



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

MCIEAST-MCB CAMLEJO 1601.1E Ch 1
ADJ

APR 04 2019

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1601.1E 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)

Ref: (a) MCIEAST-MCB CAMLEJBul 1601
(b) ALMAR 038/16 of 8 Dec 16
(c) MCIEAST-MCB CAMLEJO 11100.5A
(d) MCO 3504.2A
(e) MCIEAST-MCB CAMLEJO 3040.1E
(f) MCIEAST-MCB CAMLEJO 5510.1A
(g) MCIEAST-MCB CAMLEJO 5810.3
(h) MCO 10520.3
(i) MCIEAST-MCB CAMLEJBul 10520
(j) MCO 5500.6H Ch 1
(k) MCO 3574.2L
(l) MARADMIN 323/16 of 22 Jun 16
(m) DoDM 5200.01, Vol. 3 Ch 2 "DoD Information Security
Program: Protection of Classified Information," February 24, 2012
(n) MCIEAST-MCB CAMLEJO 5510.2
(o) MCIEAST-MCB CAMLEJO 5530.2A
(p) MCIEAST-MCB CAMLEJO 3504.1
(q) MCIEAST-MCB CAMLEJO 5530.1
(r) Draft Installation Personnel Notification Plan LOI

Encl: (1) SOP for CDO and CDNCO
(2) CG MCIEAST-MCB CAMLEJ Policy Letter 05-19 of 11 Mar 19
(3) MCIEAST-MCB CAMLEJ Notification Criteria
(4) COMMCICOM Policy Letter 6-15 of 27 Jul 15
(5) CDO Checklist
(6) CDNCO Checklist
(7) Weapons Conditions for M9 Service Pistol and M4 Rifle
(8) Individuals Acknowledge of Specific Instructions for Armed
Security and Law Enforcement Personnel Regarding the Use of Force

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 1601.1D Ch 2.

3. Mission

a. This Order promulgates instructions and policies regarding the MCIEAST-MCB CAMLEJ SOP for CDO and CDNCO per references (a) through (r).

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b. Summary of Revision. This Order has been revised substantially and shall 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. MCIEAST subordinate commanders/commanding officers (CO), personnel, and MCIEAST-MCB CAMLEJ staff departments shall familiarize themselves with the contents of this Order.

(2) Concept of Operations. The CDO and CDNCO will be guided in the performance of their duties by the instructions contained in this Order and other special instructions as required.

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. Ensure the roster includes the date they completed the Use of Force MarineNet course and current weapons qualification date required for this post. This information must be verified and recorded in the Marine Corps Total Force System (MCTFS).

(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.

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

(e) Ensure CDO's and CDNCO's are qualified with their respective weapons M9/M4 and this has been recorded and verified in the MCTFS. Refer to chapter 1, paragraphs 3e and 3f for weapons qualification requirements.

(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 MCIEAST-MCB CAMLEJ 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 MCIEAST-MCB CAMLEJ Adjutant as changes occur and on the first day of each quarter.

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

(3) MCIEAST Commanders shall:

(a) Provide contact information for the Commander and principal staff to the MCIEAST-MCB CAMLEJ 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 enclosures (2) through (4) of this Order to the MCIEAST-MCB CAMLEJ CDO.

(4) MCIEAST-MCB CAMLEJ Adjutant 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, search and seizure instructions, other special instructions i.e., half-staff of flag, gun salutes, other events the CDO may be required to participate in the performance of their duties, 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.

(5) CO, Naval Medical Center Camp Lejeune. Contact the CDO immediately regarding:

(a) Any suspected or actual pandemic or event.

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

(6) MCIEAST-MCB CAMLEJ Command Chaplain shall: Provide the MCIEAST-MCB CAMLEJ Adjutant the quarterly Chaplain Watch-bill by the 20th of each month preceding the upcoming quarter. Duty Chaplain shall contact the CDO by the end of the normal workday, but NLT 1630 on workdays and 0800 on weekends/holiday liberty periods to confirm their duty and provide alternate contact information as required.

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(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. 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 special instructions to the MCIEAST-MCB CAMLEJ Adjutant on matters under their cognizance 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 as further prescribed in the enclosures.

c. If an oncoming CDO or CDNCO fails to show for duty at the time prescribed, immediately notify the MCIEAST-MCB CAMLEJ Adjutant and Adjutant Chief.

6. Command and Signal

a. Command. This Order is applicable to MCIEAST subordinate commands, staff MCIEAST-MCB CAMLEJ Staff Departments, and command duty personnel.

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


S. A. BALDWIN
Deputy Commander

DISTRIBUTION: A/B/C

Copy to: NCISFO Carolinas CAMLEJ



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

1. Situation. To transmit new page inserts to the basic Order.
2. Mission
 - a. To transmit new page inserts and issue a change transmittal to the basic Order.
 - b. Summary of Change. Removed page 1-1 to include MCIEAST-MCB CAMLEJ, Assistant Adjutant to the list of exemptions.
3. Execution. Remove page 1-1 of the basic Order and replace it with the corresponding page contained in the enclosure.
4. Administration and Logistics. File this change transmittal immediately behind the signature page of the basic Order.

N. E. DAVIS
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	20191119	20191120	Gricelda Edwards

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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 this Command Duty Watch.

2. Exemptions

- a. MCIEAST-MCB CAMLEJ Staff Judge Advocate (SJA) and Deputy SJA;
- b. Company Commanders;
- c. Officers assigned to EOD;
- d. MCIEAST-MCB CAMLEJ SSEC;
- e. MCIEAST-MCB CAMLEJ CG's Aide-de-Camp; and
- f. MCIEAST-MCB CAMLEJ, Assistant Adjutant

g. 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 can stand this duty will be made by the Chief of Staff (COS) or Deputy Commander (Dep Comdr).

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d. Lautenberg Amendment. Personnel unable to be in possession of the weapons 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. Weapons Qualification

(1) CDO's must be qualified with the M9 service pistol within the previous fiscal year unless exempt from qualification per paragraph 3f below.

