible for handling all administrative  
and emergency matters that occur after working hours.

2. Cancellation. MCIEAST-MCB CAMLEJO 1601.1C.

3. Mission

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a. This Order promulgates instructions, procedures, and policies regarding the MCIEAST-MCB CAMLEJ command duty watch for the CDO and CDNCO per references (a) through (s).

b. Summary of Revision. This Order has been revised to include:

- (1) Added additional security measures and touring of Building 1;
- (2) Added mandatory duty briefings for CDO and CDNCO;
- (3) Updated CDO checklist;
- (4) Updated CDNCO checklists to include security checks of room 123 every 4 hours and rooms 009, 134, and 142 every 12 hours;
- (5) Updated weapons handling procedures during sleeping plan.
- (6) Delineated responsibilities of all personnel in the conduct of colors;
- (7) Defined when to conduct "silent colors";
- (8) Updated the responsibilities of the Responsible Officer (RO) with regards to weapons and ammunition; and
- (9) Removed chapter 7 from the Order.

c. This Order should be reviewed in its entirety by all command duty personnel, commanders, and staff departments.

#### 4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All subordinate commanders/commanding officers (CO), command duty personnel, and staff departments shall familiarize themselves with the contents of this Order.

(2) Concept of Operations. Command duty personnel will be guided in the performance of their duties by the instructions contained in this Order and other special instructions.

b. Tasks

(1) CO, Headquarters and Support Battalion (H&S Bn) shall:

(a) Provide a roster of those personnel scheduled to stand the Command Duty Watch to the MCIEAST-MCB CAMLEJ Adjutant by the 10th of each preceding month.

(b) Ensure the assigned CDO and CDNCO are aware they have duty and arrive on time to assume their post on their assigned date.

(c) Make changes, if necessary, to the roster through the MCIEAST-MCB CAMLEJ Adjutant office; such changes can only be forwarded through the H&S Bn Adjutant.

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(d) Provide colors detail for morning and evening colors to include flag detail, road guards, and Provost Marshal Office (PMO) vehicle, if available.

(2) MCIEAST-MCB CAMLEJ General and Special Staff Department Heads shall:

(a) Provide contact rosters of key personnel to the MCIEAST-MCB CAMLEJ Adjutant. Contact rosters will include grade, name, home telephone number, cellular phone number, and duty assignment. Updated contact rosters will be provided to the Adjutant as changes occur and on the first day of each quarter.

(b) Provide a roster of those individuals authorized access to Building 1 workspaces after normal working hours. Updated access rosters will be provided to the Adjutant as changes occur and on the first day of each quarter.

(c) Prior to the close of normal working hours, advise the Adjutant and CDO of any pending matters which may require action prior to resumption of work hours on the next regular workday.

(3) MCIEAST Commanders shall:

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

(b) Ensure your command duty personnel contact the MCIEAST-MCB CAMLEJ CDO between the hours of 1500 and 1630 each day to report their post.

(c) Ensure CDOs/Officer of the Day (OODs) report any significant incidents/events including, but not limited to, those listed in chapter 3 of this Order to the MCIEAST-MCB CAMLEJ CDO.

(4) Adjutant, MCIEAST-MCB CAMLEJ shall:

(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 Orders, contact rosters, special instructions, etc.

(d) Publish a monthly bulletin duty watch list (reference (a)) by the 15th of each month and post on the MCIEAST-MCB CAMLEJ Adjutant external website:

<http://www.mcieast.marines.mil/StaffOffices/Adjutant/Bulletins/MCIEASTMCBCAMLEJBUL/MCIEASTMCBCAMLEJCDOCDNCO.aspx>

(e) Provide all submitted watch lists (e.g., Chaplain, Explosive Ordnance Disposal (EOD), Naval Criminal Investigative Service (NCIS)) to the CDO for inclusion in their desktop procedures.

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(5) CO, Naval Hospital Camp Lejeune shall: Contact the CDO immediately regarding:

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

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

(6) Command Chaplain shall: Provide the MCIEAST-MCB CAMLEJ Adjutant the quarterly Chaplain Watch-bill by the 20th of each month preceding the upcoming quarter.

(7) Officer-in-Charge, EOD, G-3/5 shall: Provide the MCIEAST-MCB CAMLEJ Adjutant with the monthly EOD duty roster by the 20th each month for the upcoming month.

(8) NCIS shall: Provide the MCIEAST-MCB CAMLEJ Adjutant with the monthly NCIS duty roster by the 20th each month for the upcoming month.

5. Administration and Logistics

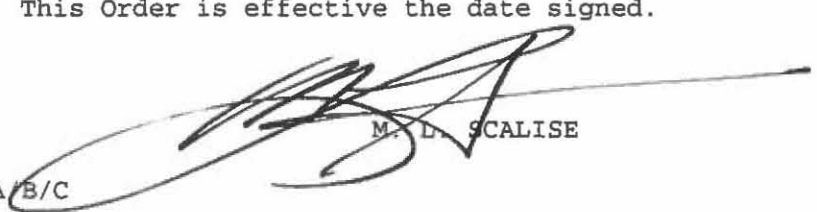
a. Commanders and staff shall provide written special instructions to the MCIEAST-MCB CAMLEJ Adjutant on matters under their cognizance that are considered appropriate for inclusion in the CDO's information binders and desktop procedures.

b. The CDO and CDNCO will be guided in the performance of their duties prescribed enclosures (1) through (5).

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST subordinate commands, MCIEAST-MCB CAMLEJ General and Special Staff Departments, and watch-standers of this post.

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

  
M. L. SCALISE

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PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1601.1D Ch 1  
ADJ

AUG 18 2017


MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1601.1D  
Ch 1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR COMMAND DUTY OFFICER (CDO) AND  
COMMAND DUTY NONCOMMISSIONED OFFICER (CDNCO) PERSONNEL (SHORT TITLE:  
SOP FOR CDO AND CDNCO)

Encl: (1) New page inserts to MCIEAST-MCB CAMLEJO 1601.1D

1. Situation. To transmit a new page inserts to the basic Order.
2. Mission. To transmit new page inserts and issue a change transmittal to the basic Order.
3. Execution. Remove pages 1-2 and 4-2 of enclosure (1) of the basic Order and replace it with the corresponding pages contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.

  
T. A. BRUNO  
Chief of Staff

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MARINE CORPS INSTALLATION EAST-MARINE CORPS BASE  
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CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1601.1D Ch 2  
ADJ

OCT 26 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1601.1D  
Ch 2

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR COMMAND DUTY OFFICER (CDO) AND  
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1. Situation. To transmit a new page inserts to the basic Order.
2. Mission. To transmit new page inserts and issue a change transmittal to the basic Order.
3. Execution. Remove the Table of Contents page ii and page 2-8 of enclosure (1) of the basic Order and replace it with the corresponding pages contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.

  
T. A. BRUNO  
Chief of Staff

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## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change
Ch 1	Aug 18, 2017	Aug 18, 2017	T. A. Bruno
Ch 2	Oct 26, 2017	Oct 26, 2017	T. A. Bruno

OCT 26 2017

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Chapter 1

CDO

1. Assignment. All Marine officers of the rank major and below and chief warrant officer-4 and below assigned to H&S Bn, MCIEAST-MCB CAMLEJ may be assigned to the Command Duty Watch.

2. Exemptions

- a. H&S Bn Adjutant;
- b. MCIEAST-MCB CAMLEJ Security Manager (if billet is an officer);
- c. MCIEAST-MCB CAMLEJ Staff Judge Advocate;
- d. Company Commanders;
- e. Officers assigned to EOD;
- f. MCIEAST-MCB CAMLEJ SSEC;
- g. MCIEAST-MCB CAMLEJ CG's Aide-de-Camp; and

h. The CO, H&S Bn may exempt additional personnel as required. With the exception of those exemptions listed above, General and Special Staff Department Heads will coordinate with the CO, H&S Bn, if there is a requirement to exempt additional personnel.

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

- a. Officers in a student status attending formal schools.
- b. Officers pending legal action or administrative separation for commission of offenses under the Uniformed Code of Military Justice (UCMJ).

c. Medical Conditions

(1) Female officers in their 28th week of pregnancy or with medical restrictions from competent military medical authority which prohibits them from standing this duty.

