



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

MCIEAST-MCB CAMLEJO 1601.1A
ADJ

04 DEC 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1601.1A

From: Commanding General
To: Distribution List

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

Ref: (a) CG TECOM/CG MCIEAST MOA TECOM C461 7050 of 30 Mar 09
(b) ALMAR 007/08 of 6 Mar 08
(c) MCIEAST-MCB CAMLEJO 11100.5
(d) MCO 3504.2
(e) MCIEAST-MCB CAMLEJO 3040.1
(f) MCIEAST-MCB CAMLEJO 5360.3
(g) BO 1610.8H
(h) MCIEAST 5510.1
(i) BO 5810.3H w/Ch 1
(j) MCO P10520.3B, Marine Corps Flag Manual
(k) BO 3302.1B (NOTAL)
(l) BO 5500.3C
(m) MCIEASTO 3440.1A

Encl: (1) Commander's Critical Information Requirements (CCIR)
(2) CDNCO Checklist

1. Situation. The Command Duty Officer (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 the handling of all administrative and emergency matters that occur after hours in the absence of the CG.

2. Cancellation. MCIEAST-MCB CAMLEJO 1601.1.

3. Mission. This Order promulgates instructions for the MCIEAST-MCB CAMLEJ CDO and Command Duty Noncommissioned Officer (CDNCO), per references (a) through (m).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All subordinate commanders/commanding officers and Command Duty personnel shall familiarize themselves with the contents of this Order.

(2) Concept of Operations. Command Duty personnel shall be guided in the performance of their duties by the instructions contained in this Order.

b. Subordinate Element Missions

(1) Commanding Officers of Headquarters and Support Battalion (HQSPB), Marine Corps Combat Service Support Schools (MCCSSS), Marine Corps Engineer School (MCES), School of Infantry-East (SOI-E), and Deployment Processing Command-East/Reserve Support Unit (DPC-E/RSU) shall:

04 DEC 2012

(a) Provide a roster of those personnel scheduled to stand the Command Duty Watch per the current edition of MCIEAST-MCB CAMLEJBul 1601 to the Adjutant by the 10th of each preceding month.

(b) Ensure assigned CDO and CDNCO arrives on time to assume post per chapters 1 and 5 of this Order.

(c) Make changes, if absolutely necessary, to the roster through the command's Adjutant office; such changes can only be approved through the Adjutant.

(d) Notify the Adjutant when supernumeraries will be used.

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

(a) Provide recall rosters to the Adjutant. Recall rosters will include, grade, name, home telephone number, cellular phone number and duty assignment.

(b) Provide roster of those individuals authorized access to Building 1 workspaces after normal working hours.

(c) Updated recall rosters will be provided to the Adjutant as changes occur and on the first day of each quarter.

(d) Prior to the close of normal working hours, General and Special Staff Officers shall 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) Commanding Officers of WTBN and HQSPTBN shall:

(a) Notify the Deputy Commander (Dep Comdr) of any important after-hour matters, significant events or incidents involving your command.

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

(c) Ensure your command duty personnel contact the MCIEAST-MCB CAMLEJ CDO between the hours of 1630 and 1800 on normal workdays. CDO/Officer of the Day (OOD) will also contact the CDO prior to their relief, but not later than 0730 the following day and 0830-1000 on weekends and holidays.

(d) CDO's/OOD's should report any significant incidents/events to include, but not limited, to those listed in chapter 4 of this Order to the MCIEAST-MCB CAMLEJ CDO.

(4) MCIEAST-MCB CAMLEJ Subordinate Commanders shall:

(a) Notify the Dep Comdr of any important after-hour matters, significant events, or incidents involving your command.

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

(c) Ensure your command duty personnel contact the MCIEAST-MCB CAMLEJ CDO between the hours of 1630 and 1800 on normal workdays.

04 DEC 2012

CDO/Officer of the Day (OOD) shall also contact the MCIEAST-MCB CAMLEJ CDO prior to their relief, but not later than 0730 the following day and 0830-1000 on weekends and holidays.

(d) Installation CDO's/OOD's must report any significant incidents/events to include, but not limited, to those listed in chapter 3 of this Order to the MCIEAST-MCB CAMLEJ CDO.

(5) 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 recall rosters, instructions, etc.

(d) Publish an annual Bulletin by 1 November each year assigning allocation of duty watch quotas based on fair-share percentages of on-hand population of eligible watch standers to the Commanding Officers of HQSPTBN, DPC-E/RSU, MCCSSS, MCES, and SOI-E.

(e) Publish a monthly bulletin duty watch list by the 15th of each month and post list on the MCIEAST-MCB CAMLEJ Adjutant external website: <http://www.mcieast.marines.mil/StaffOffices/Adjutant/Bulletins/MCIEASTMCBCAMLEJBUL/MCIEASTMCBCAMLEJCDOCDNCO.aspx>

(f) Publish all submitted watch lists (e.g. Chaplain, and Explosive Ordinance Division (EOD)) not later than 15th of each month.

(6) Commanding Officer, Naval Hospital Camp Lejeune shall: Contact the CDO immediately regarding:

(a) Admittance of all active duty personnel assigned to MCB CamLej.

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

(c) Death of any active duty service member, retired personnel or family member.

(7) Commanding Officer, DPC-E/RSU shall: Provide a current list of reserve units reporting for training duty to include organizational title, point of contact, and arrival/departure dates to the Adjutant.

(8) Command Chaplain shall: Provide the Adjutant the monthly Chaplain Watchbill prior to the 10th of each month for the following month.

(9) Officer-in-Charge (OIC), EOD, G-3/5 shall: Provide the Adjutant with the monthly EOD duty roster prior to the 10th of each month for the following month.

5. Administration and Logistics. Commanders and staff shall provide written special instructions to the Adjutant on matters under their cognizance that are considered appropriate for inclusion in the CDO's information binders.

04 DEC 2012

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Installations East-Marine Corps Base Camp Lejeune and all subordinate and tenant organizations that stand duty.

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



D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A/B/C

04 DEC 2018

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

04 DEC 2012

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 1	COMMAND DUTY OFFICER (CDO)	1-1
1.	Assignment	1-1
2.	Exemptions	1-1
3.	Restrictions	1-1
4.	Post	1-1
5.	Posting and Relief	1-1
6.	Tour	1-2
7.	Uniform of the Day	1-2
8.	Assignments/Replacements	1-2
9.	Messing	1-2
10.	Transportation	1-2
11.	Responsibilities	1-2
Chapter 2	CDO RESPONSIBILITIES	2-1
1.	Tour and Inspections	2-1
2.	Serious Incident Reports (OPREP-3SIR)	2-1
3.	Military Funeral Honors (MFH)	2-2
4.	Messages	2-2
5.	"Exclusive For" and "Personal For" Messages	2-2
6.	Incoming Officers	2-2
7.	Incoming Enlisted Personnel	2-3
8.	Personnel Confined or Deserters	2-3
9.	Emergency or Alert Conditions	2-3
10.	Open Skies Treaty Messages	2-4
11.	Request for Emergency Helicopter Assistance	2-4
12.	Command Authorized Searches	2-4
13.	Incoming Phone Calls for the CG	2-4
14.	Calls to the Deputy Commander or Chief of Staff After Working Hours	2-5
15.	Commercial Long Distance Telephone Calls	2-5
16.	Colors	2-5
17.	Protocol VIP Billeting	2-7
18.	Duty Chaplain	2-7
19.	Other Phone Calls	2-7
20.	Respite Childcare	2-7
21.	MAGTF IT Support Center (MITSC)	2-8
Chapter 3	NOTIFICATION PROCEDURES INVOLVING MCIEAST COMMANDS	3-1
1.	General	3-1
2.	Military or Political Incidents	3-1
3.	Civil Disorders	3-1
4.	Terrorist Incidents	3-1
5.	Operational Incidents	3-1
6.	Serious Aircraft Accidents/Incidents	3-1
7.	Ground Accidents/Mishaps	3-1
8.	Near Mid-Air Collision	3-1
9.	Accidents Involving Ammunition or Explosive Material	3-2
10.	Fires	3-2
11.	Pandemic Influenza	3-2
12.	Extensive News Coverage/Media Interest	3-2
13.	Objects Dropped from Marine Corps Aircraft	3-2
14.	Training Incidents	3-2
15.	Dignitaries	3-2
16.	Casualties	3-3