(2) CDNCO's must be qualified with the M4 service rifle within the previous fiscal year unless they are PET qualified/exempt. PET exemptions are applicable to those personnel who have qualified expert with the service rifle two consecutive years and may be exempt from qualifying with the M4 for one year.

(3) Weapons qualification information must be recorded in the MCTFS.

(4) Every attempt will be made to attend the first available pistol/rifle range and have a current weapons qualification per reference (k).

f. Officers with 20 years of service have been deemed exempt from qualifying with the pistol by the Commandant of the Marine Corps are considered proficient with the M9 and will stand this duty.

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. Oncoming CDOs will be onboard no later than 0715.

b. 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 Staff Secretary (SSEC) or MCIEAST-MCB CAMLEJ Adjutant will post and relieve the CDO.

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

6. Tour. CDO and CDNCO are a 24-hour posts. Sleeping is allowed only during the hours of 2100 through 0500; however, the CDO shall coordinate a rotational sleep schedule ensuring one duty is awake at all times during this period.

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 per references (j) and (l). The seasonal uniform change will occur per reference (b) or as directed by the CG.

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8. Assignments/Replacements. Following the monthly publication of reference (a), personnel assigned as CDO/CDNCO 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 and Adjutant Chief via email.

9. Supernumeraries

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

b. The supernumerary will only be used in case of a legitimate emergency that occurs while in the performance of duty. If the supernumerary takes charge of the CDO/CDNCO post, the section the CDO/CDNCO belongs to must provide a replacement supernumerary. 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. The COS or Dep Comdr may approve exceptions to this policy and direct such action through the MCIEAST-MCB CAMLEJ Adjutant.

10. 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 has the option of submitting 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>. However, the CDO will make a log entry with this information.

c. 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).

11. 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.

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

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Chapter 2

CDO Responsibilities

1. Tours of Roads, Parking Areas, Shopping Centers, and Surrounding Areas Tour Inspections

a. The CDO will tour the installation for the purpose of security, safety, and inspection of 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 as set forth in the current edition of reference (c). A color-coded map of MCB CAMLEJ 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 to the CDO. The CDO will pass on the information to the area commander responsible.

c. Tour of Building 1. The CDO shall make frequent tours 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, when unoccupied. The CDNCO has specific responsibilities outlined in chapter 4 of this Order, and it is vital 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 enclosures (2) through (4) of this Order, and reference (d) will immediately be reported by the CDO to the COS via the MCIEAST-MCB CAMLEJ Adjutant or Adjutant Chief, and/or in accordance with those listed in enclosures (2) through (4) 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 and should be reviewed in its entirety.

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. COS may direct the CDO to notify the Communication Strategy and Operations (COMMSTRAT) Duty Spokesman i.e., Communication Strategic Officer 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 via cell (910) 391-4419.

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3. Military Funeral Honors (MFH). If the CDO receives a request for MFH from Headquarters, U.S. Marine Corps (HQMC) Casualty Branch, 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 at 451-3381, who is responsible for the conduct of MFH.

4. Naval 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 G-6 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. The CDO will contact the MCIEAST-MCB CAMLEJ Adjutant if the 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. The CDO will contact the COS for guidance as to which MCIEAST-MCB CAMLEJ Department needs to take action.

b. Releasing Unclassified Messages. The CDO will:

(1) Release only unclassified messages determined to be of an urgent nature and directed by the COS or this Order. The G-6 MITSC will accept unclassified messages directly from the MCIEAST-MCB CAMLEJ CDO for release, as necessary. If the CDO encounters problems releasing the message through the MITSC, they will call the MCIEAST-MCB CAMLEJ Adjutant and/or the Adjutant Chief for assistance.

(2) Indicate in the CDO 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-MCB CAMLEJ will be directed to report to the Joseph "Randy" Reichler Reception Center (JRRRC), Building 59/60. Officers reporting for TAD or other type of training with Marine Corps Combat Service Support Schools (MCCSSS), School of Infantry-East (SOI-E), Marine Corps Engineer School (MCES), or Field Medical Training Battalion-East (FMTBn-E) will be redirected to report to those organizations.

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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 be redirected to 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 Reservists 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) 451-3381/3382 will take cognizance over the MCIEAST-MCB CAMLEJ confinees and deserters. Other confinees 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 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 Chief of Staff and AC/S G-F, 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 Open Skies message or email, the CDO will confirm receipt on behalf of MCIEAST and MCB CAMLEJ. A copy of the confirmation email sent will include the MCIEAST-MCB CAMLEJ Adjutant and Adjutant Chief as an info addressee to ensure it reaches the appropriate personnel in the G-3/5. Also refer to desktop procedures and 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 commander's 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). In the event someone other than the CG is "Acting" in command of the installation, they may authorize a search, however follow the instructions provided below.

c. Should the Criminal Investigation Division (CID) or Naval Criminal Investigative Service (NCIS) request authority to search a common area aboard the installation 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. These numbers are located in the CDO desktop procedures.

d. Should CID, NCIS, or PMO request authority to temporarily debar an unaffiliated civilian resident from the installation, the CDO shall contact the SJA or Deputy SJA. 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 or Deputy SJA 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.

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f. The SJA/Deputy SJA will be provided all details concerning the search by the requestor. The SJA/Deputy SJA will make the administrative determination 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 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., Member of Congress, another general officer or equivalent, MCIEAST Commander, 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 other means after working hours. In these instances and depending on circumstances, will be the next senior officer in succession 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 under any circumstances.

16. Colors Execution. The CDO and H&S Bn OOD will ensure the Colors detail practices prior to colors and knows how to properly conduct colors. This may require the CDO and OOD to walk them through the process since the Colors detail is not the same personnel each time.

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 vocally, "colors." In the event of a sound machine malfunction, colors will be conducted without the audio, also referred to as "Silent Colors." Report any malfunctions to the MCIEAST-MCB CAMLEJ Adjutant or Adjutant Chief for further guidance (this is not an emergency work request, the G-6 is responsible for any equipment repairs or replacements). The CDO will make a log entry citing completion of colors, any issues encountered (if any), and the appearance and timeliness of the colors detail.

