



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

Canc: Jan 2016

MCIEAST-MCB CAMLEJBul 1601
ADJ
19 Nov 14

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 2015

Ref: (a) MCIEAST-MCB CAMLEJO 1601.1B

Encl: (1) CY 2015 Routine Holiday Observances

1. Purpose. To establish duty assignments for the Command Duty Officer (CDO) and Command Duty Noncommissioned Officer (CDNCO) for Calendar Year (CY) 2015 as directed by reference (a).

2. Cancellation. MCIEAST-MCB CAMLEJBul 1601 of 11 Dec 13 (Canc: Jan 2015)

3. Background. To provide duty assignment dates for the CDO and CDNCO for Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

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 (H&S BN), will be assigned to the Command Duty Watch.

b. Exemptions. The following billets are exempt from this duty: Battalion Commanding Officer, Battalion Executive Officer, officers assigned as **Shift Supervisors (only)** to the Provost Marshal's Office or the Brig, Staff Secretary, Adjutant, and the Aide-de-Camp.

c. CDNCO Assignment. All sergeants and corporals.

d. Supernumerary Assignment. Officers and NCOs 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) is the CY 2015 Routine Holiday Observances.

4. Action. H&S BN shall submit their list of personnel who will stand the Command Duty Watch to the Commanding General, MCIEAST-MCV CAMLEJ (Attn: Adjutant) by close of business on the 10th of each preceding month.

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

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 A home number will be provided for personnel assigned as supernumeraries; however, this number will not be published on the monthly bulletin.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 H&S BN. This Bulletin is effective the date signed.



T. L. FROEMMING
By direction

DISTRIBUTION: A/C

CY 2015 ROUTINE HOLIDAY OBSERVANCES

HOLIDAY	DATE	LIBERTY STARTS	LIBERTY ENDS	TYPE
DR. M.L. KING DAY	19 JAN 15	1630 16 JAN 15	0730 20 JAN 15	72
PRESIDENT'S DAY	16 FEB 15	1630 13 FEB 15	0730 17 FEB 15	72
MEMORIAL DAY	25 MAY 15	1630 22 MAY 15	0730 27 MAY 15	96
INDEPENDENCE DAY	4 JUL 15	1630 2 JUL 15	0730 7 JUL 15	96
LABOR DAY	7 SEP 15	1630 4 SEP 15	0730 9 SEP 15	96
COLUMBUS DAY	12 OCT 15	1630 9 OCT 15	0730 13 OCT 15	72
VETERANS' DAY	11 NOV 15	1630 9 NOV 15	0730 13 NOV 15	72
THANKSGIVING	26 NOV 15	1630 25 NOV 15	0730 30 NOV 15	96
CHRISTMAS	25 DEC 15	1630 23 DEC 15	0730 28 DEC 15	96
NEW YEAR'S DAY	1 JAN 16	1630 30 DEC 15	0730 4 JAN 16	96