04 DEC 2012

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
17.	Civilian Death or Serious Illness/Injury.	3-3
18.	Destructive Weather	3-3
19.	Oil and Hazardous Substance Releases.	3-3
Chapter 4	NOTIFICATION PROCEDURES INVOLVING MCB CAMP LEJEUNE	4-1
1.	General	4-1
2.	Military or Political Incidents	4-1
3.	Civil Disorders	4-1
4.	Terrorist Incidents	4-1
5.	Operational Incidents	4-1
6.	Ground Accidents/Mishaps.	4-1
7.	Accidents Involving Ammunition or Explosive Material.	4-1
8.	Fires	4-1
9.	Pandemic Influenza.	4-2
10.	Extensive News Coverage/Media Interest.	4-2
11.	Training Incidents.	4-2
12.	Bomb Threats.	4-2
13.	Dignitaries	4-2
14.	Hospital Admittance	4-2
15.	Casualties.	4-2
16.	Civilian Death or Serious Illness/Injury.	4-2
17.	Destructive Weather	4-2
18.	Oil and Hazardous Substance Releases.	4-2
19.	Assistance to Civil Authorities	4-3
Chapter 5	COMMAND DUTY NONCOMMISSIONED OFFICER (CDNCO).	5-1
1.	Assignment.	5-1
2.	Exemptions.	5-1
3.	Restrictions.	5-1
4.	Post.	5-1
5.	Tour.	5-1
6.	Uniform of the Day.	5-1
7.	Posting and Relief.	5-1
8.	Assignments/Replacements.	5-1
9.	Messing	5-2
10.	Responsibilities.	5-2
Chapter 6	CDNCO RESPONSIBILITIES.	6-1
1.	Absence of the CDO.	6-1
2.	Exterior Hatches.	6-1
3.	Security Checks	6-1
4.	Locking Offices	6-1
5.	Unlocking Offices	6-1
6.	Visitor Control	6-1
7.	Incoming Calls.	6-1
8.	Police Call	6-2
9.	Locator	6-2
10.	Colors.	6-2
11.	Duty Instructions	6-2
12.	Calls for Duty Chaplain	6-2
13.	Other Duties.	6-2
Figure 6-1	Locking/Unlocking the Following Interior Hatches.	6-3

04 DEC 2012

TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 7	BUILDING DIAGRAM.	7-1
1.	Building 1 Floor Plan	7-1
Figure 7-1	Building 1 Basement Floor Plan.	7-2
Figure 7-2	Building 1 First Floor Plan	7-3
Figure 7-3	Building 1 Second Floor Plan.	7-4

04 DEC 2012

Chapter 1

Command Duty Officer (CDO)

1. Assignment. All Marine majors, captains, first lieutenants, second lieutenants, chief warrant officers (with the exception of chief warrant officer 5), warrant officers, and all Navy lieutenant commanders, lieutenants, lieutenants junior grade, and ensigns assigned to HQSPTBN, MCCSSS, MCES, SOI-E and DPC-E/RSU, shall be assigned to the Command Duty Watch on a fair-share basis in accordance with reference (a).
2. Exemptions. The following billets are exempt from this duty:
 - a. Battalion CO's.
 - b. Battalion XO's.
 - c. Officers assigned as Shift Supervisors to PMO or the Base Brig. (All others are not exempt.)
 - d. Officers assigned to EOD.
 - e. MCIEAST-MCB CAMLEJ Staff Secretary.
 - f. MCIEAST-MCB CAMLEJ Aide-de-Camp.
 - g. MCIEAST-MCB CAMLEJ Deputy Adjutant.
3. Restrictions. The following personnel will not be assigned to this duty:
 - a. Students attending formal schools.
 - b. Officers pending legal action or administrative separation.
 - c. Women Marine officers in their 28th week of pregnancy or with medical restrictions from competent medical authority.
 - d. Officers with medical conditions that preclude them from walking or standing for prolonged periods of time.
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 his/her post. This is a sleeping post.
5. Posting and Relief
 - a. On weekdays oncoming CDO's will call the Adjutant (451-4789/3033/2414) no later than 0815 to confirm their assignment as CDO. That CDO will report to the Adjutant at 1530 for briefing and posting that same day. CDO's will be relieved following morning colors on the next day. Personnel scheduled for duty on weekends or holidays will call no later than 0815 on the last work day preceding the weekend or holiday to confirm their duty. Those officers who have not had duty before will report at 1530 on the last work day for a briefing.
 - b. During weekends and holidays an informal post and relief will be conducted immediately following morning colors between the off-going CDO and oncoming CDO. Oncoming CDO's will be on-board no later than 0745.
 - c. During weekdays, CDO's will obtain the CDO duty binder from the Adjutant after being briefed and posted. During weekends and holidays, the

04 DEC 2012

CDO duty binder will be obtained from the off-going CDO.

d. On a weekday in which four-day liberty begins at 1200, the CDO will post at 1130. When four-day liberty expires at 1800 on a weekday, the oncoming CDO will relieve the off-going CDO after morning colors and remain on duty until relieved by the Adjutant the following morning.

e. However, CDO's must be available to be posted anytime during their assigned duty as required by the CG.

6. Tour. The normal tour of duty is from 1530 to approximately 0810 the next day during weekdays and from 0745 to 0810 the next day on weekends and holidays.

7. Uniform of the Day. Unless otherwise directed, the uniform of the day for this post is the Desert Marine Corps Combat Utility Uniform (MCCUU) during the summer season and Woodland MCCUU during the winter season. The seasonal uniform change will occur per reference (b).

8. Assignments/Replacements. Following the monthly publication of the Bulletin, personnel assigned to the Command Duty Watch who become unavailable for duty must contact their respective chain of command and unit adjutant to coordinate a suitable replacement. The unit adjutant must notify the MCIEAST-MCB CAMLEJ Adjutant's office in writing of changes. Individuals assigned as supernumeraries will be used only in emergency situations involving last minute situations whereby assignment of another individual to stand CDO is not possible.

9. Messing

a. CDO's shall subsist a minimum of one meal at any government mess hall located within the Hadnot Point area and make appropriate logbook entries.

b. The CDO shall 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>.

10. Transportation. In situations requiring official transportation, 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.

11. Responsibilities. Refer to chapter 2 of this Order.

04 DEC 2012

Chapter 2

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

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

(a) A minimum of one inspection will be conducted each day on weekends/holidays and during weekdays if time permits. The routes considered important for security, safety, and police are: Holcomb Boulevard; Sneads Ferry Road to McHugh Boulevard connection; McHugh Boulevard from Sneads Ferry to the Marston Pavilion turnoff; the bus station; and the Marine Corps Exchange (MCX). During hours of operation, notify MCX Manager regarding the police of MCX area. A notation of such inspection will be made in the CDO's electronic logbook.

(b) Noted discrepancies will be cited with a comment as to corrective action taken, i.e., cognizant CDO's notified and follow-up action confirmed.

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

(2) On weekends and holidays, and during the season when the Onslow Beach Recreation Area is open, policing of the Sneads Ferry Road and shoulders from the intersection of Holcomb Boulevard to the Onslow Beach Bridge is the responsibility of the CDO and shall be accomplished by the special police detail provided by the CO, Base Brig per reference (c). The CDO is only responsible for the state of police and will not directly supervise the execution of the police call by the detail provided by the CO, Base Brig.

(3) On weekends and holidays, the Base Provost Marshal Office (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 to the Area Commander responsible for the area in question to police the area.

2. Serious Incident Reports (OPREP-3SIR)

a. Accidents, incidents, or disturbances listed in chapter 3 and enclosure (2) of this Order shall immediately be reported by the CDO to the Dep Comdr and those listed in chapter 4 of this Order. If the Dep Comdr deems it necessary, the CDO will be instructed to notify the appropriate organization to prepare and release an OPREP-3SIR in accordance with reference (d). Reference (e) provides additional guidance on OPREP-3SIR to include notifying the Marine Corps Operations Command Center (MCOC) at (703)695-5454 within 15 minutes of notification of an OPREP-3SIR. In some cases the CDO may be directed to contact the Marine Corps Installations Command (MCICOM) watch officer at (571)435-1280.

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 shall immediately notify the Dep Comdr. The Dep Comdr may direct the CDO to notify the Public Affairs Duty Spokesman, Public Affairs Office (PAO) duty cell number (910)526-9699.

04 DEC 2012

In some cases the CDO shall be directed to contact the MCOC at (703)695-5454 and/or Commander, MCICOM watch officer at (571)435-1280.