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b. Evening Colors. The CDO will observe evening colors. The CDO will sound the one minute warning, 30 second warning, and announce vocally, "colors." In the event of a sound machine malfunction, colors will be conducted without the audio as paragraph 16a above. The CDO will make a log entry citing completion of colors, any issues encountered (if any) 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.

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.

(2) The H&S Bn OOD shall direct the road guards in execution of their duties and ensure proper cone placement approximately one minute before colors. The safety of everyone concerned is a priority and is everyone's responsibility. Road guards will stand at parade rest, facing traffic, until colors play. During colors, road guards will do an about-face and salute the national ensign until the last note has sounded.

d. Flags

(1) The storm flag will be displayed during inclement weather or when inclement weather is imminent. Inclement weather is defined as 30 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, raising the pennant at 0800 and lowering at 1200.

(5) The Jewish pennant will be flown during Jewish holidays 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. Contact the G-6 MITSC if you are unable to access AHMS for a copy of the message or Presidential Proclamations maybe found at www.whitehouse.gov/presidential-actions/. The national ensign is first hoisted to the peak of the flag pole then lowered to the half-mast position. Before lowering, the national ensign again will be raised to the peak of the flag pole.

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(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 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 CDO e-mail account. If the report is not received by 0700, the CDO will call the Meteorology and Oceanography (METOC) Marine Corps Air Station (MCAS), Cherry Point Weather Service at Com1: (252) 466-2523; <https://weather.navy.mil/AviationWeb/ViewLocalForecast?stationId=27>. 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 Communications Battalion at (910) 450-8787.
- (e) CDO, U.S. Marine Corps Forces, Special Operations Command at (910) 440-0938.
- (f) Duty Officer, Naval Medical Center Camp Lejeune 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.

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

- (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 at the level of a force sergeant major or higher may stay in the Puller House, DGQ suites, or at VIP E-9 quarters 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 section 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 contact's 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. Do not 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 the caller is in distress, immediately notify PMO and provide as much detail as possible.

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. Unit/work phone numbers are releasable under the Privacy Act of 1974 as 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 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.

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Chapter 3

Command Duty Noncommissioned Officer (CDNCO)

1. Assignment. All sergeants and corporals assigned to H&S Bn may be assigned as the CDNCO. The CO, H&S Bn may exempt or add additional personnel as required, with the exception of those exemptions and restrictions listed below.

2. Exemptions. Marines assigned to the CG's Staff (Adjutant Section, SSEC Section, Protocol Section, Driver, and Enlisted Aide).

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

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

a. Briefing. On Thursday prior to the month of duty, all CDNCOs assigned will report to MCIEAST-MCB CAMLEJ Adjutant Section for a briefing.

b. Posting and Relief

(1) The oncoming CDNCO must report to the CDOs office prior to 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.

5. 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.

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6. 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, per references (j) and (l). The seasonal uniform change will occur per reference (b) or as directed by the CG.

7. Assignments/Replacements

a. Following the monthly publication of reference (a), personnel assigned to CDNCO, 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 via email or in writing.

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, but will 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. If a CDNCO is unable to stand duty, it is the responsibility of the Marines Section or Company to provide a replacement.

8. Messing. Meals will be taken within the confines of the Mainside area or the barracks. CDNCOs 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. Consideration will be taken regarding the requirements of the CDO and/or CDNCO when allotting time for chow.

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

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Chapter 4

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 security checklist (SF 702) posted on the hatches of the Rooms 009, 134, and 142. In accordance with reference (m), Room 123 and 134 must be checked and the security checklist (SF 702) must be initialed every 4 hours even if the office is occupied. Upon completion of each security check, the CDNCO will inform the CDO, who will make an appropriate logbook entry. Immediately, report anything suspicious or an unlocked unoccupied room to the CDO and the Command Security Manager during and after normal working hours.

b. Per reference (n), 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 and guard the container 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.

4. Locking Offices

a. It is the responsibility of the staff members 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. 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 and a logbook entry shall be made. The CDNCO will make routine rounds throughout the evening and check to ensure all hatches are secured, paying particular attention to the command deck area and those listed in paragraph 3a above.

5. Unlocking Offices. Only the office spaces listed in enclosure (5) 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 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 or Adjutant Chief 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 (verified through military or civilian ID card);
- (3) Reason for entry and destination; and
- (4) Time of departure.

b. Other than the CDNCO escorted cleaning crew and personnel assigned duties within the command deck area, no one shall be permitted to enter the offices of the CG, Dep Comdr, COS, or SgtMaj without proper authority. If you are unsure, immediately contact the CDO for a decision. If the CDO has any questions contact the MCIEAST-MCB CAMLEJ Adjutant or Adjutant Chief for assistance.

c. During normal working hours, only personnel granted access to the building are allowed to be unescorted. Personnel without CAC access authorization must be escorted to and by the section with whom they are visiting. The CDNCO is 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. Staff sections will not advise the CDNCO to just send them to their office space unescorted.

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 following, 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 offices are to be vacuumed prior to being relieved.

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

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d. The CDNCO will replace dirty/used linen with clean linen on both the CDO's and 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 will not be aware of their unit.

a. CDNCOs will seek assistance from the CDO to locate Marines through the global address listing, the alpha roster on the CDO's computer desktop, or Marine Online. CDNCOs may also locate Marines through the worldwide locator at (800) 268-3710.

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 Naval Medical Center Camp Lejeune 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, colors will be conducted without the audio (silent colors). If the wrong music is played during morning or evening colors, the CDNCO will immediately turn off the machine. The CDNCO will give the CDO the countdown warnings at both one minute and 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 (5) during their duty brief.

12. Calls for Duty Chaplain. When an incoming call is received for the duty chaplain, take all available information including name of the point of contact and 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. Other Duties. The CDNCO will perform other duties as assigned by the CDO and/or MCIEAST-MCB CAMLEJ Adjutant personnel.