(2) Officers with any medical conditions such as light duty or limited duty in which prolonged standing or walking is a restriction or prohibited by competent military medical authority.

(3) Officers who have been diagnosed with mental or psychological disorders in which competent military medical authority deems them unfit to be in possession of a firearm.

(4) Officers assigned to any light or limited duty that limits their ability to perform the duties contained in this Order, to include safely handling a firearm.

(5) Officers with questionable medical conditions or restrictions will be addressed to the MCIEAST-MCB CAMLEJ Adjutant. Determination, if they

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can stand this duty will be made by the COS or Dep Comdr, or in their absence the MCIEAST-MCB CAMLEJ Adjutant.

d. Lautenberg Amendment. Officers unable to be in possession of the M9 service pistol or ammunition due to the Lautenberg Amendment are restricted from standing this post. The Lautenberg Amendment makes it a felony for any individual convicted of the misdemeanor crime of domestic violence—regardless of when the conviction occurred, to ship, transport, possess, or receive firearms or ammunition.

e. Officers must be qualified with the M9 service pistol within the previous fiscal year unless exempt from qualification per paragraph f below. Must be qualified with the M4 service rifle within the previous fiscal year unless they are PET qualified/exempt. Every attempt will be made to attend the first available pistol range and have a current qualification per reference (p).

f. Officers with 20 years of service have been deemed exempt from qualifying with the pistol by the Commandant of the Marine Corps. They are considered proficient with the M9 and ARE NOT restricted and will stand this duty, however should conduct a Familiarization or FAM fire as an Operational Risk Management measure.

4. Post. The post of the CDO will be at John A. Lejeune Hall, Building 1, Headquarters, MCIEAST-MCB CAMLEJ. Room 131 will be the designated office of the CDO during their post.

#### 5. Posting, Relieving, and Briefing

##### a. Posting and Relieving

(1) Oncoming CDOs will be onboard no later than 0715.

(2) On weekdays, oncoming and off-going CDOs, unless otherwise directed, will report to the COS to conduct a post and relief no later than 0730 on the respective day of duty. In the event the COS is not available the Dep Comdr will post otherwise the SSEC or Adjutant will post and relieve the CDO.

(3) On weekends and holidays, all CDOs will report to the COS at 0730 on the last working day for a face-to-face briefing.

b. Briefing. CDOs will be also be briefed by the MCIEAST-MCB CAMLEJ Adjutant concerning their responsibilities covered in this Order following their post and relief by the COS.

6. Tour. This is a 24 hour post. Sleeping is allowed during the hours of 2100 through 0500; however, either the CDO or CDNCO will be awake during this period with a rotational sleep schedule.

7. Uniform of the Day. The CDO will wear the command directed uniform of the day, covered, with brassard, armed with an M9 service pistol, carried in Condition 1 with a fully loaded magazine inserted, round in chamber, slide forward, hammer down, and safety on, with a minimum of one additional fully loaded magazine, per references (o) and (q). The seasonal uniform change will occur per reference (b).

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8. Assignments/Replacements

a. Following the monthly publication of reference (a), personnel assigned as CDO who become unavailable for duty must contact their respective chain of command and the H&S Bn Adjutant to coordinate a suitable replacement. For all changes, the H&S Bn Adjutant must notify the MCIEAST-MCB CAMLEJ Adjutant's office in writing (i.e., e-mail).

b. Supernumeraries

(1) The supernumerary must provide a home/cell telephone number to the MCIEAST-MCB CAMLEJ Adjutant. This number will not be posted on this Bulletin; it will only be kept as an emergency contact number by the Adjutant in the event the supernumerary must be used. Supernumeraries are not permitted to take leave or be assigned to Temporary Additional Duty (TAD), or any other duties that would preclude them from standing duty during the month they are assigned.

(2) The supernumerary will only be used in case of a legitimate emergency that occurs while in the performance of duty. If someone becomes unavailable during the month they are scheduled, it is the CDO/CDNCO's responsibility to provide a replacement and inform the MCIEAST-MCB CAMLEJ Adjutant.

9. Messing

a. CDOs will subsist a minimum of one meal at any government mess hall located within the Mainside area and make appropriate log entries. The meal is at the expense of the CDO.

b. The CDO will 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>. The CDO will direct the time the CDNCO will subsist and when they are required to return. The CDO will brief the CDNCO that they are to only subsist within the Mainside area or their barracks (i.e. they are not authorized to go off-base or to their residence in base housing.)

10. Transportation. In any situation requiring transportation (mess hall, touring of area, etc.), the CDO will use the government vehicle located in the parking lot immediately behind Building 1 in the space marked "G-1 GOV." The keys and fuel card are located in the duty bag provided to the CDO. At no time will the CDO use their Privately Owned Vehicle (POV) while under arms; the government vehicle will be used for all official business.

11. Physical Training. Physical training is not authorized while on duty.

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## Chapter 2

CDO Responsibilities1. Tours of Roads, Road Shoulders, Parking Areas, Shopping Centers, and Tour Inspections

a. The CDO will tour the Base for the purpose of security, safety, and inspecting the state of police.

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

(2) Area Commanders are responsible for the policing of all roads within their assigned areas set forth in the current edition of reference (c). A color-coded map of the Base complex displaying all tenant commands and the extensions of each of the respective CDOs is displayed in the CDO room.

b. On weekends and holidays, the MCB CAMLEJ PMO is responsible for reporting police cleanliness problems existing on roads, road shoulders, and parking areas anywhere on the Base to the CDO. The CDO will pass on the information to the Area Commander responsible for the area in question to police the area.

c. Tour of Building 1. The CDO shall make frequent tours of inside and outside Building 1, during and after normal working hours, to ensure security of the building with special emphasis placed on the following restricted areas (i.e., room 009, 123, 134, and 142). Conduct after hours tour of the command deck area and ensure the offices of the CG, Dep Comdr, COS, and Sergeant Major (SgtMaj) are secured, if not occupied. The CDNCO has specific responsibilities outlined in chapter 5 of this Order, but it is vital that the CDO ensures the CDNCO is briefed on and performing those responsibilities while on post.

2. Serious Incident Reports (Operations Event/Incident-3 (OPREP-3 SIR))

a. Accidents, incidents, or disturbances listed in chapter 3 of this Order and reference (d) will immediately be reported by the CDO to the COS via the Adjutant, and those listed in chapter 3 of this Order. If the COS deems it necessary, the CDO will be instructed to notify the appropriate organization/personnel to prepare and release an OPREP-3 SIR in accordance with references (d) and (e). Reference (e) provides additional guidance on OPREP-3 SIR to include notifying the Marine Corps Operations Center (MCOC) at (703) 695-5454 within 30 minutes of notification of an OPREP-3 SIR. In some cases, the CDO may be directed to contact the Marine Corps Installations Command (MCICOM) watch officer at (571) 256-8194 or Blackberry (910) 391-4419.

b. Media Interest. For any event that may draw local and/or national media interest (e.g., serious incident, casualty, training accident, etc.), the CDO will immediately notify the COS via the MCIEAST-MCB CAMLEJ Adjutant. COS may direct the CDO to notify the Public Affairs Duty Spokesman, Public Affairs Office (PAO) duty cell number (910) 526-9699. In some cases, the CDO will be directed to contact the MCOC at (703) 695-5454 and/or MCICOM watch officer at (571) 256-8194 or Blackberry (910) 391-4419.

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3. Military Funeral Honors (MFH)

a. If the CDO receives a request for MFH from Headquarters, U.S. Marine Corps (HQMC) via the CDO e-mail they will be forwarded to the OOD of H&S Bn for action. In cases where a local funeral home sends a MFH request directly to the CDO, the CDO will direct the funeral home to contact HQMC Casualty Branch for assistance at (703) 432-9524 and provide the information to the OOD H&S Bn for a possible pending MFH request.

b. The CDO will pass all MFH requests to the OOD of H&S Bn at 451-3381 who is responsible for the conduct of all MFH.

4. Messages. Take appropriate action on all incoming messages while posted. For Blue Dart messages, refer to sections 12 and 13 of the CDO Binder.

a. Incoming. After working hours the Marine Air-Ground Task Force Information Technology Support Center (MITSC) will notify the CDO of messages of immediate precedence or higher for the Command. The MITSC phone numbers are (910) 451-1602/7322.

