



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

Canc: Jan 14

MCIEAST-MCB CAMLEJBul 1601  
ADJ

04 DEC 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 1601

From: Commanding General  
To: Distribution List

Subj: PERSONNEL QUOTA ASSIGNMENTS FOR COMMAND DUTY PERSONNEL FOR JANUARY  
THROUGH DECEMBER 2013

Ref: (a) MCIEAST-MCB CAMLEJ0 1601.1A

Encl: (1) 2013 Command Duty Assignments for CDO/CDNCO

1. Purpose. To establish duty assignments for the Command Duty Officer (CDO) and Command Duty Noncommissioned Officer (CDNCO) for Calendar Year 2013 as directed by the reference.

2. Cancellation. BBul 1601 of 19 Dec 2011 (canc: Jan 13)

3. Background. To provide duty assignment dates for the CDO and CDNCO for Marine Corps Installations East-Marine Corps Base Camp Lejeune.

a. CDO Assignment. All majors, captains, first lieutenants, second lieutenants, chief warrant officers (with the exception of chief warrant officer 5), warrant officers, lieutenant commanders, lieutenants, lieutenants junior grade and ensigns assigned to Headquarters and Support Battalion (HQSPBN), Marine Corps Combat Service Support School (MCCSSS), Marine Corps Engineer School (MCES), School Of Infantry (SOI), and Deployment Processing Command (DPC)/Reserve Support Unit (RSU), will be assigned to the Command Duty Watch.

b. Exemptions. The following billets are exempt from this duty: Battalion Commanding Officers, Battalion Executive Officers, officers assigned to the Provost Marshal's Office, officers assigned to the Brig, officers assigned to Explosive Ordnance Disposal (EOD), Staff Secretary, Aide-de-Camp, and **students attending formal schools**.

c. CDNCO Assignment. All sergeants and corporals with the exception of **students attending formal schools**.

d. Supernumerary Assignment. Officers and noncommissioned officers assigned as supernumeraries will be used only in emergency situations whereby assignment of another individual to stand CDO or CDNCO duty is not possible

e. Enclosure (1) provides the duty assignment dates for CDO/CDNCO for the months of January through December 2013.

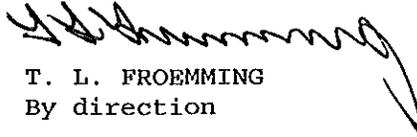
4. Action. Organizational commanders must submit their list of personnel who will stand the Command Duty watch to the Commanding General (Attn: Adjutant) by close of business on the 10th of each preceding month.

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

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Additionally, supernumeraries are the responsibility of the tasked organization. A home number will be provided for personnel assigned as supernumeraries; however, this number will not be published on the monthly bulletin.

5. Reserve Applicability. This Bulletin is applicable to HQSPTBN, MCCSSS, MCES, SOI, and DPC/RSU. This Bulletin is effective the date signed.



T. L. FROEMMING  
By direction

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>JANUARY 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HQSP TBN	2 HQSP TBN	3 HQSP TBN	4 HQSP TBN	5 HQSP TBN
		<u>NEW YEAR'S DAY (1)</u> DPT 28 DEC @ 1200 RTN 2 JAN @ 1800				
6 DPC/RSU	7 MCCSSS	8 MCCSSS	9 MCES	10 MCES	11 SOI	12 SOI
13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN	19 HQSP TBN
20 HQSP TBN	21 HQSP TBN	22 HQSP TBN	23 HQSP TBN	24 HQSP TBN	25 HQSP TBN	26 HQSP TBN
		<u>DR M. L. KING DAY (21)</u> DPT 18 JAN @ 1630 RTN 22 JAN @ 0730				
27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN	31 HQSP TBN		

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

**FEBRUARY 2013**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HQSP TBN	2 HQSP TBN
3 HQSP TBN	4 SOI	5 SOI	6 MCCSSS	7 MCCSSS	8 MCES	9 MCES
10 HQSP TBN	11 HQSP TBN	12 HQSP TBN	13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN
17 HQSP TBN	18 HQSP TBN	19 HQSP TBN	20 HQSP TBN	21 HQSP TBN	22 HQSP TBN	23 HQSP TBN
<u>PRESIDENT'S DAY (18)</u> DPT 15 FEB @ 1630 RTN 19 FEB @ 0730						
24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN	28 HQSP TBN		