14. Messing. The CDNCO will subsist only in the Mainside area. Chow times and length of absence will be directed by the CDO. An hour and half is not the norm for duty personnel.

15. Sleep. This is a rotating sleeping post. The CDO will dictate the sleep schedule between 2100 and 0500 of approximately 4 hours. Either the CDNCO or CDO will always be awake during this period.

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

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Chapter 5

Weapons Procedures

1. 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 (j) and (l).

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

(2) The M9, appropriate gear, and ammunition will be transferred in the log. The CDOs 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 (j) and (l).

(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 in their respective log 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) CDO will state that the CDNCO has assumed all duties and responsibilities as the CDNCO. The CDO will also state that the CDNCO has received the M4 service rifle, appropriate gear, and all 60 rounds of ammunition are accounted for. Sample log entry: Sgt/Cpl _____ has assumed all duties and responsibilities as the Command Duty Noncommissioned Officer (CDNCO), and received one (1) M4 service rifle, S/N W775417; one (1) tactical sling; one (1) RCO S/N - 456934; sixty (60) rounds of A059 (5.56mm) ammunition; two (2) thirty round magazines, and one (1) M4 magazine pouch.

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 weapons 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

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M4 at all times. 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."

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, or the CDNCO will maintain positive control and lock the office space while they are sleeping. However, it is the CDO's option to allow the CDNCO to sleep with the weapon or lock it in the 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. Use of Force. The CO of H&S Bn will ensure all Marines assigned as the CDO or the CDNCO completes MARINENET course, ILEUOF001A (Use of Force). Additionally, the CDO and CDNCO will read and complete enclosure (7) on a one-time basis which will be permanently filed and maintained in the appropriate binder in the CDO hut.

5. Weapons Changeover with Armory. The MCIEAST-MCB CAMLEJ 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. Ammunition will be periodically exchanged as required. The RO will also account for all serialized gear and ammunition. The RO will conduct a monthly inventory with H&S Bn.



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

3500
G-3/5

MAR 11 2019

COMMANDING GENERAL'S POLICY LETTER 05-19

From: Commanding General
To: Distribution

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS
REPORTING/NOTIFICATION

Ref: (a) MCO 3504.2A
(b) COMMCICOM Policy Letter 6-15 of 27 Jul 15
(c) COMMARFORNORTH AMHS 041847Z Dec 17

Encl: (1) MCIEAST-MCB CAMLEJ Commander's Critical Information
Requirements List

1. Purpose. To establish Commander's Critical Information Reporting (CCIR) policy for Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) and MCIEAST commands.

2. Cancellation. CG Policy Ltr 07-17.

3. Information. In accordance with the references, MCIEAST-MCB CAMLEJ and MCIEAST subordinate commands must inform higher headquarters when specified events occur. In some cases the Operations Event/Incident Report (OPREP-3) reporting process will be initiated and a message will be required per reference (a). This policy letter formally establishes the CCIR's for the Commanding General (CG), MCIEAST-MCB CAMLEJ.

4. Action

a. All MCIEAST-MCB CAMLEJ installations and subordinate commands will ensure familiarity with this policy letter and the references.

b. All Command Duty Officers, Officers of the Day, and Squadron Duty Officers will review these CCIR's and be prepared to take appropriate actions if a CCIR event occurs.

c. All commands will ensure appropriate procedures are in place to report any CCIR event.

5. Point of contact is the MCIEAST-MCB CAMLEJ Director of Operations and Plans at (910) 451-2742 or DSN: 751-2742.

BENJAMIN T. WATSON

DISTRIBUTION: A/B

Enclosure (2)

MCIEAST-MCB CAMLEJ Commander's Critical Information Requirements List

CCIR is information that must be brought to the CG's attention immediately. (Information that you would wake the CG to tell him.)

Commanders can report any CCIR directly to the CG. The Chief of Staff will also be notified to verify the CCIR and direct further action. (Call the CG if not already notified, notify the Deputy Commander, recall staff members, and execute OPREP-3 reporting procedures). Commanders should ensure their operations departments contact the MCIEAST-MCB CAMLEJ G-3/5 to ensure awareness on any CCIR reported by a command.

CCIRs are categorized below as: Priority Intelligence Requirements, Friendly Force Information Requirements, and Essential Elements of Friendly Information. These CCIRs are common to MCIEAST-MCB CAMLEJ and Marine Corps Installations Command (MCICOM).

Per reference (b), there are time constraints associated with reporting to MCICOM. These constraints are noted in parenthesis following each CCIR (Immediately/12 Hours/24 Hours). Reference (c) specifically requires reporting for Unmanned Aircraft Systems (UAS) incursions.

PRIORITY INTELLIGENCE REQUIREMENTS (PIR)

PIR-1: HOSTILE ACT OR PHYSICAL THREAT ON ANY MCIEAST INSTALLATION (Immediately)

Examples: Report any attack, surveillance, assassination, physical infiltration, UAS incursion, and significant political/criminal subversion.

PIR-2: HOSTILE INFORMATION THREAT (Immediately)

Examples: Report suspicious/hostile computer network activity that isolates MCIEAST installations or tenants, impedes mission performance, or affects/places installation systems or classified data at risk.

PIR-3: ENVIRONMENTAL THREAT (Immediately)

Examples: Report environmental conditions such as destructive weather or pandemics that will have a significant and degrading impact upon installations and tenant commands activities within the next 72 hours.

FRIENDLY FORCE INFORMATION REQUIREMENTS (FFIR)

FFIR-1: FATALITY/SERIOUS INJURY/HOSPITALIZATION OF PERSONNEL ASSIGNED TO MCIEAST INSTALLATIONS OR KEY INSTALLATION PERSONNEL (Immediately)

Enclosure (1)

Enclosure (2)

Examples: Report the injury or death of MCIEAST active duty Marine, Reserve TAD, or Civilian personnel, to include the Commanding Officer or Executive Officer, Principal Staff, or Commander of a tenant organization (Mission Impact and/or Media Interest).