(1) Immediate or Higher Unclassified Messages. If the message is unclassified, the CDO will read it and take appropriate action through the Automated Message Handling System (AMHS). The CDO will contact the MCIEAST-MCB CAMLEJ Adjutant if "CG MCIEAST-MCB CAMLEJ" is either a To or Info addressee. The MCIEAST-MCB CAMLEJ Adjutant will direct the CDO to call the COS as deemed necessary.

(2) Immediate or Higher Classified Messages. If the message is classified, the CDO will obtain from the MITSC the date time group (DTG) number of the message, the subject (if unclassified), the originator, and identification of "CG MCIEAST-MCB CAMLEJ" as either a To or Info addressee.

b. Releasing Immediate or Higher Unclassified Messages. The CDO will:

(1) Release only messages determined to be of an urgent nature and directed by the COS via the MCIEAST-MCB CAMLEJ Adjutant. **The MITSC will accept unclassified messages directly from the CDO.** In these circumstances, messages can be sent from the CDO AMHS account to the MITSC Mail box "ACCOngoing." If the CDO encounters problems releasing the message through the MITSC, they will call the Adjutant/Adjutant Chief for assistance.

(2) Indicate in the log the DTG of the message released.

5. "Exclusive For" and "Personal For" Messages. Contact the Dep Comdr, COS, SSEC, or Aide-de-Camp for all messages that must be delivered immediately to the CG.

6. Incoming Officers. For all Marine Corps and Navy officers reporting after normal working hours, the following procedures apply:

a. Permanent Change of Stations Orders (PCSO)/TAD. Officers reporting to MCIEAST or MCB CAMLEJ will be directed to report to the Joseph "Randy" Reichler Reception Center (JRRRC), Building 59/60. Officers reporting for TAD with Marine Corps Combat Service Support Schools (MCCSSS), School of Infantry-East (SOI-E), Marine Corps Engineer School (MCES), or Field Medical



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Training Battalion-East (FMTBn-E) will be directed to report to those organizations.

b. PCSO/TAD Reservists. Officers reporting for active duty for training to include mobilization, Reserve Counterpart Training, Initial Active Duty for Training, and Extended Active Duty will be directed to report to the CO, Deployment Processing Command-East/Reserve Support Unit (DPC-E/RSU), Building HP-309.

c. Duty Under Instructions (DUINS). Officers reporting for DUINS at MCCSSS, SOI-E, MCES, or FMTBn-E will report to those organizations.

7. Incoming Enlisted Personnel. Enlisted Marine Corps and Navy personnel reporting for duty or TAD will be directed as follows:

a. Marines and Sailors

(1) All entry-level students will report directly to their schools. However, if a student inadvertently reports to Building 1 or the JRRRC, Building 59/60, read the orders to determine which school the student is ordered to, call the OOD of that school, and instruct them to send their duty driver to pick up the Marine/Sailor.

(2) Permanent personnel will be directed to report to the JRRRC, Building 59/60.

b. Marine and Navy Reserve Personnel. Enlisted personnel reporting for mobilization school or for Annual Training will be directed to report as follows:

(1) Marines. Marine Reserves will be directed to report to the CO, DPC-E/RSU, Building HP-309.

(2) Sailors. Reservists reporting for mobilization or training will report to the command indicated on the right side of the reporting instructions block of their orders or, if omitted, they will report to CO, DPC-E/RSU, HP-309 during normal work hours. After normal working hours, Navy personnel will report to the DPC-E/RSU duty, Building HP-309.

8. Personnel Confined or Deserters. The CDO will contact the H&S BN OOD or the CDO/OOD of the individual's respective command for turnover of all personnel. Typically, the H&S Bn OOD at (910) 451-3381 will take cognizance over the Base confines and deserters. Other confiners and deserters will be referred to the CDO/OODs of the respective parent command.

9. Emergency or Alert Conditions

a. During bona-fide emergencies or alert conditions such as Tropical Cyclone Conditions; Blue Dart Notifications; Command, Control, Communications, Computers, and Intelligence (C4I) Suite Threat Notifications; or possible execution of emergency plans, all General Staff Department Heads are required to keep the CDO advised of their location and provide a current telephone number. In the event they are unavailable for a prolonged period, the CDO will inform the next senior officer on board in the department concerned, and this requirement will pass to that individual.



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b. All reports received by the CDO involving incidents of oil spills, hazardous material releases, or wildfires will be immediately reported to the Emergency Consolidated Communications Center (ECCC) by dialing 911. 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 incident is reported, the CDO will contact the Adjutant for additional instructions, if necessary.

10. Open Skies Treaty Messages. The CDO will follow the guidance set forth in the CDO Binder and reference (f). When responding to the originator of the message, the CDO will confirm receipt on behalf of the CG MCIEAST-MCB CAMLEJ. The CDO will make a log entry.

11. 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, etc., the CDO will record the details of the request. If the request originated from a unit that is conducting training within the base training complex, the CDO will refer the issue to BLACKBURN at (910) 451-3064. If the emergency is of an unusual nature, the CDO will notify the AC/S, G-3/5 immediately after contacting BLACKBURN and/or the 911 ECCC.

12. 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 authorizations under an Area Commanders responsibility will 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 MCIEAST-MCB CAMLEJ 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 per reference (g).

c. Should the Criminal Investigation Division (CID) or Naval Criminal Investigative Service (NCIS) request authority to search a "common area" aboard the Base that does not fall within a subordinate commander's area of control (the physical limits of their command), to include the family housing area, contact the SJA or Deputy SJA (DSJA). These numbers are located in the CDO desktop procedures.

d. Should CID, NCIS, or PMO request authority to temporarily debar an unaffiliated civilian resident of Camp Lejeune from the Installation the CDO shall contact the SJA or DSJA. These numbers are located in the CDO desktop procedures.

e. When a command-authorized search is requested, the CDO will provide the requestor with the point of contact information for the SJA and DSJA, in order of precedence for contact, to ensure that any legal questions incident to the requested search authorization are resolved prior to the initiation of the search; telephone numbers are located in the SJA portion of the contact binder and the CDO Desktop procedures.

f. The SJA/DSJA will be provided all details concerning the search by the requestor. The SJA/DSJA will make the administrative determination

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whether the particular situation requires action by the CG or whether some other commander should be contacted.

13. Incoming Phone Calls for the CG. In the event the CDO/CDNCO 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 will be treated with courtesy.
- b. Home phone numbers and cell phone numbers of the CG will not be released to the caller.
- c. Callers requesting to contact the CG on matters routinely handled by members of the General or Special Staff will be instructed to contact those agencies the next working day. A log entry will 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 they can be reached.
- (2) The CDO will call the Aide-de-Camp for instructions concerning the CG.

14. Calls to the Dep Comdr or COS After Working Hours. There will be occasions when the Dep Comdr or COS cannot be contacted at their quarters or via cellular phone after working hours. In these instances and depending on circumstances, the AC/S, G-3/5; or AC/S, G-F will be called to receive the information and/or provide the necessary guidance (telephone numbers are located in the contact binder).

15. Commercial Long Distance Telephone Calls. Collect calls will not be accepted.

16. Colors Execution

a. Morning Colors. The oncoming CDO will observe morning colors at 0800 in accordance with reference (h). The CDO will sound the one minute warning, 30 second warning, and announce "Colors." In the event of a sound machine malfunction, "silent colors" will be conducted. The CDO will make a log entry citing completion of colors, and the appearance and timeliness of the colors detail.

b. Evening Colors. The CDO will observe evening colors. The CDO will sound the one minute warning, 30 second warning, and announce "Colors." In the event of a sound machine malfunction, "silent colors" will be conducted. The CDO will make a log entry citing completion of colors, and the appearance and timeliness of the colors detail. Refer to the current edition of reference (i) for evening color times. To determine correct time of day, contact the U.S. Naval Observatory at Data Source Name (DSN) 762-1401.

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c. Road Guards

(1) The CDO will brief the H&S BN OOD, prior to colors, to ensure the road guards understand their responsibility in placing cones in the road to halt traffic during colors.