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>MARCH 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HQSP TBN	2 HQSP TBN
3 DPC/RSU	4 MCES	5 MCES	6 SOI	7 SOI	8 MCCSSS	9 MCCSSS
10 HQSP TBN	11 HQSP TBN	12 HQSP TBN	13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN
17 HQSP TBN	18 HQSP TBN	19 HQSP TBN	20 HQSP TBN	21 HQSP TBN	22 HQSP TBN	23 HQSP TBN
24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN
				<div style="border: 1px solid black; padding: 5px;"> <p><b>EASTER (31)</b>                      DPT 28 MAR @ 1630                      RTN 1 APR @ 0730</p> </div>		
31 HQSP TBN						

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

APRIL 2013						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HQSP TBN	2 HQSP TBN	3 HQSP TBN	4 HQSP TBN	5 HQSP TBN	6 HQSP TBN
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><b>EASTER (31)</b>                      DPT 28 MAR @ 1630                      RTN 1 APR @ 0730</p> </div>						
7 HQSP TBN	8 MCCSSS	9 MCCSSS	10 MCES	11 MCES	12 SOI	13 SOI
14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN	19 HQSP TBN	20 HQSP TBN
21 HQSP TBN	22 HQSP TBN	23 HQSP TBN	24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN
28 HQSP TBN	29 HQSP TBN	30 HQSP TBN				

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

**MAY 2013**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 HQSP TBN	2 HQSP TBN	3 HQSP TBN	4 HQSP TBN
5 DPC/RSU	6 SOI	7 SOI	8 MCCSSS	9 MCCSSS	10 MCES	11 MCES
12 HQSP TBN	13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN
19 HQSP TBN	20 HQSP TBN	21 HQSP TBN	22 HQSP TBN	23 HQSP TBN	24 HQSP TBN	25 HQSP TBN
26 HQSP TBN	27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN	31 HQSP TBN	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>MEMORIAL DAY (27)</b>                      DPT 23 MAY @ 1630                      RTN 28 MAY @ 0730</p> </div>						

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## 2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>JUNE 2013</b>						
<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>
						1 HQSPTBN
2 HQSPTBN	3 MCES	4 MCES	5 SOI	6 SOI	7 MCCSSS	8 MCCSSS
9 HQSPTBN	10 HQSPTBN	11 HQSPTBN	12 HQSPTBN	13 HQSPTBN	14 HQSPTBN	15 HQSPTBN
16 HQSPTBN	17 HQSPTBN	18 HQSPTBN	19 HQSPTBN	20 HQSPTBN	21 HQSPTBN	22 HQSPTBN
23 HQSPTBN	24 HQSPTBN	25 HQSPTBN	26 HQSPTBN	27 HQSPTBN	28 HQSPTBN	29 HQSPTBN
30 HQSPTBN						

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>JULY 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 HQSP TBN	2 HQSP TBN	3 HQSP TBN	4 HQSP TBN	5 HQSP TBN	6 HQSP TBN
<div style="border: 2px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p><b>INDEPENDENCE DAY (4)</b>                      DPT 3 JUL @ 1630                      RTN 8 JUL @ 0730</p> </div>						
7 HQSP TBN	8 MCCSSS	9 MCCSSS	10 MCES	11 MCES	12 SOI	13 SOI
14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN	19 HQSP TBN	20 HQSP TBN
21 HQSP TBN	22 HQSP TBN	23 HQSP TBN	24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN
28 HQSP TBN	29 HQSP TBN	30 HQSP TBN	31 HQSP TBN			