FFIR-2: OPERATIONAL SUPPORT AIRCRAFT (OSA) RED STRIPE, OSA AVIATION MISHAP OR AN OPERATIONAL FORCES AVIATION MISHAP WHICH OCCURS ABOARD AN MCIEAST INSTALLATION (Immediately)

Examples: Any Class A, B, or C Mishap of an OSA or any Red Stripe message affecting OSA. An operational forces mishap which occurs at an air station or while conducting training at a MCIEAST installation, facility, or range.

FFIR-3: MILITARY SUPPORT TO CIVIL AUTHORITIES (12 Hours)

Examples: Report requests for Defense Support to Civil Authorities (DSCA), any actions taken under Immediate Response Authority by an installation, or any mutual aid support where Marine Corps emergency service assets are not available for more than two hours for response aboard the installation.

FFIR-4: CHANGE IN SECURITY/READINESS/PROTECTIVE POSTURE (Immediately)

Examples: Report changes in Installation Force Protection Condition, Tropical Cyclone Condition, Information Control Condition, in the Local/Regional/National Homeland Security Alert Levels or receipt of a BLUE DART message.

FFIR-5: INSTALLATION READINESS DEGRADATION (24 Hours)

Example: Report any changes in readiness status or when the Commander's overall mission assessment or any command task is degraded in assessment to "NO" (Not Mission Capable) within Defense Readiness Reporting System (This will be a staff action during regular working hours).

FFIR-6: HIGH INTEREST REPORTS/SIGNIFICANT MEDIA INTEREST (Immediately)

Examples: Report any OPREP-3 level events, mishaps, incidents, or allegations of criminal activity with significant impact on security, safety, sustainability, damage to property, or great potential for public/media interest.

FFIR-7: OFF BASE INFLUENCE (Immediately)

Examples: Report any threat, activity, or event, (terrorist attack, natural disaster, widespread power outage, evacuations, delays, etc.) from the immediate community or an adjacent military installation that will have a direct impact on any MCIEAST installation's mission, critical infrastructure, or manpower.

ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI)

EEFI-1: CRITICAL INFRASTRUCTURE (Immediately)

Examples: Report degradations or risks to capabilities, C2 nodes/networks, (SPOD/ports, APOD/airports, railroads, road networks, or bridges), that provide critical deployment, sustainment or re-deployment support to the operating forces.

EEFI-2: COMMUNICATIONS SYSTEMS (24 Hours)

Examples: Report OPSEC violations, exploitation of or attacks against the design, configuration, and access policies and procedures for voice and digital communications systems.

EEFI-3: DEGRADATION OR DISRUPTION TO C4I SYSTEMS (Immediately)

Examples: Loss of, or major degradation requiring a COOP, for C4I systems.

EEFI-4: LOGISTICS INFORMATION (24 Hours)

Examples: Report exploitation of, any risks to, or attacks against the schedule, quantities, types of supplies, or customer information for logistics functions.

EEFI-5: FORCE DEPLOYMENT PLANNING AND EXECUTION (24 Hours)

Examples: Report exploitation of, or attacks against, the detailed training and deployment schedules for installation commands or tenant and visiting units that are training in preparation to deploy.

EEFI-6: MCIEAST OFFICER/SNCO MISCONDUCT (24 Hours)

EEFI-7: DEATH OF MCIEAST DEPENDENT OF ACTIVE DUTY PERSONNEL (24 Hours)

EEFI-8: OTHER SERIOUS EVENTS ON INSTALLATION WITH POSSIBILITY OF FUTURE LITIGATION AGAINST THE GOVERNMENT (24 Hours)

Examples: Report a serious event on any MCIEAST Installation that has negative mission impact and/or media interest, such as Laurel Bay Underground storage tanks, Camp Lejeune Water, or other high profile issues.