(a) The road guard to the left, when facing the flag pole from the building, should place two cones out first approximately 1 minute before colors. The other road guard, after traffic has cleared, will then place two cones to halt the opposite two lanes of traffic.

(b) Road guards will stand at parade rest, facing traffic, until colors play. At that time they will do an about face and salute the national ensign until the last note has sounded.

(c) The road guard to the right, when facing the flag pole from the building, will safely retrieve the cones and walk back to the sidewalk. At that time the road guard to the left will safely remove the cones and walk back to the sidewalk.

(2) The H&S BN OOD should direct the road guards in execution of this process. The safety of everyone concerned is a priority and is everyone's responsibility.

d. Flags

(1) The Storm Flag will be displayed during inclement weather or when inclement weather is imminent. Inclement weather is defined as 20 percent or more chance of rain and/or with winds gusting over 20 knots. Refer to the weather report.

(2) The Post Flag will be flown at all times except in cases of inclement weather or when the garrison flag is authorized.

(3) The Garrison Flag except during inclement weather will be displayed on Sundays, holidays, and other national occasions listed in reference (h).

(4) The Christian Church Pennant will be flown on the right flag pole facing Holcomb Boulevard each Sunday, being raised at 0800 and lowered at 1200.

(5) The Jewish Pennant will be flown on the left flag pole facing Holcomb Boulevard. All Jewish holidays begin at sunset on the evening before and end at sunset on the day listed in the CDO office.

(6) Half-Masting

(a) When the national ensign is displayed at half-mast (notification will be made via naval message by the Department of Defense in the form of an ALDODACT AHMS message and/or Presidential Proclamation), it is first hoisted to the peak then lowered to the half-mast position. Before lowering, the national ensign again will be raised to the peak.

(b) A flag in any position below the peak is technically in the half-mast position; but, in general, the middle point of the hoist of a flag

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at half-mast should be halfway between the top and foot of the mast. The halfway position of the mast located in front of Building 1 is so designated with a "black line." The bottom of the blue field of the flag will touch the black line.

(7) Notification. The CDO should receive the local weather report via the Lejeune CDO MCB e-mail account. If the report is not received by 0700, the CDO will call Marine Corps Air Station (MCAS), New River Weather Service at Coml: (910) 449-6322/6969 or DSN: 752-6322/6969. The CDO will make a log entry with daily weather conditions. The CDO will determine the type of flag to be hoisted per paragraphs 1b(1) and (2), and Section C of reference (h), make a log entry, then direct the CDNCO to notify the below-listed commands as to the type of flag to be flown no later than 0700 each morning:

- (a) CDO, 2d Marine Division at (910) 451-8319/8325.
- (b) CDO, 2d Marine Logistics Group at (910) 451-0850.
- (c) Duty Officer, 2d Reconnaissance Battalion at (910) 440-7753.
- (d) Duty Officer, 8th Communication Battalion at (910) 450-8787.
- (e) CDO, U.S. Marine Corps Forces, Special Operations Command at (910) 440-0938.
- (f) Duty Officer, Naval Hospital at (910) 451-3079.
- (g) Duty Officer, MCCSSS at (910) 450-1045/0770.
- (h) Duty Officer, MCES at (910) 440-7275.
- (i) Duty Officer, Weapons Training Battalion at (910) 440-2917/2951/2949.
- (j) Camp Geiger Area Guard (SOI-E) at (910) 449-0179.
- (k) OOD, MCAS New River at (910) 449-5411

17. Protocol Very Important Person (VIP) Billeting

a. If the CDO receives a call from an individual requesting VIP billeting, the CDO will instruct the caller to call the protocol section during normal working hours. If the caller persists or it is an emergency, contact the personnel (numbers located in desktop procedures) in the following order:

- (1) MCIEAST-MCB CAMLEJ Protocol NCO;
- (2) MCIEAST-MCB CAMLEJ Protocol Chief; or
- (3) MCIEAST-MCB CAMLEJ Protocol Coordinator.

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

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- (1) General Officers in the Puller House;
- (2) Colonel (Col) or Col equivalent in the Distinguished Guest Quarters (DGQ);
- (3) All other officers in the Bachelor Officer Quarters (BOQ);
- (4) E-9s that are Force SgtMaj or higher may stay in the Puller House, DGQ suites, or at the BOQ.
- (5) All other E-9s stay in the VIP E-9 quarters at the BOQ.

c. If a VIP comes aboard, please ensure you notify one of the above Protocol staff members no later than the following workday.

d. The BOQ will occasionally have a VIP arrive without a reservation. When this occurs, the BOQ will 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 workday.

18. Duty Chaplain. Should there be any incoming calls for the Duty Chaplain, take all available information including the point of contacts name and phone number they can be reached. Instruct the caller that you will contact the Duty Chaplain who, in return, will contact the caller. **Never give out the Duty Chaplain's home or cellular telephone number.** Please ensure the caller is not in distress or contemplating suicide or harming others, if so immediately call PMO.

19. Other Phone Calls. Any calls from parents, family members, or significant others will be dealt with in a professional manner. **Under no circumstances will home or cellular telephone numbers be given to anyone.** Work phone numbers are releasable under the Privacy Act of 1974 so long as the unit is not deployed.

20. Respite Childcare. 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 will be passed to the Marine Corps Community Services Child Care point of contact, which can be found in the contact binder and on the important number listing in the CDO Binder.

21. Security Cameras. The CDO and the CDNCO will monitor the security cameras throughout their tour of duty. Any malfunctions should be reported to the G-6 MITSC at (910) 451-1602/7322.

22. Lost, Found, and Abandoned Property. If the CDO receives any calls regarding such matters, please refer the caller to PMO who maintains such property for proper disposition.

23. CDNCO. The CDO will post the CDNCO following morning colors. During the posting the CDO will direct chow and sleeping arrangements with the CDNCO. The CDNCO is only authorized to subsist for chow in the Mainside area or their barracks. CDNCO's are not authorized to go off-base or to their residence in base housing.

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## Chapter 3

Notification Procedures Involving MCIEAST Commands and Commands aboard MCB CAMLEJ

1. General. The below paragraphs are a listing of accidents, incidents, or disturbances, which while not all-inclusive, provide examples of the type of incidents that the CDO will report to the COS. Refer to reference (o) for additional CCIRs that will be reported to the COS. Contact the MCIEAST-MCB CAMLEJ Adjutant for guidance before calling the COS. Calls for other commands aboard this Installation will be passed to the Major Subordinate Command of the personnel concerned. Additionally, in cases involving suicide attempts, threats to personnel, or health and welfare checks the CDO will also pass the information to the PMO at (910)451-4688/2557.

a. Serious incidents involving MCIEAST personnel or family members will be reported to the respective Commander. Calls received from other MCIEAST command duty personnel or command representatives will be reported to the COS.

b. Per paragraph 4b(3)(d) of this Order, command duty personnel from MCIEAST commands will report any significant incidents/events to the MCIEAST-MCB CAMLEJ CDO, which include, but are not limited to those listed in this chapter.

2. Military or Political Incidents. Any incident of a 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 will be reported to the COS by the CDO. The COS may direct the CDO to contact the Dep Comdr, PAO, MCICOM, or the MCOC.

3. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, the COS will be contacted by the CDO. The CDO will 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 will be reported to the COS.

4. Terrorist Incidents. Incidents involving terrorism on any MCIEAST Installation will be immediately reported to the COS. Refer to the Blue Dart and C4I Suite procedures posted on the CDO desktop and reference (j) for additional CDO responsibilities.

5. Operational Incidents. For any operational incident to include serious aircraft accidents/incidents aboard any MCIEAST installation which may result in unusual interest by the public news media, the CDO will contact the COS.

6. Serious Aircraft Accidents/Incidents. Any aircraft mishap which results in serious injury, loss of life, or extensive property damage to civilian or military property will be reported to the COS by the CDO. The CDOs for 2d Marine Aircraft Wing (MAW), MCASS New River, Beaufort, and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and will notify the CDO.