3. Military Funeral Honors (MFH). Reference (f) provides policy and instructions for the provisions of MFH.

a. Normally, the CDO will receive a funeral request from Headquarters Marine Corps (HQMC) via the CDO fax and e-mail. (In cases where a local funeral home sends a request directly to the CDO, the CDO will direct the funeral home to contact HQMC casualty branch for assistance at (703) 432-9524.)

b. The CDO shall pass all funeral requests on to the organization that is assigned for the month per the current Military Funeral Support Bulletin located in CDO Binder 3.

c. The CDO shall complete the funeral request checklist located in CDO Binder 3 and provide it to the Adjutant the next working day.

4. Messages. Take appropriate action on all incoming messages after working hours. Blue Dart messages refer to Section 12 and 13 of CDO binder.

a. Incoming. The Marine Air Ground Task Force (MAGTF) IT Support Center (MITSC) shall notify the CDO after working hours of messages of immediate precedence or higher for the Command. The MITSC phone numbers are 451-1602/7322.

(1) Immediate or Higher Unclassified Messages. If the message is unclassified, the CDO will read it and take appropriate action through Automated Message Handling System (AHMS). The CDO shall contact the Adjutant if "CG MCIEAST-MCB CAMLEJ" is a To addressee or is an Info addressee. The Adjutant shall direct the CDO to call the Dep Comdr 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, the originator, and identification of "CG MCIEAST-MCB CAMLEJ" as either a To or Info addressee. Additionally, the CDO shall contact the AC/S G-3-5 if "CG MCIEAST-MCB CAMLEJ" is a To addressee or an Info addressee. The AC/S G-3-5 shall direct the CDO to call the Dep Comdr as deemed necessary.

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

(1) Release only messages determined to be of an urgent nature and directed by the Dep Comdr. The MITSC will accept unclassified messages directly from the CDO. In these circumstances messages can be sent from the CDO AHMS account to the MITSC Mail box "ACCOutgoing." If the CDO encounters problems releasing the message through the MITSC they shall call the Adjutant for assistance.

(2) Indicate in the electronic logbook the DTG of the message released and print a copy.

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. In all other cases, these messages shall be delivered with normal message traffic.

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

04 DEC 2012

a. PCSO/TAD. Officers reporting to MCIEAST-MCB CAMLEJ shall be directed to report to the Camp Lejeune Reception Center (CLRC), Building 59/60. Officers reporting for TAD with MCCSSS, SOI-E or MCES shall be directed to report to those organizations.

b. PCSO/TAD Reservists. Officers reporting for active duty for training to include mobilization, Reserve Counterpart Training (RCT), Initial Active Duty for Training (IADT), and Extended Active Duty (EAD), shall be directed to report to the CO DPC-E/RSU, Building HP-309.

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

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

a. Marines and Navy Personnel

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

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

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

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

(2) Navy Personnel. Reservists reporting for mobilization, or training shall report to the command indicated on the right side of the reporting instructions block of their orders or, if omitted, they shall 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 shall contact the HQSPTBN OOD or the CDO/OOD of the individual's respective command for turnover of all personnel. Typically, the HQSPTBN OOD (451-3381/3382/3383) will take cognizance over the Base confinees and deserters; returned deserters shall be confined in accordance with the current edition of reference (g). Other confinees and deserters shall be referred to the CDO/OOD's of the respective parent command.

9. Emergency or Alert Conditions

a. During emergencies or alert conditions, such as hurricane alerts, Air Contingency MAGTF (ACM) alerts, Quick Reaction Force/Rapid Reaction Force (QRF/RRF) exercises/alerts, BLUE DART or possible execution of emergency plans, all AC/S's 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 shall inform the next senior officer on board in the department concerned and this requirement shall pass to that individual.

b. All reports received by the CDO involving incidents of oil or hazardous material releases or wildfires shall be immediately reported to the Emergency Consolidated Communications Center (ECCC), Security and Emergency Service (SES) by dialing 911.

04 DEC 2012

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 all information is obtained the CDO shall contact the Dep Comdr.

10. Open Skies Treaty Messages. The CDO shall follow the guidance set forth in Binder 1 and reference (h). When responding to the originator of the message, the CDO shall confirm receipt on behalf of CG MCIEAST-MCB CAMLEJ.

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 procedures, etc., he shall 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 (451-3064). If the request originated from an organization or individual off of MCB CamLej, or from within the housing or cantonment areas, then the request shall be passed to the ECCC (911) who will coordinate with local authorities if off the Base for traffic control and site security, as required. If the emergency is of an unusual nature, the CDO shall notify the AC/S G-3/5 immediately after contacting BLACKBURN and/or 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 authorization shall normally 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 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 (i).

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 subordinate commander's area of control (the physical limits of their command), area of control (the physical limits of their command), to include the family housing area, contact the Dep Comdr.

d. When a command-authorized search is requested, the CDO shall provide the requestor with the POC information for following personnel listed 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 Staff Judge Advocate (SJA) portion of the recall binder.

(1) Deputy SJA (DSJA);

(2) SJA;

(3) Special Assistant U.S. Attorney.

e. The DSJA/SJA shall be provided all details concerning the search by the requestor. The DSJA/SJA will make the administrative determination whether the particular situation requires action by the CG or whether some other commander should be contacted.

f. Should the decision be made to have the CG consider the request for search authorization, the CID/NCIS agent must speak directly to the CG and not through the CDO and/or Dep Comdr.

04 DEC 2012

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 shall be treated with courtesy.
- b. Home phone numbers and cell phone numbers of the CG, Dep Comdr, COS, General or Special Staff or anyone else 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 shall be instructed to contact those agencies the next working day. A logbook entry shall 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 Dep Comdr 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) Call the Aide-de-Camp for instructions concerning the CG.

14. Calls to the Deputy Commander or Chief of Staff (COS) After Working Hours. There will be occasions when the Dep Comdr or COS cannot be contacted at his quarters or via cellular phone after working hours. In these instances, depending on circumstances, the following officers shall be called to receive the information and/or provide the necessary guidance: Telephone numbers are located in the recall binder.

- a. AC/S, G-3/5
- b. AC/S, G-F
- c. AC/S, Security and Emergency Services

15. Commercial Long Distance Telephone Calls. All commercial long distance telephone calls, which are to be charged to MCIEAST-MCB CAMLEJ, are a matter of record by logbook entry and shall be annotated in the telephone logbook. Collect calls will not to be accepted.

16. Colors

a. Morning Colors. The off-going CDO shall observe morning colors at 0800 prior to being relieved from duty. The CDO shall sound the 1 minute warning for morning colors, 30 second warning and announce "Colors." In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail and road guards.

(1) To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

(2) Determine the type flag to be hoisted per paragraphs 1b(1) and (2), Section C, of reference (j).

(3) The CDO should receive the local weather report via the Lejeune CDO MCB email account or by FAX. If you do not receive the report by 0730 you should call the MCAS New River Weather Service at Coml: 449-6322/6969 or DSN: 752-6322/6969. CDO shall annotate logbook entry with daily weather conditions.

04 DEC 2012

b. Flags

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

(2) The Storm Flag shall be displayed during inclement weather or when inclement weather is imminent. Inclement weather is defined as 40 percent or more chance of rain and/or with winds gusting over 20 knots. Refer to the weather report.

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

(4) The Commanding General's personal flag shall be flown at all times unless directed otherwise by the Dep Comdr, COS, Staff Secretary, or Aide-de-Camp.

(5) The Christian Church Pennant shall be flown on the right flag pole facing Holcomb Boulevard at 0800 on Sunday and lowered at 1200 each Sunday.

(6) The Jewish Pennant shall 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(s) listed.

c. Half-Masting

(1) When the national ensign is displayed at half-mast (notification will be made via message), it is first hoisted to the peak until morning colors music has ended and then lowered to the half-mast position. Before lowering, the national ensign again shall be raised to the peak.

(2) 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 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.

d. Notification. The CDO shall make a logbook entry and direct the CDNCO to notify the below-listed commands as to the type of flag to be flown by no later than 0730 each morning:

- (1) CDO, 2d MarDiv, phone 451-8319/8325.
- (2) CDO, 2d MLG, phone 451-0850.
- (3) CDO, 2d RECON, phone 440-7753.
- (4) CDO, 8TH COMM, phone 450-8787.
- (5) CDO, MARSOC, phone 440-0938
- (6) Duty Officer, Naval Hospital, phone 451-3079
- (7) Duty Officer, MCCSSS, phone 450-1045.
- (8) Duty Officer, MCES, phone 440-7275.
- (9) Duty Officer, WTBN, phone 440-2917.
- (10) Camp Geiger Area Guard (SOI-E), phone 449-0179.