MCIEAST-MCB CAMLEJ CCIR Notification Criteria

CCIR	REPORT	NOTIFY
1. PIR-1: HOSTILE ACT OR PHYSICAL THREAT ON ANY MCIEAST INSTALLATION Examples: Report any attack, surveillance, assassination, physical infiltration, UAS incursion, and significant political/criminal subversion.	Immediately	COS, G-3/5
2. PIR-2: HOSTILE INFORMATION THREAT Examples: Report suspicious/hostile computer network activity that isolates MCIEAST installations or tenants, impedes mission performance, or affects/places installation systems or classified data at risk.	Immediately	COS, G-6
3. PIR-3: ENVIRONMENTAL THREAT Examples: Report environmental conditions such as destructive weather or pandemics that will have a significant and degrading impact upon installations and tenant commands activities within the next 72 hours.	Immediately	COS, G-F
4. FFIR-1: FATALITY/SERIOUS INJURY/HOSPITALIZATION OF PERSONNEL ASSIGNED TO MCIEAST INSTALLATIONS OR KEY INSTALLATION PERSONNEL Examples: Report the injury or death of MCIEAST active duty Marine, Reserve TAD, or Civilian personnel, to include the Commanding Officer or Executive Officer, Principal Staff, or Commander of a tenant organization (Mission Impact and/or Media Interest).	Immediately	COS
5. FFIR-2: OPERATIONAL SUPPORT AIRCRAFT (OSA) RED STRIPE, OSA AVIATION MISHAP OR AN OPERATIONAL FORCES AVIATION MISHAP WHICH OCCURS ABOARD AN MCIEAST INSTALLATION Examples: Any Class A, B, or C Mishap of an OSA or any Red Stripe message affecting OSA. An operational forces mishap which occurs at an air station or while conducting training at a MCIEAST installation, facility, or range.	Immediately	COS, G-3/5
6. FFIR-3: MILITARY SUPPORT TO CIVIL AUTHORITIES Examples: Report requests for Defense Support to Civil Authorities (DSCA), any actions taken under Immediate Response Authority by an installation, or any mutual aid support where Marine Corps emergency service assets are not available for more than two hours for response aboard the installation.	12 Hours	COS, G-3/5
7. FFIR-4: CHANGE IN SECURITY/READINESS/PROTECTIVE POSTURE Examples: Report changes in Installation Force Protection Condition, Tropical Cyclone Condition, Information Control Condition, in the Local/Regional/National Homeland Security Alert Levels or receipt of a BLUE DART message.	Immediately	COS, G-3/5
8. FFIR-5: INSTALLATION READINESS DEGRADATION Example: Report any changes in readiness status or when the Commander's overall mission assessment or any command task is degraded in assessment to "NO" (Not Mission Capable) within Defense Readiness Reporting System (This will be a staff action during regular working hours).	24 Hours	COS, G-3/5
9. FFIR-6: HIGH INTEREST REPORTS/SIGNIFICANT MEDIA INTEREST Examples: Report any OPREP-3 level events, mishaps, incidents, or allegations of criminal activity with significant impact on security, safety, sustainability, damage to property, or great potential for public/media interest.	Immediately	COS, G-3/5, COMMSTRAT
10. FFIR-7: OFF BASE INFLUENCE Examples: Report any threat, activity, or event, (terrorist attack, natural disaster, widespread power outage, evacuations, delays, etc.) from the immediate community or an adjacent military installation that will have a direct impact on any MCIEAST installation's mission, critical infrastructure, or manpower.	Immediately	COS, G-3/5
11. EEFI-1: CRITICAL INFRASTRUCTURE Examples: Report degradations or risks to capabilities, (SPOD/ports, APOD/airports, railroads, road networks, or bridges), that provide critical deployment, sustainment or re-deployment support to the operating forces.	24 Hours	COS, G-F
12. EEFI-2: COMMUNICATIONS SYSTEMS Examples: Report OPSEC violations, exploitation of or attacks against the design, configuration, and access policies and procedures for voice and digital communications systems.	24 Hours	COS, G-6
13. EEFI-3: DEGRADATION OR DISRUPTION TO C4I SYSTEMS Examples: Loss of, or major degradation requiring a COOP for C4I systems.	Immediately	COS, G-6
14. EEFI-4: LOGISTICS INFORMATION Examples: Report exploitation of, any risks to, or attacks against the schedule, quantities, types of supplies, or customer information for logistics functions.	24 Hours	COS, G-4
15. EEFI-5: FORCE DEPLOYMENT PLANNING AND EXECUTION Examples: Report exploitation of, or attacks against, the detailed training and deployment schedules for installation commands or tenant and visiting units that are training in preparation to deploy.	24 Hours	COS, G-3/5
16. EEFI-6: OFFICER/SNCO MISCONDUCT	24 Hours	COS
17. EEFI-7: DEATH OF MCIEAST DEPENDENT	24 Hours	COS
18. EEFI-8: DEATH OR SERIOUS INJURY ON INSTALLATION POSSIBILITY OF FUTURE LITIGATION Examples: Report the injury or death of any contractor personnel of MCIEAST or any tenant organization (Mission Impact and/or media Interest).	24 Hours	COS
-IMMEDIATELY: Initiate phone calls regardless of time of day. -CALL PRECEDENCE: 1) COS 2) COS not available, Call G-3/5 3) G-3/5 not available, Call DepCmdr 4) DepCmdr not available, call CG -12 Hours: Ensure electronic notification is immediate with log entry and follow up with COS at duty turnover the following morning. -24 hours: Ensure log entry is made and follow up with COS at duty turnover the following morning.		



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

3000

G-3

JUL 27 2015

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 6-15

From: Commander, Marine Corps Installations Command (MCICOM)
To: Distribution List

Subj: REPORTING REQUIREMENTS

Ref: (a) MCO 5400.54 Marine Corps Installations Command Roles and Responsibilities 19 Apr 13
(b) MCO 3504.2 Operations Event/Incident Report (OPREP-3) 8 Jun 07
(c) USNORTHCOM Instruction 10-222 17 Feb 10
(d) MARFORNORTH OPORD 1-13 021300S Jan 13
(e) Navy-Marine Corps Blue Dart Terrorism Threat Warning Message 041735Z Oct 00
(f) USNORTHCOM Force Protection Directive 11-100 (Information Reporting Requirements) 102100Z Apr 11
(g) MARFORNORTH FRAGO 002 to MARFORNORTH OPORD 08-01; Threat Information Reporting Requirements
(h) MARADMIN 246/12 USMC Common Operating Picture Registration, Training, and Use Policy 011427Z May 12

Encl: (1) OPREP-3 SIR Reportable Events or Incidents
(2) COMMCICOM Commander's Critical Information Requirements (CCIRs)
(3) MARFORNORTH CCIRs
(4) Phone/Contact Roster & AMHS Addresses

1. Situation. Reference (a) names Marine Corps Installations Command (MCICOM) as the single authority for all Marine Corps installations matters. Per references (b) through (h), this policy letter provides guidance for execution of Commander, Marine Corps Installations Command (COMMCICOM) reporting requirements in order to support Headquarters Marine Corps Operations Center (MCOC), COMMCICOM, and Commander, Marine Forces North (COMMARFORNORTH) policies and requirements for reporting. It is applicable to all Marine Corps Installations Command (MCICOM) Subordinate Commands.

ENCLOSURE (4)

Subj: REPORTING REQUIREMENTS

2. Mission. To standardize reporting procedures, requirements and products for MCICOM Headquarters and MCICOM Subordinate Commands and ensure the Commandant of the Marine Corps (CMC), COMMCICOM, and COMMARFORNORTH reporting requirements are met.

3. Execution

a. Commander's Intent. To provide MCICOM Headquarters and MCICOM Subordinate Commands with the information and tools required to submit Operations Event/Incident Reports (OPREP-3) Serious Incident Reports (SIR), MCICOM Commander's Critical Information Requirements (CCIRs), MCICOM Non-Standard Reporting Requirements (NSRRs), BLUE DARTS, and Threat Reports to the MCOC, COMMCICOM, and COMMARFORNORTH for events listed in enclosures (1) through (3).

b. Concept of Operations. Through the use of all available reporting tools and mechanisms, MCICOM Subordinate Commands are required to keep COMMCICOM aware of all reportable events outlined in this letter.