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>AUGUST 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 HQSP TBN	2 HQSP TBN	3 HQSP TBN
4 HQSP TBN	5 SOI	6 SOI	7 MCCSSS	8 MCCSSS	9 MCES	10 MCES
11 HQSP TBN	12 HQSP TBN	13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN
18 HQSP TBN	19 HQSP TBN	20 HQSP TBN	21 HQSP TBN	22 HQSP TBN	23 HQSP TBN	24 HQSP TBN
25 HQSP TBN	26 HQSP TBN	27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN	31 HQSP TBN
				<p><b>LABOR DAY (2)</b>                      DPT 29 AUG @ 1630                      RTN 3 SEP @ 0730</p>		

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>SEPTEMBER 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 HQSPTBN	2 HQSPTBN	3 HQSPTBN	4 HQSPTBN	5 HQSPTBN	6 HQSPTBN	7 HQSPTBN
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p><b>LABOR DAY (2)</b>                      DPT 29 AUG @ 1630                      RTN 3 SEP @ 0730</p> </div>						
8 DPC/RSU	9 MCES	10 MCES	11 SOI	12 SOI	13 MCCSSS	14 MCCSSS
15 HQSPTBN	16 HQSPTBN	17 HQSPTBN	18 HQSPTBN	19 HQSPTBN	20 HQSPTBN	21 HQSPTBN
22 HQSPTBN	23 HQSPTBN	24 HQSPTBN	25 HQSPTBN	26 HQSPTBN	27 HQSPTBN	28 HQSPTBN
29 HQSPTBN	30 HQSPTBN					

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>OCTOBER 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 HQSP TBN	2 HQSP TBN	3 HQSP TBN	4 HQSP TBN	5 HQSP TBN
6 HQSP TBN	7 HQSP TBN	8 HQSP TBN	9 HQSP TBN	10 HQSP TBN	11 HQSP TBN	12 HQSP TBN
13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN	19 HQSP TBN
<b>COLUMBUS DAY (14)</b> DPT 11 OCT @ 1630 RTN 15 OCT @ 0730						
20 HQSP TBN	21 MCCSSS	22 MCCSSS	23 MCES	24 MCES	25 SOI	26 SOI
27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN	31 HQSP TBN		

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

<b>NOVEMBER 2013</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 HQSP TBN	2 HQSP TBN
3 HQSP TBN	4 HQSP TBN	5 HQSP TBN	6 HQSP TBN	7 HQSP TBN	8 HQSP TBN	9 HQSP TBN
10 HQSP TBN	11 HQSP TBN	12 HQSP TBN	13 HQSP TBN	14 HQSP TBN	15 HQSP TBN	16 HQSP TBN
<b>VETERANS DAY (11)</b> DPT 7 NOV @ 1630 RTN 12 NOV @ 0730						
17 DPC/RSU	18 SOI	19 SOI	20 MCCSSS	21 MCCSSS	22 MCES	23 MCES
24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN	28 HQSP TBN	29 HQSP TBN	30 HQSP TBN
<b>THANKSGIVING (28)</b> DPT 27 NOV @ 1630 RTN 2 DEC @ 0730						

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2013 COMMAND DUTY ASSIGNMENTS FOR CDO/CDNCO

**DECEMBER 2013**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 HQSP TBN  <b>THANKSGIVING (28)</b> DPT 27 NOV @ 1630 RTN 2 DEC @ 0730	2 MCES	3 MCES	4 SOI	5 SOI	6 MCCSSS	7 MCCSSS
8 HQSP TBN	9 HQSP TBN	10 HQSP TBN	11 HQSP TBN	12 HQSP TBN	13 HQSP TBN	14 HQSP TBN
15 HQSP TBN	16 HQSP TBN	17 HQSP TBN	18 HQSP TBN	19 HQSP TBN	20 HQSP TBN	21 HQSP TBN
22 HQSP TBN	23 HQSP TBN	24 HQSP TBN	25 HQSP TBN	26 HQSP TBN	27 HQSP TBN	28 HQSP TBN
<b>CHRISTMAS (25)</b> DPT 23 DEC @ 1630 RTN 27 DEC @ 0730						
30 HQSP TBN  <b>NEW YEAR'S DAY (1) 2014</b> DPT 30 DEC @ 1630 RTN 3 JAN @ 0730	31 HQSP TBN					