04 DEC 2012

(11) Camp Johnson, phone 450-0770.

(12) Stone Bay Security, phone 440-2951/2949.

e. Evening Colors. The CDO shall observe evening colors. The CDO shall sound the 1 minute warning for evening colors, 30 second warning and announce "Colors". In the event of a sound machine malfunction, silent colors will be conducted. The CDO shall make an electronic logbook entry citing completion of colors, and the appearance and timeliness of the colors detail and road guards. Refer to the current edition of BBul 10520 for evening color times. To determine correct time of day, contact the U.S. Naval Observatory at DSN 762-1401.

17. Protocol VIP Billeting

a. If you receive a call from someone requesting VIP billeting, instruct the caller to call back during normal working hours. If the caller persists or it is an emergency, contact the following people in the following order: Telephone numbers are located in the recall binder.

(1) MCIEAST-MCB CAMLEJ Protocol NCO;

(2) MCIEAST-MCB CAMLEJ Protocol Chief;

(3) MCIEAST-MCB CAMLEJ Protocol Coordinator.

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

(1) General Officers in the Puller House;

(2) Colonel or colonel equivalent in the Distinguished Guest Quarters (DGQ);

(3) All other officers in the BOQ;

(4) E-9's that are Force SgtMaj or higher may stay in the Puller House, DGQ suites, or at the BEQ.

(5) All other E-9's stay in the VIP E-9 quarters at the BEQ. If a VIP comes aboard, please ensure you notify one of the above Protocol staff members no later than the following day.

c. The BOQ will occasionally have a VIP arrive without a reservation. When this occurs, the BOQ shall 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 day.

18. Duty Chaplain. Should there be any incoming calls for the Duty fChaplain; take all available information including point of contact and a phone number. 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 cell phone number under any circumstances!**

19. Other Phone Calls. Any calls from parents, family members, or significant others shall be dealt with in a professional manner. **Under no circumstances will home or cell phone numbers be given to anyone. Work phone numbers are releasable under the Privacy Act of 1974**

20. Respite Childcare. The purpose of this program is to assist military families by providing immediate child care during times of crisis until

04 DEC 2012

permanent child care can be restored. Any requests for emergency child care shall be passed to the MCCA Child Care point of contact which can be found in the recall binder and on the important number listing in the CDO binder and posted on the wall in the CDO hut.

21. Marine Air Ground Task Force (MAGTF) IT Support Center (MITSC). Immediately upon assuming his/her post, the CDO shall contact the MITSC Chief Watch Supervisor at 451-7322 or 451-1602 to inform the MITSC that you are the MCIEAST-MCB CAMLEJ CDO for the day/evening.

04 DEC 2012

Chapter 3

Notification Procedures Involving MCIEAST Commands1. General

a. The below paragraphs are a listing of accidents, incidents or disturbances, which while not all-inclusive, provide examples of the type of incidents that MCIEAST-MCB CAMLEJ CDO shall be reported to the Dep Comdr. Refer to enclosure (2) for additional Commander's Critical Information Requirements (CCIR) that will be reported to the Dep Comdr. **Contact the Adjutant for guidance before calling the Dep Comdr.**

b. Incidents involving MCIEAST-MCB CAMLEJ personnel or family members shall be reported to the Dep Comdr by the MCIEAST-MCB CAMLEJ CDO. Any calls received from other MCIEAST-MCB CAMLEJ command duty personnel or command representatives shall be reported to the Dep Comdr by the CDO.

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

2. Military or Political Incidents. Any incident of 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 shall be reported to the Dep Comdr by the MCIEAST-MCB CAMLEJ CDO. The Dep Comdr may direct the MCIEAST-MCB CAMLEJ CDO to contact the PAO, MCICOM and the MCOC at (703)695-5454, if necessary.

3. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, the Dep Comdr shall be contacted by the MCIEAST-MCB CAMLEJ CDO. The MCIEAST-MCB CAMLEJ CDO shall 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 shall be reported to the Dep Comdr by the CDO.

4. Terrorist Incidents. Incidents involving terrorism on any MCIEAST-MCB CAMLEJ subordinate installation shall be immediately reported to the Dep Comdr by the CDO. Refer to BLUE DART procedures posted on the CDO desktop for additional CDO responsibilities and reference (k).

5. Operational Incidents. For any operational incident, which may result in unusual interest by the public news media, the CDO shall contact the Dep Comdr.

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 shall be reported to the Dep Comdr by the CDO. The CDO's for 2d Marine Aircraft Wing (MAW), Marine Corps Air Station (MCAS) New River, Beaufort and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and shall notify the CDO.

7. Ground Accidents/Mishaps. If any ground mishap involving Marine Corps personnel occurs on or near a MCIEAST-MCB CAMLEJ subordinate installation and results in serious injury, loss of life or extensive property damage to civilian or military property the MCIEAST-MCB CAMLEJ CDO shall contact the Dep Comdr.

8. Near-Midair Collisions. Any near-midair collision involving civilian or military aircraft shall be reported to the Dep Comdr by the CDO.

04 DEC 2012

The CDO's for 2d MAW, MCAS New River, Beaufort and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and shall 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 shall be reported to the Dep Comdr by the CDO. The CDO will also report it to the Explosives Safety Officer (ESO) at one of the following numbers: (910)451-6281 during normal working hours or (910)554-9175 after normal working hours.

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 personnel, shall be reported to the Dep Comdr by the CDO.

b. Trash can fires, forest fires and other fires considered minor and under control by Fire and Emergency Services personnel do not require notifying the Dep Comdr after hours. Make an appropriate electronic logbook entry.

11. Pandemic Influenza

a. The presumptive diagnosis of any Pandemic Influenza or event that may require quarantine or the diagnosis of any disease of potential epidemic significance shall be reported by the respective MCIEAST-MCB CAMLEJ subordinate installation's Naval Hospital or clinic. The Naval Hospital or clinic has the responsibility to coordinate all reports with the proper headquarters.

b. The diagnosis of any disease so widespread among Marine Corps/Navy personnel or civilians that it portends, such as a Pandemic Influenza, an outbreak extensive enough to degrade mission accomplishment will be reported by the Naval Hospital. The MCIEAST-MCB CAMLEJ CDO shall notify the Dep Comdr.

12. Extensive News Coverage/Media Interest. Any mishap or occurrence that may arouse extensive news coverage, media interest or congressional interest, any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their family members, or if it may arouse public interest, shall be brought to the attention of the Dep Comdr by the CDO. The Dep Comdr may direct the CDO to contact the PAO, MCICOM and the MCOC at (703)695-5454, if necessary.

13. Objects Dropped From Marine Corps Aircraft. Any incident in which an object is dropped from a Marine Corps aircraft while in flight which results in property damage or casualties shall be reported immediately. The CDO's for 2d MAW, MCAS New River, Beaufort and Cherry Point have the responsibility to coordinate all reports with the proper headquarters and shall notify the MCIEAST-MCB CAMLEJ CDO. Once notified of such an occurrence, CDO shall notify the Dep Comdr.

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, shall be brought to the attention of the Dep Comdr by the CDO.

15. Dignitaries. For the arrival/departure of Federal or state dignitaries, the MCIEAST-MCB CAMLEJ CDO shall notify the Dep Comdr.

04 DEC 2012

16. Casualties. In all cases involving MCIEAST-MCB CAMLEJ personnel of suspected suicide, serious illness or injury, homicide, or death involving Navy or Marine Corps personnel or their family members, the CDO shall notify the Dep Comdr. The Dep Comdr may direct the CDO to contact the Duty Chaplain, Director of Safety, PMO and, if applicable, the PAO, MCOC at (703)695-5454, Casualty Assistance Section at DSN: 278-9512, and MCICOM at (571)435-1280.

17. Civilian Death or Serious Illness/Injury. CDO shall follow the same guidance in provided in paragraph 16 above.

18. Destructive Weather. Any weather condition that may interrupt, delay, or cancel operations or training, or pose a threat to life or property, is considered destructive weather. This includes hurricanes, snow, hail or ice. The CDO shall follow the guidance contained in reference (1) concerning specific duties and responsibilities.