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7. Ground Accidents/Mishaps. If any ground mishap involving Marine Corps personnel occurs on or near a MCIEAST Installation and results in serious injury, loss of life or extensive property damage to civilian or military property, the CDO will contact the COS.
8. Near Mid-Air Collision. Any near mid-air collision involving civilian or military aircraft will be reported to the COS by the CDO. The CDOs for 2d MAW and MCASS, New River, Beaufort, and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and will notify the CDO.
9. 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 will be reported to the COS by the CDO. The CDO will also report it to the Explosives Safety Officer at (910)451-6281/6280 during normal working hours. After normal working hours the Deputy AC/S, G-4 shall be contacted.
10. 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 forest fires not under control by Fire and Emergency Services (FES) personnel, will be reported to the COS.
- b. Trash can fires, forest fires, and other fires considered minor and under control by FES personnel do not require notifying the COS after hours. Make an appropriate log entry.
11. Pandemic. The presumptive diagnosis of any Pandemic or event that may require quarantine or the diagnosis of any disease of potential epidemic significance will be reported by the respective MCIEAST Installation's Naval Hospital or clinic. The Naval Hospital or clinic has the responsibility to coordinate all reports with the proper headquarters. The CDO will notify the COS.
12. Extensive News Coverage/Media Interest. Any mishap or occurrence that may arouse extensive news coverage, media interest, congressional interest, or any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Naval personnel and their family members will be brought to the attention of the COS by the CDO. The COS may direct the CDO to contact the PAO, MCICOM, and the MCOC if necessary.
13. Things Falling Off Aircraft (TFOA). Any incident in which an object is dropped from a Marine Corps aircraft while in flight, commonly referred to as TOFA will be reported immediately. The CDOs for 2d MAW, MCASS New River, Beaufort, and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and will notify the MCIEAST-MCB CAMLEJ CDO. Once notified of such an occurrence, the CDO will notify the COS.
14. 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 will be brought to the attention of the COS.

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15. Bomb Threats. Instructions are contained in reference (1). The CDO or CDNCO will follow the procedures in enclosure (6), Bomb Threat Checklist, of reference (1). The CDO will notify the COS, and if directed, the PMO, EOD, and the AC/S, G-3/5 (Operations) will be notified. Additional guidance is also provided in reference (m).
16. Dignitaries. Upon the arrival/departure of Federal or state dignitaries, the CDO will notify the COS.
17. Hospital Admittance. If any active duty personnel in the ranks of master gunnery sergeant/SgtMaj and Col/CAPT (USN) or senior are admitted to the Naval Hospital, the CDO will notify the COS.
18. Casualties. In all cases involving MCIEAST personnel of suspected suicide attempt or ideation; serious illness or injury; homicide or death involving Navy or Marine Corps personnel or their family members, the CDO will notify the MCIEAST-MCB CAMLEJ Adjutant and COS. The COS may direct the CDO to contact the Duty Chaplain, Director of Safety, PMO and, if applicable, the PAO, MCOC, and the HQMC Casualty Assistance Section.
19. Civilian Death or Serious Illness/Injury. The CDO will 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 poses a threat to life or property is considered destructive weather. This includes hurricanes, tornadoes, thunder storms, snow, hail, or ice. The CDO will follow the guidance contained in reference (k) concerning specific duties and responsibilities.
21. Oil and Hazardous Substance Releases. The CDO will ensure that the 911 Dispatcher has been called for any release of oil or hazardous substances affecting the lands, navigable waters, or posing a threat to installation personnel. If requested by the On-Scene Commander, the CDO will provide the 911 Dispatcher with the contact information for Environmental Management Division (EMD) personnel listed on the EMD Emergency Call Roster. The CDO will notify the COS.
22. Assistance to Civil Authorities. Any request for the use of Installation equipment (e.g., fire trucks) off the Installation to assist civil authorities will be brought to the attention of the COS by the CDO.
23. C4I Suite. The CDO will monitor the C4I Suite website to receive threat information. The CDO will immediately notify the MCIEAST-MCB CAMLEJ Critical Infrastructure Protection (CIP)/Mission Assurance (MA) personnel, if the urgent threat information has a direct impact on MCIEAST area of operations. MCIEAST-MCB CAMLEJ CIP/MA personnel will provide guidance to the CDO concerning further notifications as required. Refer to the C4I Suite SOP and CDO desktop procedures for additional guidance.



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Chapter 4

Command Duty Noncommissioned Officer (CDNCO)

1. Assignment. All sergeants and corporals assigned to H&S Bn may be assigned to the Command Duty Watch.

2. Exemptions

a. Marines assigned to the CG's Office (SSEC Section, Driver, and Enlisted Aide).

b. Marines assigned to the Protocol Office.

c. The CO, H&S Bn may exempt additional personnel as required. With the exception of those exemptions listed above.

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

a. Students attending formal schools.

b. Marines pending legal action or administrative separation for commission of offenses under the UCMJ.

c. Medical Conditions

(1) Female Marines in their 28th week of pregnancy or with medical restrictions from competent military medical authority which prohibits them from standing this duty.

(2) Marines with any medical conditions such as light duty or limited duty in which prolonged standing or walking is a restriction, to include safely handling a firearm.

(3) Marines who have been diagnosed with mental or psychological disorders in which competent military medical authority deems them unfit to be in possession of a firearm.

(4) Marines with questionable medical conditions or restrictions will be addressed to the MCIEAST-MCB CAMLEJ Adjutant. Determination if they can stand this duty will be made by the COS or Dep Comdr, or in their absence the MCIEAST-MCB CAMLEJ Adjutant.

d. Lautenberg Amendment. Marines unable to be in possession of the M4 service rifle or ammunition due to the Lautenberg Amendment are restricted from standing this post. The Lautenberg Amendment makes it a felony for any individual convicted of the misdemeanor crime of domestic violence—regardless of when the conviction occurred—to ship, transport, possess, or receive firearms or ammunition.

e. Must be qualified with the M4 service rifle within the previous fiscal year unless they are PET qualified/exempt. Every attempt will be made to attend the first available rifle range and have a current qualification per reference (p).

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4. Post. The post of the CDNCO will be at John A. Lejeune Hall, Building 1, Headquarters, MCIEAST-MCB CAMLEJ. Room 130 will be the designated office of the CDNCO during duty.

5. Briefing, Posting, and Relief. The oncoming and off-going CDNCOs will be posted and relieved by the CDO after morning colors.

a. Briefing

(1) Tuesday, Wednesday, and Thursday CDNCOs will report to the MCIEAST-MCB CAMLEJ Adjutant Section at 1500 the day prior to their duty day for a duty briefing.

(2) Friday, Saturday, Sunday, and Monday CDNCOs will report to the MCIEAST-MCB CAMLEJ Adjutant Section at 1500 on the Thursday prior to their duty day for a duty briefing. During Holidays, CDNCOs will also report on the last working day prior to their duty day for a duty briefing.

b. Posting and Relief

(1) The oncoming CDNCO must report to the CDOs office at 0745 daily to observe morning colors, be briefed, and to be posted after morning colors.

(2) The off-going CDNCO will be relieved by the CDO after morning colors.

6. Tour. This is a 24 hour post. Sleeping is allowed during the hours of 2100 through 0500, however either the CDO or CDNCO will be awake during this period with a rotational sleep schedule.

7. Uniform of the Day. The CDNCO will wear the command directed uniform of the day, covered, with brassard, armed with an M4 service rifle, carried in Condition 3 sling arms with a fully loaded magazine inserted, empty chamber, bolt forward, safety on, and ejection port cover closed, with a minimum of one additional fully loaded magazine, per references (o) and (q). The seasonal uniform change will occur per reference (b).

8. Assignments/Replacements

a. Following the monthly publication of reference (a), personnel assigned to the Command Duty Watch who become unavailable for duty must contact their respective chain of command and the H&S Bn Adjutant to coordinate a suitable replacement. For all changes, the H&S Bn Adjutant must notify the MCIEAST-MCB CAMLEJ Adjutant's office in writing (i.e., e-mail).

b. Supernumeraries

(1) The supernumerary must provide a home/cell telephone number to the MCIEAST-MCB CAMLEJ Adjutant. This number will not be posted on the monthly Bulletin; it will only be kept as an emergency contact number by the Adjutant. Supernumeraries are not permitted to take leave or be assigned TAD, or any other duties that would preclude them from standing duty during the month they are assigned.

(2) The supernumerary will only be used in case of a legitimate emergency that occurs while in the performance of duty.