(1) OPREP-3 SIR. This report provides the CMC information on any significant event referenced in enclosure (1).

(a) Per reference (b), MCICOM Subordinate Commands will provide a voice report to the MCOC within 15 minutes of becoming aware of any event or incident, reportable in enclosure (1).

(b) Immediately following the voice report to the MCOC, MCICOM Subordinate Commands will ensure a second voice report is made to the MCICOM Watch.

(c) Follow-up with the OPREP-3 SIR message within one hour to both the MCOC and MCICOM chain of command.

(2) MCICOM CCIRs. Region commanders will personally notify Commander, Marine Corps Installation Command of the following via phone call or email in the Who, What, When, Where, Why format.

(a) Death or serious injury of personnel assigned to or attached to MCICOM.

(b) Any Class A, B, C Mishap of an Operational Support Aircraft.

Subj: REPORTING REQUIREMENTS

- (c) Any significant media event which would cause embarrassment (actual/potential) to the Marine Corps.
- (d) Any incident or event that requires notification to HQMC, per MCO 3504.2 Operations Event/Incident Report (OPREP-3).
- (e) Any act or threat of terrorism against United States (US) interests that changes Force Protection Conditions (FPCONS) aboard an installation.
- (f) Penetration or intrusion of any installation by unauthorized personnel with overt or suspected hostile intent.

(3) MCICOM NSRRs. Any event of significance that allows for early/advanced reporting or may build in significance overtime. Examples would include destructive weather, fires, power outages, or demonstrations. When such events are likely or imminent, MCICOM Subordinate Commands requirements are as follows:

(a) When made aware of an event, a brief narrative of planning and/or preparations is due to the MCICOM Watch via email. Example: Any anticipated or executed evacuation of personnel or air assets.

(b) Provide an update report via email to the MCICOM Watch twice daily from initiation of the NSRR.

(c) If email is not available, voice reports to the MCICOM Watch will suffice.

(d) If damage to installation infrastructure occurs, provide damage assessment no later than 24 hours after the event and continue to refine the report as appropriate.

(4) MARFORNORTH CCIRs. MARFORNORTH has Tactical Control (TACON) for Force Protection (FP) for all Marine personnel, installations, infrastructure and facilities in the U.S. Northern Command (USNORTHCOM) area of responsibility (AOR) per reference (c). Also, with thirteen MCICOM installations residing in the USNORTHCOM AOR, MARFORNORTH has its own information requirements. Enclosure (3) lists COMMARFORNORTH CCIRs. Listed below are instructions for reporting per reference (c):

Subj: REPORTING REQUIREMENTS

(a) Reporting will follow the OPREP-3 format IAW reference (b).

(b) FP related CCIRs will be entered into the C4I Suite referenced in paragraph 4.a. (1).

(5) BLUE DART. This imminent terrorism threat warning system enables Commanders to take action necessary to protect the installation and tenant organization personnel and assets from terrorist attack. BLUE DART messages must meet the following threat definitions: specific, defined as a particular location or organization identified; imminent, defined as an event to occur within 72 hours; and credible, defined as corroborated information or information received from a source of assessed reliability. For an installation/unit receiving a BLUE DART message, the requirements are as follows:

(a) Send Automated Message Handling System (AMHS) message to the MCOC, MCICOM, and MARFORNORTH with the following information per reference (e):

1. Code words "BLUE DART" in the subject line.
2. Acknowledge and specify any modifications or defensive actions taken in response to the BLUE DART notification.

(b) In addition to the AMHS message, all after hour BLUE DART messages require a voice report to the MCICOM Watch. The voice report will consist of the following:

1. Specify which Installation.
2. AMHS message subject and date-time-group (DTG).
3. POC at the Installation.

(6) Threat Reports. Per reference (f), MARFORNORTH is directed by USNORTHCOM to ensure threat information derived from law enforcement (LE) or other sources is disseminated to USMC commands in Continental United States (CONUS). Besides Force Protection Condition (FPCON) changes, information can also include travel warnings, general threat, or foreign terrorism information. Reporting requirements are as follows:

Subj: REPORTING REQUIREMENTS

(a) Threat reports received at an installation will be handled in accordance with COMMCICOM CCIR #4. Additionally, MCICOM Subordinate Commands will report imminent threat reports through the appropriate OPREP-3 chain of command. Once these reporting requirements are met and if the report is unclassified then it will be posted to the C4I Suite.

(b) All Threat Reports from MARFORNORTH will be sent via C4I Suite and AMHS message. MCICOM will re-address and forward MARFORNORTH Threat reports via AMHS message to MCICOM Subordinate Commands. Receipt confirmation from MCICOM Subordinate Commands is required and will be sent via email to the MCICOM Watch.

4. Administration and Logistics

a. Reporting Tools. MCICOM Subordinate Commands will use all available tools to report incidents, make notifications, and provide situational awareness to COMMCICOM. Reporting tools include, but are not limited to the following: Voice Report, AMHS message traffic, and email.

(1) C4I Suite. C4I Suite is the system used to disseminate possible threats to higher, adjacent, and subordinate units in order to provide situational awareness. C4I Suite does not replace any tactical level systems currently in use, nor does it relieve MCICOM Subordinate Commands and Supporting/Supported Installations from meeting standard reporting requirements within the prescribed timelines.

(a) IAW reference (h), Commanders will ensure that C4I Suite accounts are established and monitored 24/7.

(b) Reference (g) lists business rules for the use of the C4I Suite.

b. MCICOM Subordinate Commands submitting reports as defined in this policy shall retain all reports.

c. Enclosure (4) provides phone/contact and AMHS address information. Ensure an email notification is always sent in addition to any AMHS message.