19. Oil and Hazardous Substance Releases. The CDO shall ensure the ECOC 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 shall provide the ECOC 911 Dispatcher with the contact information for Environmental Management Division (EMD) personnel listed on the EMD Emergency Call Roster. The CDO shall notify the Dep Comdr.

04 DEC 2012

Chapter 4

Notification Procedures Involving Marine Corps Base Commands1. General

a. The below paragraphs are a listing of accidents, incidents or disturbances, which while not all-inclusive, provide examples of the type of incidents to report to the Dep Comdr. Refer to enclosure (1) for additional Commander's Critical Information Requirements (CCIR) that should be reported to the Dep Comdr. **Contact the Adjutant for guidance before calling the Dep Comdr.**

b. Incidents involving MCIEAST-MCB CAMLEJ, HQSPTBN or WTBN personnel or family members will be reported to the Dep Comdr by the CDO. Calls received from command duty personnel from HQSPTBN or WTBN will be reported to the Dep Comdr by the CDO.

c. Incidents that occur on Camp Geiger, Camp Johnson, Camp Davis, Stone Bay, Greater Sandy Run and training areas aboard Camp Lejeune should be reported to the Dep Comdr by the CDO.

2. Military or Political Incidents. Any incident of military or political nature, domestic or foreign, that involves individual Marine Corps or Navy personnel, units, or this Installation, and may result in local or national official reaction or extensive civilian news media interest, will be reported to the Dep Comdr. The CDO may be directed to contact the PAO, if necessary.

3. Civil Disorders. If a request from local city or county official is made for Marine Corps assistance in connection with civil disorders, the Dep Comdr will be contacted. 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 Dep Comdr.

4. Terrorist Incidents. In an incident involving terrorism, as defined in the current edition of reference (k), the CDO will contact the Dep Comdr and follow the guidance contained in reference (k). Refer to BLUE DART procedures located on the CDO desktop for additional CDO responsibilities.

5. Operational Incidents. For any operational incident aboard MCB CamLej as defined in paragraph 1, which may result in unusual interest by the public news media, the CDO will contact the Dep Comdr.

6. Ground Accidents/Mishaps. If any ground mishap involving Marine Corps personnel occurs on or near the Base and results in serious injury, loss of life or extensive property damage to civilian or military property the CDO will contact the Dep Comdr.

7. 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 shall be reported to the Dep Comdr by the CDO and will also be reported to the ESO at one of the following numbers: (910)451-6281 during normal working hours or (910)554-9175 after normal working hours.

8. 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, civilian property, including major forest fires not under control by Fire personnel, will be reported to the Dep Comdr by the CDO.

04 DEC 2012

b. Trash can fires, forest fires and other fires considered minor and under control by Fire and Emergency Services personnel do not require notifying the Dep Comdr after hours. Make an appropriate electronic logbook entry.

9. Pandemic Influenza

a. The presumptive diagnosis of any Pandemic Influenza or event that may require quarantine or the diagnosis of any disease of potential epidemic significance will be reported by the Naval Hospital. The Naval Hospital has the responsibility to coordinate all reports with the proper headquarters.

b. The diagnosis of any disease so widespread among Marine Corps/Navy personnel or civilians that it portends, such as a Pandemic Influenza, an outbreak extensive enough to degrade mission accomplishment will be reported by the Naval Hospital. The CDO will notify the Dep Comdr.

10. Extensive News Coverage/Media Interest. Any mishap or occurrence that may arouse extensive news coverage, media interest or congressional interest, any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their family members, or may arouse public interest, will be brought to the attention of the Dep Comdr. The Dep Comdr may direct the CDO to contact the PAO, if necessary.

11. 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 Dep Comdr by the CDO.

12. Bomb Threats. Instructions are contained in reference (1). The CDO or CDNCO will follow the procedures on the Bomb Threat Checklist. The Dep Comdr will be notified, and if directed, the PMO, EOD, and the AC/S, G-3 and OPS will be notified. Additional guidance is also provided in reference (1).

13. Dignitaries. For the arrival/departure of federal or state dignitaries, the CDO will notify the Dep Comdr.

14. Hospital Admittance. If any active duty personnel in the ranks of master gunnery sergeant/sergeant major and colonel/CAPT (USN) or senior are admitted to the Naval Hospital, the CDO will notify the Dep Comdr.

15. Casualties. In all cases involving MCIEAST-MCB CAMLEJ personnel of suspected suicide, serious injury, homicide, or death involving Navy or Marine Corps personnel or their family members, the CDO will notify the Dep Comdr. The Dep Comdr may direct the CDO to contact the Duty Chaplain, Safety Manager, PMO and, if applicable, the PAO, COS MCIEAST-MCB CAMLEJ, MCOC at (703)695-5454, Casualty Assistance Section at DSN: 278-9512 and MCICOM at DSN: 225-3008.

16. Civilian Death or Serious Illness/Injury. CDO shall follow the same guidance in paragraph 15 above.

17. Destructive Weather. Any weather condition that may interrupt, delay, or cancel operations or training, or pose a threat to life or property is considered destructive weather. This includes hurricanes, snow, hail or ice. The CDO will follow the guidance contained in reference (m), concerning specific duties and responsibilities.

18. Oil and Hazardous Substance Releases. The CDO will ensure that the 911 Dispatcher has been called for any release of oil or hazardous substances

0 4 DEC 2012

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 CO Dep Comdr.

19. Assistance to Civil Authorities. Any request for use of the Base equipment, e.g., fire trucks, off the Base to assist civil authorities, will be brought to the attention of the Dep Comdr by the CDO.

04 DEC 2012

Chapter 5

Command Duty Noncommissioned Officer (CDNCO)

1. Assignment. All sergeants and corporals assigned to HQSPTBN, MCCSSS, MCES, SOI-E, and DPC-E/RSU, may be assigned to the Command Duty Watch. Navy personnel in the grades of E-4/E-5 may also be assigned this duty.
2. Exemptions. Students attending formal schools at MCCSSS, MCES, and SOI-E and Marines assigned to the PMO (shift workers) are exempt from this duty.
3. Restrictions. The following personnel will not be assigned this duty:
 - a. Marines/Sailors pending legal action or administrative separation.
 - b. Women Marines/Sailors in their 28th week of pregnancy or with medical restrictions from competent medical authority.
 - c. Marines/Sailors with medical conditions that preclude them from walking or standing for prolonged periods of time.
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 his/her post. This is a sleeping post.
5. Tour. The tour of duty on weekdays is from 0815 to 0815. Posting is from 1500 until properly relieved by Adjutant personnel the next day. The tour of duty on weekends and holidays is from 0745 to approximately 0810 the next morning.
6. Uniform of the Day. Unless otherwise directed, the uniform of the day for this post is Desert Marine Corps Combat Utility Uniform (MCCUU) in the summer season and Woodland MCCUU during the winter season. The seasonal uniform change will occur per reference (b).
7. Posting and Relief
 - a. On weekdays, CDNCO's must report to the Adjutant's office at 1500 unless otherwise instructed by the Adjutant.
 - b. All CDNCO's scheduled for duty on weekends or holidays will report to the Adjutant's office no later than 1500 on Thursday preceding that weekend or holiday for the duty briefing.
 - c. Over weekends and holidays, an informal post and relief of CDNCO's will be conducted by the oncoming CDO after morning colors.
 - d. On a weekday in which four-day liberty begins at 1200, the CDNCO will post at 1100. When four-day liberty expires at 1800 the on-coming CDNCO will arrive at 0745 and remain on duty until 0810 the next morning. The off-going CDNCO will be relieved after morning colors by the Adjutant's office.
 - e. However, CDNCO must be available to be posted anytime during their assigned duty as required.
8. Assignments/Replacements. After publication of the monthly BBul 1601, NCO's assigned to the Command Duty Watch List who become unavailable for duty must notify their chain of command and unit adjutant. The unit adjutant must notify the MCIEAST-MCB CAMLEJ Adjutant, in writing, of approved changes. Personnel assigned as supernumerary will be used only in emergency situations.

0 4 DEC 2012

9. Messing. Meals will be taken within the confines of the Hadnot Point area.
10. Responsibilities. Refer to chapter 6 of this Order.