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9. Messing. Meals will be taken within the confines of the Mainside area. or the Barracks. CDNCO's are not authorized to go off-base or to their residence in base housing. The CDO will release the CDNCO for chow and advise them when to return.

10. Physical Training. Physical training is not authorized while on duty.

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## Chapter 5

CDNCO Responsibilities

1. Absence of the CDO. The CDNCO will be present at all times during the absence of the CDO.

2. Exterior Hatches. The exterior hatches will be locked at all times.

3. Security Checks/Classified Material Information

a. The CDNCO will make a complete security check of all hatches in and around Building 1 by 0545 and 1800 daily. During the security check, the CDNCO will record the initial the security checklist (SF 702) posted on the hatches of the Rooms 009, 134, and 142. In addition, in accordance with reference (r), Room 123 must be checked and the security checklist (SF 702) signed off on every 4 hours. Upon completion of each security check, the CDNCO will inform the CDO who will make an appropriate logbook entry. Report anything suspicious to the CDO.

b. Per reference (s), if a container in which classified material information (CMI) is stored is found unlocked in the absence of assigned personnel, report the incident immediately to the CDO. The container will be guarded until the CDO arrives at the location of the unlocked container. The CDO will then inspect the CMI involved, lock the container, and notify the Command Security Manager immediately. If the CDO believes that CMI may have been compromised, the CDO will immediately notify the Command Security Manager and recall the person responsible for the container to conduct a complete inventory.

c. If the Command Security Manager and the person responsible for the container believe CMI may have been compromised they will immediately contact the Chief of Staff.

4. Locking Offices

a. It is the responsibility of the staff in Building 1 to secure their own offices prior to departing for the evening. During the CDNCO's evening security check, the CDNCO will conduct a security check of office spaces and will lock the office unless personnel are still working there. In the event the office is occupied, the CDNCO will notify the CDO. If any offices are still occupied after 1800, the CDNCO will make tours every hour on the hour until all offices are secured.

b. Any office found unsecured after working hours will be reported to the CDO. The CDNCO will make routine rounds throughout the evening and check to ensure all hatches are secured, paying particular attend to the command deck area and those listed in paragraph 3a above.

5. Unlocking Offices. Only the office spaces listed in enclosure (2) will be unlocked by the CDNCO no later than 0545 on workdays. Unlock the hatches and unlock the button on the inside of the door knob; do not turn the lights on or leave the hatch completely open. A master key is provided for this purpose. During the weekend and holidays, all office spaces will remain locked.

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## 6. Visitor Control

a. After normal working hours the CDNCO will not permit any person to enter Lejeune Hall, Building 1 without first checking their identification and ascertaining that the person is listed on the After Hours Access Roster. If someone is not listed on the roster, the CDO shall contact the MCIEAST-MCB CAMLEJ Adjutant for assistance. If authorized access, the After Hours Access Control Log will be maintained and reflect the following:

- (1) Time of entry;
- (2) Visitor's name and grade (printed by CDNCO from ID/CAC Card);
- (3) Reason for entry and destination; and
- (4) Time of departure.

b. Other than the CDNCO escorted cleaning crew personnel assigned duties within the command deck area, NO ONE will enter the offices of the CG, Dep Comdr, COS, or SgtMaj without proper authority. If you are unsure, immediately advise the CDO for a decision. If the CDO has any questions contact the Adjutant/Adjutant Chief for assistance.

c. During normal working hours only personnel granted access to the building are allowed to be unescorted.

(1) Personnel without CAC access authorization must be escorted to and by the section with whom they are visiting.

(2) The CDNCO will be provided a phone roster to each section and will notify the point of contact listed to escort them. Once notified, the visitor will wait at the CDNCO office until their escort arrives. Sections will not advise the CDNCO to just send them to their office.

7. Incoming Calls. The CDNCO will be prompt and courteous in answering all telephone calls, and will answer in the following manner:

a. CDNCO will render the proper greeting, "Command Duty NCO Marine Corps Installations East-Marine Corps Base, Camp Lejeune (grade and name). How may I help you, sir or ma'am?"

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

## 8. Police Call

a. The CDNCO will ensure that the CDO office, CDNCO office, and the foyer are maintained in a good state of police at all times during their tour of duty.

b. Trash will be removed from the CDO and CDNCO offices and both are to be vacuumed prior to being relieved.

c. Dirty linens are to be placed in the closet of CDNCO room. If linen is running short, the CDNCO shall make an appropriate log entry and notify Adjutant personnel.

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d. The CDNCO will replace dirty/used linen with clean linen on both the CDO's rack and the CDNCO's rack.

9. Locator. The CDNCO will make all efforts to assist callers attempting to locate Marines. Typically, callers will be attempting to locate Marines and are not aware of their unit.

a. CDNCOs can attempt to locate Marines through the worldwide locator at (800) 268-3710. CDNCOs will seek assistance from the CDO to locate Marines through the Outlook global address listing, the NC Roster on the CDO Desktop, or Marine Online.

b. Once the Marine's unit is identified, the CDNCO will refer the caller to the appropriate CDO/OOD for assistance. **Never give out home or cellular telephone numbers.**

c. CDNCOs will pass on all calls to locate Sailors to the Camp Lejeune Naval Hospital OOD/Quarterdeck at number (910) 451-3079.

10. Colors. The CDNCO will operate the sound machine for morning and evening colors. The CDNCO should ensure the sound machine is operational and warmed up. In the event there is a malfunction with the music, "silent colors" will be conducted. If the wrong music is played during morning or evening colors, the CDNCO will immediately turn off the machine and "silent colors" will be conducted. The CDNCO will give the CDO the countdown warnings at both one minute and at 30 seconds.

11. Duty Instructions. Upon being posted, CDNCOs will review the instruction binders located in the CDNCO office, which lists a comprehensive explanation of each function to be performed. CDNCOs will read, follow, and sign/initial enclosure (3) during their duty brief.

12. Calls for Duty Chaplain. When an incoming call is received for the Duty Chaplain, take all available information including point of contact and a phone number. Instruct the caller that you will contact the Duty Chaplain. Call the Duty Chaplain immediately to pass on the information. The Duty Chaplain will contact the caller. **Never give out the Duty Chaplain's home or cellular telephone number.**

13. Log. The CDNCO will keep a log of all things that happen while assigned duty. This is in addition to enclosure (3).

14. Other Duties. The CDNCO will perform other duties as may be assigned by the CDO and/or MCIEAST-MCB CAMLEJ Adjutant personnel.

15. Messing. The CDNCO will subsist only in the Mainside area. Chow will be directed by the CDO.

16. Sleep. This is a rotating sleeping post. The CDO will dictate what the sleep schedule will be.

17. Security Cameras. The CDNCO will monitor the security cameras throughout their tour of duty. If the cameras malfunction please contact the MITSC at 451-7322/1602 for assistance.



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## Chapter 6

Weapons Procedures1. Weapons

a. The CDO will be armed with the M9 service pistol, carried in Condition 1 with a fully loaded magazine inserted, round in chamber, slide forward, hammer down, and safety on, with a minimum of one additional fully loaded magazine, per references (o) and (q).

(1) The M9 will be transferred from off-going CDO to oncoming CDO at the clearing barrel after being properly relieved of duty by the COS. Instructions for clearing of weapons are posted next to the clearing barrel.

(2) The M9, appropriate gear, and ammunition will be transferred in the log. The CDO's will remove ammunition from the magazines and account for 30 rounds. Sample log entry: "I HAVE RECEIVED THE M9 SERVICE PISTOL SERIAL NUMBER 1342749 WITH 30 ROUNDS OF AMMUNITION."

b. The CDNCO will be armed with the M4 service rifle, carried in Condition 3 sling arms with a fully loaded magazine inserted, empty chamber, bolt forward, safety on, and ejection port cover closed, with a minimum of one additional fully loaded magazine, per references (o) and (q).

(1) The M4 will be transferred from off-going CDNCO to oncoming CDNCO in the presence of the CDO after morning colors.

(2) The weapon, all associated gear, and 60 rounds ammunition will be accounted for appropriately by the CDO and CDNCO in their respective logs as stated below;

(a) CDO will state they have observed and monitored an appropriate turnover between the CDNCO's. Sample log entry: "I HAVE PROPERLY RELIEVED \_\_\_\_\_ AND POSTED \_\_\_\_\_ AS THE CDNCO."