04 DEC 2012

Chapter 6

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 main and both side exterior hatches, located at the front of the building, are to be locked at 1800. The exterior hatches will be unlocked by the CDNCO **not later than 0500 on workdays**. During weekends and holidays these hatches will remain locked. The hex key is provided for this purpose (refer to Chapter 7). All remaining exterior hatches are CAC enforced and will remain locked at all times.
3. Security Checks. The CDNCO will make a complete security check of all hatches in Building 1 at 2200 and 0300. During these security checks, the CDNCO will record the time and initial the security checklist posted on the hatches of Classified File Unit (CFU), Room 134; G-3 Vault, Room 009; and the safe in the CDO office, Room 131. Upon completion of each security check the CDNCO will inform CDO. During the first security check the CDNCO will ensure that all lights are off and hatches are secured.
4. Locking Offices. Upon checking each office space, the CDNCO will lock the office, unless personnel are working there. In the event the office is occupied, the CDNCO will notify the CDO. If any offices are still occupied, the CDNCO will make tours every hour on the hour until all rooms are secured (refer to Figure 6-1).
5. Unlocking Offices. **Only** the office spaces listed in Figure 6-1 will be unlocked by the CDNCO **no later than 0530 on workdays**. Only unlock the hatches, do not open the door or turn the lights on. A master key is provided for this purpose. During the weekend all office spaces will remain locked.
6. Visitor Control. The CDNCO will **not** permit any person to enter Lejeune Hall, Building 1 after working hours **without first checking their identification and ascertaining that the person is listed on the after hours access roster**. If authorized access, the After Hours Access Control Log will be maintained and reflect the following:
 - a. Time of entry;
 - b. Visitor's name and grade (printed by CDNCO from ID Card);
 - c. Reason for entry and destination; and
 - d. Time of departure.

(1) Except for the CG, Dep Comdr, COS, Sergeant Major, (CDNCO will be aware of the rank and names of the Marines), each person entering or leaving the building will be required to check in and out with the CDNCO each time they enter or leave the building regardless of the hour of departure. They will be required to enter and leave through the main entrance.

(2) Other than personnel assigned duties within the command section, **NO ONE** will enter the offices of the CG, Dep Comdr, or COS.
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 of the day, "Command Duty NCO Marine Corps Installation East - Marine Corps Base Camp Lejeune (grade and name). How may I help you, sir or ma'am?"

04 DEC 2012

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 lobby are maintained in a good state of police at all times during their tour of duty, and that no one is permitted to loiter at any time.

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

c. Dirty linens are to be placed in the closet of CDNCO room.

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 is the Base Locator on incoming calls. All efforts will be accomplished in order to assist callers. Typically, callers will be attempting to locate Marines and are not aware of their unit.

a. CDNCO's can attempt to locate Marines through the Base Locator or the Worldwide locator at 1-800-268-3710. CDNCO's will seek assistance from the CDO to locate Marines through the Outlook global address listing (GAL), the Marine locator on the HQMC web page through "Marine On Line", or the Base and MCAS New River Alpha Roster located on the CDO computer.

b. Once the Marine's unit is identified, the CDNCO will refer the caller to the appropriate CDO/OOD for assistance.

c. If all efforts fail, the CDNCO will acquire the caller's name and phone number and request the CDO to make an appropriate logbook entry for Adjutant personnel to assist the caller during normal working hours or advise the caller to call 451-2414 after 0800 the next working day for assistance. **Never give out personal phone numbers!**

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. The CDNCO will give the CDO the countdown warnings 5 minutes, 1 minute, and 30 seconds.

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

12. Calls for Duty Chaplain. Should there be any incoming calls 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 cell phone number under any circumstances!**

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

04 DEC 2012

Locking/Unlocking the Following Interior Hatches

FIRST DECK	SECOND DECK	SECOND DECK (CONT)	SECOND DECK (CONT)
RM#103	RM #218	RM #235	RM #254
RM#104	RM #220	RM #236	RM #261
RM#105	RM #221	RM #244	RM #262
RM#109	RM #222	RM #246	RM #253
RM#117	RM #223	RM #248	
RM#118	RM #224	RM #249	
RM#154	RM #225	RM #250	
RM#155	RM #229	RM #251	
	RM #231	RM #252	

* Only unlock the doors, do not prop door open or turn the lights on.

** Do not unlock the General's Suite.

Figure 6-1.--Locking/Unlocking the Following Interior Hatches

04 DEC 2012

Chapter 7

Building Diagram

1. Building 1 Floor Plan. Figures 7-1 through 7-3 depict the office spaces and floor plan of Building 1.

0 4 DEC 2012

Building 1 Basement Floor Plan

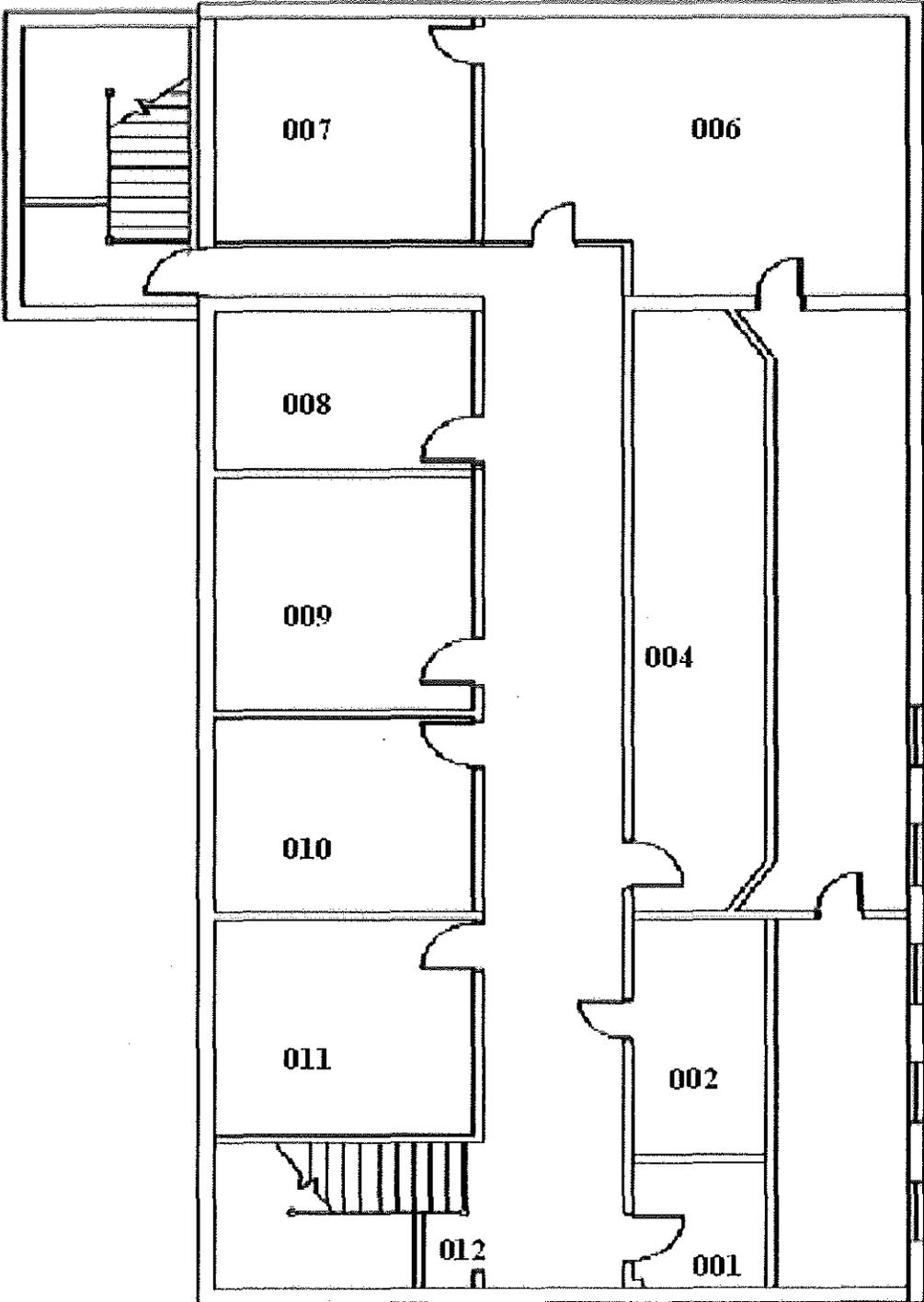


Figure 7-1.--Building 1 Basement Floor Plan

04 DEC 2012

Building 1 First Floor Plan

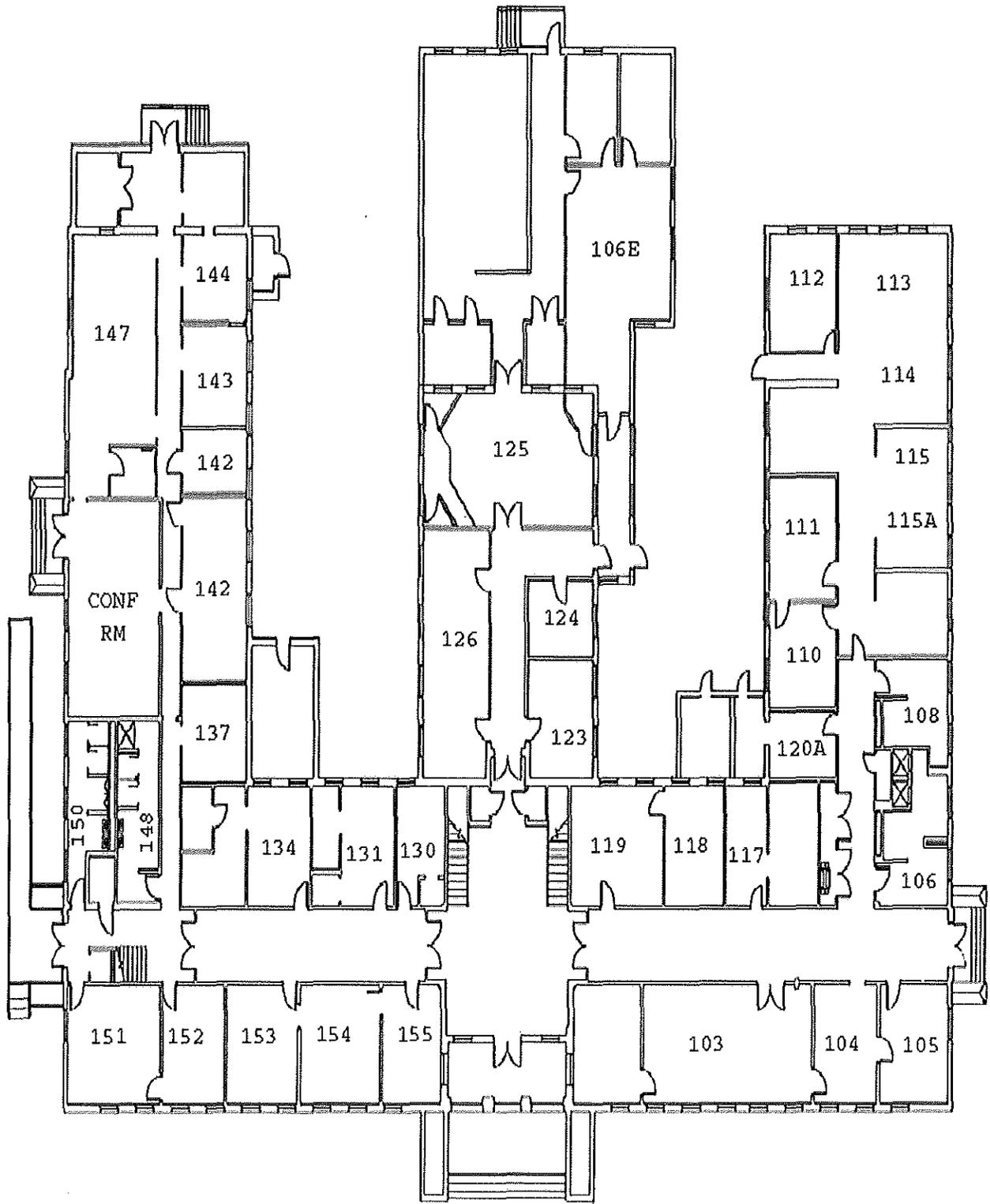


Figure 7-2.--Building 1 First Floor Plan

04 DEC 2012

Building 1 Second Floor Plan

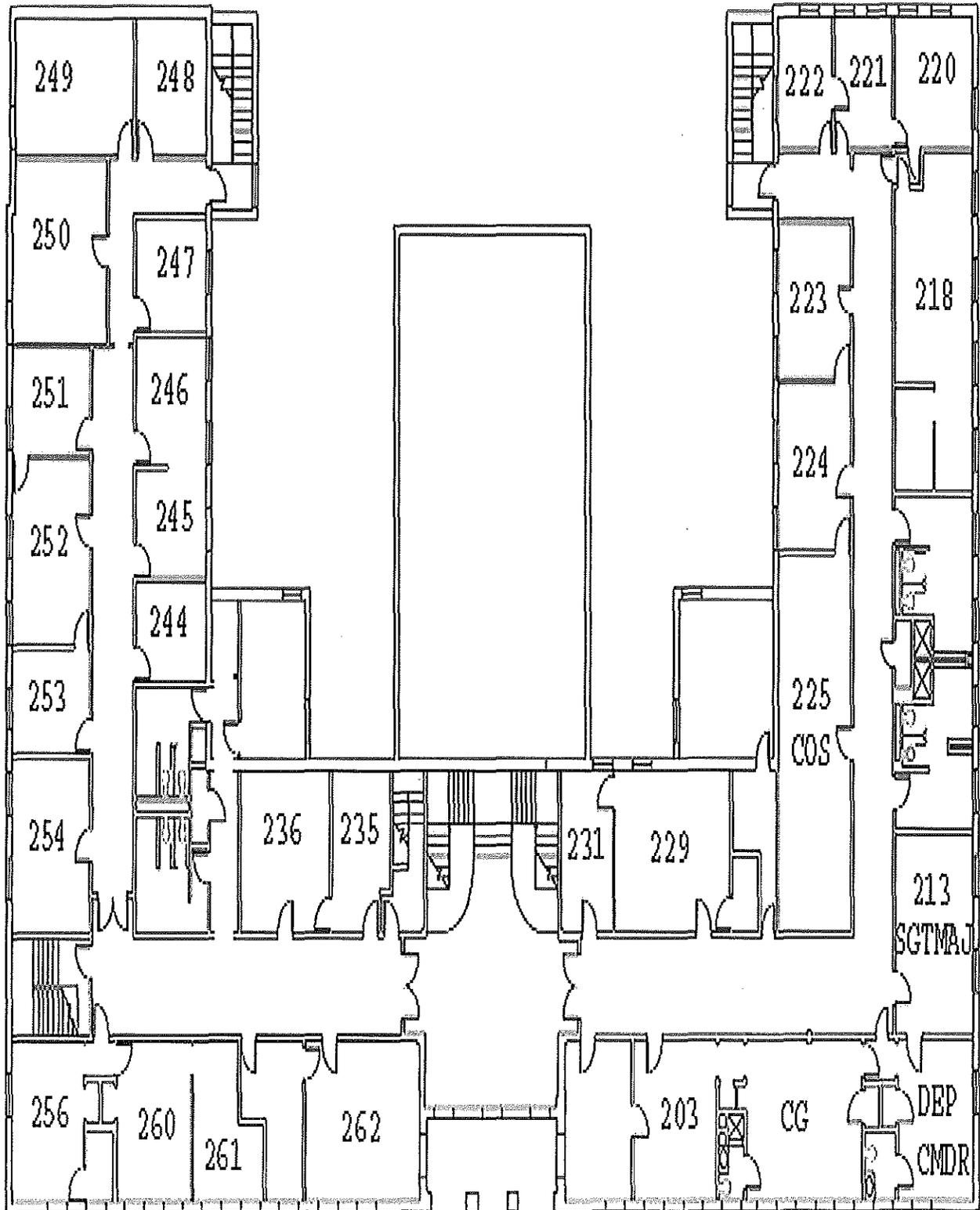


Figure 7-3.--Building 1 Second Floor Plan

04 DEC 2012

Commander's Critical Information Requirements (CCIR)

-CCIR ARE INFORMATION THAT MUST BE BROUGHT TO THE COMMANDER'S ATTENTION IMMEDIATELY. (I.E. INFORMATION THAT YOU WOULD WAKE THE CO TO TELL HIM)

-THE FIRST CONTACT SHOULD BE WITH THE DEP COMDR WHO WILL VERIFY THE CCIR AND DIRECT FURTHER ACTION (E.G. CALL THE COMMANDING GENERAL, RECALL STAFF MEMBERS, EXECUTE OPREP-3/SIR PROCEDURES).