(b) CDNCO will state they have received the M4 service rifle, appropriate gear, and all 60 rounds of ammunition are accounted for. Sample log entry: "I HAVE PROPERLY ASSUMED RESPONSIBILITY OF THE M4 SERVICE RIFLE SERIAL NUMBER W775417 WITH 60 ROUNDS OF AMMUNITION."

2. CDO. Only the CDO will be authorized operation of a government vehicle while armed. At no time will the CDO use their POV while armed. The weapon must be with the CDO at all times while on duty.

3. CDNCO

a. The CDNCO is not authorized to drive any vehicle while armed and if required to leave the area (i.e., going to chow) must place the weapon in the locked cage in the care of the CDO. The CDNCO does not have to lock up the weapon if they go to the smoke pit, but will maintain positive control of the M4 at all time. At no time will the weapon be left unsecured in an office space. The CDO will carry the key to the locked cage for the M4 service rifle at all times. Sample log entry: "I HAVE ASSUMED CONTROL OF THE M4 SERVICE RIFLE SERIAL NUMBER W775417 WITH 60 ROUNDS OF AMMUNITION AND LOCKED THE WEAPON IN THE WEAPONS CAGE IN THE CDO HUT."

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b. Sleeping Procedures with M4. The CDO may choose to lock up the CDNCO's M4 in the locked cage in the care of the CDO while the CDNCO is executing the rest plan. If the CDNCO maintains positive control and locks the office space while they are sleeping, that is authorized. However, it is the CDO's option to allow the CDNCO to sleep with the weapon or lock it in cage. If the CDO locks up the weapon the following log entry will be made: "I HAVE ASSUMED CONTROL OF THE M4 SERVICE RIFLE SERIAL NUMBER W775417 WITH 60 ROUNDS OF AMMUNITION AND LOCKED THE WEAPON IN THE WEAPONS CAGE IN THE CDO HUT."

4. Deadly Force. The CO of H&S Bn will ensure all Marines assigned as the CDO or the CDNCO completes MARINET course ILEUOF001A (Use of Force). Additionally, the CDO and CDNCO will read and complete enclosure (5) on a one time basis which will permanently filed and maintained in the appropriate Binder in the CDO hut.

5. Weapons Qualification

a. Lautenberg Amendment. CDOs or CDNCOs unable to be in possession of a firearm or ammunition due to the Lautenberg Amendment are restricted from standing this duty. The Lautenberg Amendment makes it a felony for any individual convicted of the misdemeanor crime of domestic violence—regardless of when the conviction occurred—to ship, transport, possess, or receive firearms or ammunition.

b. CDO. Must be qualified with the M9 service pistol within the previous fiscal year unless exempt per paragraph 5c below. However, every attempt will be made to attend the first available pistol range and have a current qualification per reference (q).

c. Officers with 20 years of service having been deemed exempt from qualifying with the pistol by the Commandant of the Marine Corps are considered proficient with the pistol and ARE NOT restricted and WILL stand this duty, however should conduct a Familiarization or FAM fire as an Operational Risk Management measure.

d. CDNCO. Must be qualified with the M4 service rifle within the previous fiscal year or be PET exempt/qualified. Every attempt will be made to attend the first available rifle range and have a current qualification per reference (p).

6. Weapons Changeover with Armory. The Adjutant Section Responsible Officer (RO) will ensure the M9 and M4, all gear, and ammunition will be returned to the armory once a quarter for preventative maintenance and serviceability. The RO will also account for all serialized gear and ammunition.



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CDO ChecklistCDO CHECKLIST

- ☐ 0715 Arrive for Duty
- ☐ 0730 Posted by Chief of Staff
- ☐ 0745 Brief COLOR DETAIL. Ensure correct flag is utilized.
- ☐ 0800 Conduct "MORNING COLORS" at the proper time.
- ☐ 0815 Post and Relieve CDNCO
- ☐ 0830 Read SOP for CDO.
- ☐ Monitor 451-2414 at all times.
- ☐ Monitor CDO email, C4I, building CAMERAS, and security checks.
- ☐ 1630 Make sure all MCIEAST-MCB CAMLEJ subordinate units have called to check in.
- ☐ You must subsist at the Mess Hall (MORNING OR EVENING), (using the Government Vehicle provided), and submit an ICE COMMENT upon return.
- ☐ 1800 Ensure the DUTY CHAPLAIN checks in with proper contact information.
- ☐ If **EPD** Marines are present, assign duties for two hours.
- ☐ Conduct "EVENING COLORS" at time prescribed by MCIEAST-MCB CAMLEJ Bul 10520 (verify time with US Naval Observatory Master Clock).
- ☐ 1800 Make sure CDNCO conducts security checks.
- ☐ 0545 Make sure CDNCO unlocks all interior hatches (Monday through Friday), as listed in the CDNCO checklist and conduct security checks.
- ☐ 0700 Check weather report to determine Flag of the Day and then ensure CDNCO notifies all commands about which flag to fly.
- ☐ Initial CDNCO Checklist.
- ☐ 0715 PRINT DUTY LOG for Chief of Staff.
- ☐ 0730 Relieved by Chief of Staff
- ☐ 0735 Close out, print, and email DUTY LOG TO CDO DISTRO LIST.

SPECIAL INSTRUCTION

- MUST WEAR COVER, BRASSARD, AND DUTY BELT  
AT ALL TIMES!

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CDNCO CHECKLISTCDNCO CHECKLIST

0745 - REPORT FOR DUTY \_\_\_\_\_

0755-0800 - OBSERVE "MORNING COLORS" \_\_\_\_\_

0815 - POST BY CDO \_\_\_\_\_

0900 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

1300 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

XXXX - CONDUCT "EVENING COLORS" AT THE PRESCRIBED TIME. \_\_\_\_\_

1700 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

1800- MONDAY THRU FRIDAY ONLY: TURN OFF LIGHTS IN ALL PASSAGEWAYS. \_\_\_\_\_

1800- CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXT HATCHES, AND VAULTS  
LOCATED IN THE FOLLOWING ROOMS: 009 \_\_\_\_\_ 134 \_\_\_\_\_ 142 \_\_\_\_\_ CDO INITIALS \_\_\_\_\_

2100 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

0100 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

0500 - CONDUCT PHYSICAL SECURITY CHECK OF ROOM 123: \_\_\_\_\_

0545- CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXT HATCHES, AND VAULTS LOCATED  
IN THE FOLLOWING ROOMS: 009 \_\_\_\_\_ 134 \_\_\_\_\_ 142 \_\_\_\_\_ CDO INITIALS \_\_\_\_\_0545- MONDAY THRU FRIDAY MORNING ONLY: UNLOCK THE FOLLOWING INTERIOR HATCHES (DO NOT OPEN  
DOORS), AND TURN ON PASSAGEWAY LIGHTS ONLY NOT THE OFFICE SPACES, AND CLEAN FRONT AREA OF THE  
BUILDING:

\* UNLOCK THESE HATCHES ONLY:

\* FIRST DECK:

RM#103 \_\_\_\_\_ RM#104 \_\_\_\_\_ RM#105 \_\_\_\_\_ RM#117 \_\_\_\_\_ RM#118 \_\_\_\_\_ RM#155 \_\_\_\_\_

\* SECOND DECK:

RM#218 _____	RM#220 _____	RM#221 _____	RM#222 _____	RM#223 _____	RM#224 _____
RM#225 _____	RM#229 _____	RM#231 _____	RM#235 _____	RM#244 _____	RM#246 _____
RM#248 _____	RM#249 _____	RM#250 _____	RM#254 _____	RM#261 _____	

0700- RECEIVE WEATHER FORECAST FROM CDO: FILL OUT FLAG OF THE DAY CHECKLIST \_\_\_\_\_

THE FLAG OF THE DAY IS: \_\_\_\_\_

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CONTACT ALL COMMANDS LISTED BELOW. Below record the plain language of the days weather forecast.

--

WHEN A MESSAGE IS PROVIDED BY THE CDO STATING THE FLAG MUST BE PUT AT HALF MAST, NOTIFY ALL THE BELOW COMMANDS OF THE SITUATION

<u>UNITS TO CONTACT</u>	<u>PHONE NUMBERS</u>	<u>TIME</u>	<u>POC (RANK &amp; NAME)</u>
2D MARDIV	451-8319-8325	_____	_____
2D MLG	451-0850/910-460-2873	_____	_____
2D RECON	440-7753	_____	_____
8TH COMM	450-8787	_____	_____
CAMP GEIGER	449-0179	_____	_____
MARSOC	440-0938	_____	_____
MCES	450-7275	_____	_____
MCCSSS	450-1045	_____	_____
NAVHOSP	451-3079	_____	_____
STONE BAY SECURITY	440-2951/2949	_____	_____
MCAS NEW RIVER	449-5411	_____	_____

0755-0800 - ENSURE "MORNING COLORS" IS CONDUCTED AT THE PROPER TIME WITH THE PROPER FLAG

0815 - RELIEF BY CDO

[illegible]

\* CDNCO INFORMS ALL VISITORS THAT THEY MUST SIGN OUT WITH CDNCO PRIOR TO DEPARTING THE BUILDING.

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## CDNCO DUTY &amp; BRIEF CHECKLIST

☐ 1. Key Ring: (6) Keys & (1) Hex Key

1. Master	Interior Hatches
2. Master 300	N/A
3. A6	N/A
4. A111	Rm 124 (Maint Rm)
5. Hex Key	Exterior Hatches 1,2,3 (Refer to Map)
6. AJ 100	Rm 125 and 126
7. X 565	Rm 221 SJA

☐ 2. (1) Duty Binder☐ 3. (1) Access Binder☐ 4. (4) Neon Yellow Road Guard Vest☐ 5. (4) Flash Lights for Road Guards

## I ACKNOWLEDGE

☐ I have been instructed how to complete the CDNCO Checklist.☐ I will ensure the hatches are secured at all times.☐ I have been informed that I must complete a physical security check of the building: to include all exterior hatches, first and second floor hallways, and two vaults. I will inform the CDO of completion of each tour and annotate the security card located at each vault.☐ I have been instructed where to locate the time for evening colors and how to perform colors. I will verify the time of the atomic clock prior to colors.☐ CDNCO Duty is a sleeping post after 2200.☐ I have been instructed on how to answer the telephone properly.☐ I am not authorized to release personal contact information.☐ I am responsible for cleaning the CDO and CDNCO hut prior to being released from duty.☐ I will adhere to and enforce MCIEAST-MCB CAMLEJO 1601.1D (SOP FOR CDO & CDNCO PERSONNEL).

## 1600 &amp; 1700- MONDAY THRU FRIDAY ONLY:

CHECK HEAT INDEX FLAG. \_\_\_\_\_

1800 - TAKE HEAT INDEX FLAG DOWN \_\_\_\_\_

## 0800 TO 1700- WEEKENDS AND HOLIDAYS:

CHECK HEAT INDEX FLAG EACH HOUR \_\_\_\_\_

1800 - TAKE HEAT INDEX FLAG DOWN \_\_\_\_\_

CDNCO SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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Weapons Conditions For M9 Service Pistol And M4 Rifle**LOADING PROCEDURES FOR THE M16A4 RIFLE AND THE M9 9MM PISTOL**

1. UNFILL MAGAZINES AND COUNT ROUNDS ISSUED. REFILL THE MAGAZINES.
2. ENSURE WEAPON IS ON SAFE.
3. PLACING THE MUZZLE OF THE WEAPON INTO THE CLEARING BARREL PULL CHARGING HANDLE OR SLIDE TO THE REAR.
4. VISUALLY AND PHYSICALLY INSPECT CHAMBER AND MAGAZINE WELL.
5. PLACE MUZZLE BACK INTO THE CLEARING BARREL. RELEASE CHARGING HANDLE OR SLIDE

7. INSERT A LOADED MAGAZINE.
8. PULL CHARGING HANDLE OR SLIDE TO THE REAR USING THE SLING SHOT METHOD.
9. RE-CHECK TO ENSURE THE WEAPON IS ON SAFE.
10. SECURE WEAPON WITH SLING ARMS FOR M16A4 OR HOLSTER WITH 9MM.

**UNLOADING PROCEDURES FOR THE M16A4 RIFLE AND THE M9 9MM PISTOL**

1. REMOVE WEAPON FROM SHOULDER OR HOLSTER.
2. ENSURE WEAPON IS ON SAFE.
3. EJECT MAGAZINE - REMOVE FROM WEAPON - PLACE ON BODY.
4. PLACE MUZZLE OF WEAPON INTO CLEARING BARREL PULL AND LOCK CHARGING HANDLE OR SLIDE TO REAR.  
IF ROUND EJECT DO NOT PICK IT UP.
5. VISUALLY AND PHYSICALLY INSPECT CHAMBER AND MAGAZINE WELL. TO ENSURE WEAPON IS CLEAR SHOW THE GUARD.
6. PLACE MUZZLE INTO CLEARING BARREL. RELEASE CHARGING HANDLE OR SLIDE
7. LOCK CHARGING HANDLE OR SLIDE TO THE REAR, PLACE ON SAFE.
8. PICK UP ALL LOOSE ROUNDS AND PROCEED TO YOUR UNIT ARMORY.



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INDIVIDUAL'S ACKNOWLEDGE OF SPECIFIC INSTRUCTIONS FOR ARMED SECURITY  
AND LAW ENFORCEMENT PERSONNEL REGARDING THE USE OF FORCE

FULL NAME: \_\_\_\_\_  
RANK: \_\_\_\_\_  
EDIPI: \_\_\_\_\_  
DATE: \_\_\_\_\_

1. INHERENT RIGHT OF SELF-DEFENSE. Unit commanders always retain the inherent right and obligation to exercise unit self-defense in response to a hostile act or demonstrated hostile intent. Unless otherwise directed by a unit commander as detailed below, I may:

a. \_\_\_\_\_ Exercise individual self-defense in response to 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 unit command may limit my individual inherent right of self-defense.

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

a. \_\_\_\_\_ When time and circumstances 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 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, or to provide self-defense of DoD forces, defense of non-DoD persons in the vicinity if directly related to assigned mission, or in defense of the protected property, when doing so is reasonable under the circumstances.

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:

a. \_\_\_\_\_ When DoD unit commanders reasonably believe that a person poses an imminent threat of death or serious bodily harm to DOD forces. Unit self-defense includes the defense of other DOD forces in the vicinity.

b. \_\_\_\_\_ In defense of non-DoD persons in the vicinity, when directly related to the assigned mission.

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c. \_\_\_\_\_ When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

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.).

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 (i.e., 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:

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 (ex, 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. Example includes murder, armed robbery, and aggravated assault.

b. \_\_\_\_\_ When deadly forces reasonably appears to be necessary to prevent the escape of a prisoner, provided there is a 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.

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

5. Additional Specific Instructions:

a. \_\_\_\_\_ I am prohibited from firing warning shots.

b. \_\_\_\_\_ I will remove my pistol from holster or M4 only when:

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

(2) Ordered to do so by competent authority.



(3) Returning it to storage.

(4) Cleaning it in an authorized area.

c. \_\_\_\_\_ I will show due regard for safety of innocent bystanders when using force.

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

a. To gain control of the situation.

b. When I intend to use deadly force.

c. During on-duty reaction drill, only after I have checked the firearm and it has also been checked by my supervisor to ensure no rounds are in the weapon.

7. \_\_\_\_\_ If I chamber a round in a rifle or shotgun, or remove my pistol from its holster, proper notifications will be made and a Statement of Force form completed.

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

9. \_\_\_\_\_ I am prohibited from using a privately owned firearm or ammunition on duty.

10. \_\_\_\_\_ During training exercises and testing, I will check my firearm and have it double checked by another person, to ensure that no live rounds are in the weapons and that there is no magazine inserted in the weapon.

11. \_\_\_\_\_ I will comply with these principles when using non-lethal weapons or techniques in such a manner that could cause death or serious bodily harm.

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12. Acknowledgement. I have been instructed on the use of deadly force and acknowledgement that I understand and will comply with the basic rules for the use of force and weapons safety. I acknowledge 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.

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Date

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Rank/Printed Name/Signature