-CCIR ARE LISTED BELOW AS: PRIORITY INTELLIGENCE REQUIREMENTS, FRIENDLY FORCE INFORMATION REQUIREMENTS AND ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION. CONSIDER THESE CCIR COMMON TO MCIEAST AND MCICOM

PRIORITY INTELLIGENCE REQUIREMENTS (PIR)

PIR-1: HOSTILE ACT OR PHYSICAL THREAT.

-EXAMPLES: REPORT TERRORIST ATTACK, SURVEILLANCE, ASSASSINATION, PHYSICAL INFILTRATION, SIGNIFICANT POLITICAL/CRIMINAL SUBVERSION.

PIR-2: HOSTILE INFORMATION THREAT.

-EXAMPLES: REPORT SUSPICIOUS/HOSTILE COMPUTER NETWORK ACTIVITY THAT ISOLATE MCB CAMP LEJEUNE FACILITIES OR TENANTS, IMPEDE MISSION PERFORMANCE, OR AFFECT/PLACE AT RISK MCB CAMP LEJEUNE SYSTEMS OR CLASSIFIED DATA.

PIR-3: ENVIRONMENTAL THREAT.

-EXAMPLES: REPORT ENVIRONMENTAL CONDITIONS SUCH AS DESTRUCTIVE WEATHER OR EPIDEMICS THAT WILL HAVE A SIGNIFICANT AND DEGRADING IMPACT UPON MCB CAMP LEJEUNE AND TENANT COMMAND ACTIVITIES WITHIN THE NEXT 72 HOURS.

FRIENDLY FORCE INFORMATION REQUIREMENTS (FFIR)

FFIR-1: FATALITY OR HOSPITALIZATION OF KEY MCB PERSONNEL.

-EXAMPLES: REPORT THE INJURY OR DEATH OF BN CO OR XO, PRINCIPLE STAFF, OR COMMANDER OF A TENANT ORGANIZATION (MISSION IMPACT, MEDIA INTEREST).

FFIR-2: MILITARY SUPPORT TO CIVIL AUTHORITIES.

-EXAMPLES: REPORT REQUESTS FOR MILITARY SUPPORT TO CIVIL AUTHORITIES BY ANY MCB CAMP LEJEUNE DIRECTORATE OR COMMAND.

FFIR-3: CHANGE IN SECURITY/READINESS/PROTECTIVE POSTURE.

-EXAMPLES: REPORT CHANGES IN INSTALLATION FORCE PROTECTION CONDITION (FPCON), DESTRUCTIVE WEATHER CONDITION (DWC), INFORMATION CONTROL (INFOCON) CONDITION, OR IN THE LOCAL/REGIONAL/NATIONAL HOMELAND SECURITY ALERT LEVELS

FFIR-4: INSTALLATION READINESS DEGRADATION.

-REPORT WHEN THE COMMANDER'S OVERALL MISSION ASSESSMENT OR ANY COMMAND TASK IS DEGRADED IN ASSESSMENT TO NO (NOT MISSION CAPABLE) WITHIN DRRS (THIS WILL BE STAFF ACTION DURING REGULAR WORKING HOURS).

FFIR-5: HIGH INTEREST REPORTS.

-EXAMPLES: REPORT ANY MISHAP, INCIDENT, OR ALLEGATION OF CRIMINAL ACTIVITY WITH SIGNIFICANT IMPACT ON SECURITY, SAFETY, SUSTAINABILITY, DAMAGE TO PROPERTY OR HAVING GREAT POTENTIAL FOR PUBLIC/MEDIA INTEREST.

FFIR-6: OFF BASE INFLUENCE.

-EXAMPLES: REPORT ANY THREAT, ACTIVITY OR EVENT (TERRORIST ATTACK, NATURAL DISASTER, WIDESPREAD POWER OUTAGE, ETC.) FROM THE IMMEDIATE COMMUNITY OR AN ADJACENT MILITARY INSTALLATION THAT WILL HAVE A DIRECT IMPACT ON MCB CAMP LEJEUNE'S MISSION, CRITICAL INFRASTRUCTURE OR MANPOWER.

04 DEC 2012

ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI)

EEFI-1: CRITICAL INFRASTRUCTURE.

-EXAMPLE: REPORT DEGRADATIONS OR THREATS TO CAPABILITIES (PORTS, AIRPORTS, RAILROADS OR BRIDGES, ETC.) THAT PROVIDE CRITICAL SUPPORT TO OPERATING FORCES.

EEFI-2: COMMUNICATIONS SYSTEMS.

-EXAMPLES: REPORT EXPLOITATION OF OR ATTACKS AGAINST THE DESIGN, CONFIGURATION, AND ACCESS POLICIES AND PROCEDURES FOR VOICE AND DIGITAL COMMUNICATIONS SYSTEMS ABOARD MCB.

EEFI-3: LOGISTICS INFORMATION.

-EXAMPLES: REPORT EXPLOITATION OF OR ATTACKS AGAINST THE SCHEDULE, QUANTITIES, AND CUSTOMER INFORMATION FOR LOGISTICS FUNCTIONS.

EEFI-3: FORCE DEPLOYMENT PLANNING AND EXECUTION (FDP&E).

-EXAMPLES: REPORT EXPLOITATION OF OR ATTACKS AGAINST THE DETAILED TRAINING AND DEPLOYMENT SCHEDULES FOR MCB CAMP LEJEUNE COMMANDS, TENANT OR VISITING UNITS THAT ARE TRAINING ABOARD MCB CAMP LEJEUNE IN PREPARATION TO DEPLOY.

04 DEC 2012

CDNCO CHECKLIST

DATE: _____

1500-REPORT TO ADJUTANT'S OFFICE FOR DUTY & RECEIVE BRIEF. _____
 (** SATURDAY & SUNDAY DUTIES WILL REPORT IN FOR DUTY AT 0745 **)

1800-MONDAY THRU FRIDAY ONLY: SECURE MAIN & SIDE EXTERIOR HATCHES _____

1800-MONDAY THRU SUNDAY (1 MAY - 30 SEP): TAKE HEAT INDEX FLAG DOWN _____

XXXX-CONDUCT "EVENING COLORS" AT THE PRESCRIBED TIME/ VERIFIED TIME OF ATOMIC CLOCK. _____

2000- MONDAY THRU FRIDAY ONLY: TURN OFF LIGHTS IN ALL PASSAGEWAYS (SECURITY LIGHTS AUTOMATICALLY REMAIN ON). _____

2200- CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN & SIDE EXT HATCHES, HALLWAYS, AND VAULTS LOCATED IN THE FOLLOWING ROOMS:

009 _____ 131 _____ AND 134 _____ CDO INITIALS _____

0300- CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN & SIDE EXT HATCHES, HALLWAYS, AND VAULTS LOCATED IN THE FOLLOWING ROOMS:

009 _____ 131 _____ AND 134 _____ CDO INITIALS _____

0500-MONDAY THRU FRIDAY MORNINGS ONLY: UNLOCK THE MAIN & BOTH SIDE EXTERIOR HATCHES, UNLOCK THE FOLLOWING INTERIOR HATCHES, AND TURN ON PASSAGEWAY LIGHTS.

* When unlocking the following hatches DO NOT open them or turn on the lights. UNLOCK THESE HATCHES ONLY.

- *FIRST DECK: RM#103 _____ RM#117 _____
 RM#104 _____ RM#118 _____
 RM#105 _____ RM#154 _____
 RM#109 _____ RM#155 _____
- *SECOND DECK: RM#218 _____ RM#229 _____ RM#251 _____
 RM#220 _____ RM#231 _____ RM#252 _____
 RM#221 _____ RM#244 _____ RM#253 _____
 RM#222 _____ RM#246 _____ RM#254 _____
 RM#223 _____ RM#248 _____ RM#261 _____
 RM#224 _____ RM#249 _____ RM#262 _____
 RM#225 _____ RM#250 _____

0630-RECEIVE WEATHER FORECAST FROM CDO; FILL OUT FLAG OF THE DAY CHECKLIST _____

0730-ENSURE THE CDO AND CDNCO OFFICES AND SURROUNDING AREA ARE POLICED (TRASH REMOVAL, LINEN EXCHANGE, AND VACUUMING). _____

0800-ENSURE "MORNING COLORS" IS CONDUCTED AT THE PROPER TIME WITH THE PROPER COLORS AND STANDARDS/ VERIFIED TIME OF ATOMIC CLOCK. _____

 (PRINT)

 (SIGNATURE)