5. Command and Signal

a. Command. This policy is applicable for all MCICOM Subordinate Commands. For the purposes of this policy letter,

Subj: REPORTING REQUIREMENTS

COMMCICOM is the higher headquarters for Marine Barracks Washington.

b. Signal. This policy is effective the date signed and will remain in effect until superseded or cancelled.


C. L. HUDSON

DISTRIBUTION: C

8 JUN 2007

OPREP-3 SIR REPORTABLE EVENTS OR INCIDENTS

1. Event or incident of a military or political nature, foreign or domestic, that involves Marine Corps personnel, units or installations that may result in a local or national official reaction, United States Congressional interest or media attention.
2. On-duty event or incident resulting in death or disability of Marine Corps personnel or civilians, or resulting in \$200,000 or more in total property damage. Commands should not delay reporting pending an official determination of disability or cost; if the incident has the potential to cross the threshold a report is required.
3. Event or incident associated with a Marine Corps operation or training exercise that results in death, or injury that results in lost time or reportable property damage.
4. Class A, B or C Aircraft Mishap. Commands must not delay reporting pending an official determination of the mishap class. If there is a potential for a "Class C" or greater mishap, OPREP-3 procedures must be initiated. In no case shall the command delay reporting pending notification of any intermediate headquarters.
5. Serious criminal event or incident that may result in foreign or domestic criminal jurisdiction over Marine Corps personnel and/or their dependent(s).
6. Event or incident of large scale civil disorder involving Marine Corps personnel, units or installations. Natural or destructive weather event or incident that threatens life, property, or severely delays or cancels an operation or training exercise.
7. Loss or compromise of classified information that may compromise operational plans. Event or incident of actual or suspected covert action against any Marine Corps unit or installation.
8. The actual or presumptive diagnosis of any disease of potential epidemic significance or that may require quarantine.

Enclosure (1)

ENCLOSURE (4)

9. The diagnosis of any disease or the extensive outbreak of any condition among Marine Corps personnel that may potentially degrade the operational readiness of a unit or installation.
10. Hazing event or incident that results in death, injury requiring hospitalization or significant property damage.
11. Racially or ethnically motivated discriminatory event or incident that results in death, injury requiring hospitalization or significant property damage, or adversely affects the equal opportunity climate of a unit or installation.
12. Things Falling Off Aircraft (TFOA).
13. Any other event or incident of significant Marine Corps interest not previously reported.

Enclosure (1)

COMMANDER MCICOM CCIRs

REGIONAL COMMANDERS WILL PERSONALLY NOTIFY COMMANDER, MARINE CORPS INSTALLATIONS COMMAND OF THE FOLLOWING IMMEDIATELY:

1. Death or serious injury of personnel assigned to or attached to MCICOM.
2. Any Class A, B, C Mishap of an Operational Support Aircraft (OSA) or any Red Stripe message affecting OSA.
3. Any significant media event which would cause embarrassment (actual/potential) to the Marine Corps.
4. Any incident of event that requires notification to HQMC, per MCO 3504.2 Operations Event/Incident Report (OPREP-3).
5. Any act or threat of terrorism against United States (US) interests that changes Force Protection Conditions (FPCONS) aboard an installation.
6. Penetration or intrusion of any installation by unauthorized personnel with overt or suspected hostile intent.

Preferred method for reporting is via phone call or email in the Who, What, When, Where, Why format.

NOTIFY COMMANDER WITHIN 12 HOURS:

1. Any actions taken under the Immediate Response Authority by an Installation Commander.
2. Any mutual aid or automatic aid responses where Marine Corps emergency service assets are deployed and are not available for emergency responses on the installation for more than two hours.

NOTIFY COMMANDER WITHIN 24 HOURS:

1. Any change in the readiness status and capability of installations to perform Mission Essential Functions.

Enclosure (2)

ENCLOSURE (4)

2. Disruption of Aerial Port Of Debarkation/Sea Port of Debarkation (APOD/SPOD) operations which affect sustainment, deployment or redeployment of Operating Forces.

3. Any operational security (OPSEC) violation revealing installation information.

MARINE FORCES NORTH CCIRs

(U) CCIR 1. Any act of terrorism or significant and reliable indications of impending acts of terrorism against the US, its territories, or within the NORTHCOM AOR.

(U) CCIR 2. Significant and reliable indications of a strategic attack against the US, its territories, or within the NORTHCOM AOR.

(U) CCIR 3. Any significant chemical, biological, radiological, nuclear, or high yield explosive (CBRNE) incident, attack, or significant and reliable indications of an impending CBRNE attack in the NORTHCOM AOR.

(U) CCIR 4. Any predicted or actual natural or manmade disaster or incident which will likely:

(1) Significantly disrupt MFN's ability to successfully execute its mission

(2) Require significant commitment of forces by NORTHCOM; and/or

(3) Seriously degrade USMC ability to support USNORTHCOM operations.

(U) CCIR 5. Significant increase to national alert/security status postures that may necessitate NORTHCOM/MARFORNORTH actions including:

(1) Homeland Security Advisory System level

(2) DoD FPCON level (For USNORTHCOM or NCR)

(3) DIA CONUS Threat level

(4) ONE level

(5) NCR IADS posture

(6) Q/RRF RPL

(7) MAP

(8) USCG MSL

Enclosure (3)

ENCLOSURE (4)

(9) DoD INFOCON

(10) MFR Hurricane Condition

(11) FEMA PRCC Stand Up

(U) CCIR 6. Death or serious injury of:

(1) Personnel assigned or attached to MFN

(2) Key military or political leaders in the NORTHCOM AOR to include NORTHCOM and/or component command staffs.

(U) CCIR 7. Significant domestic media coverage of NORTHCOM or MARFORNORTH.

(U) CCIR 8. Loss or serious disruption of essential communications with USNORTHCOM.

(U) CCIR 9. Any warning, alert, execution or deployment order for MFN or Marine Forces ISO USNORTHCOM not already being tracked by MFN staff. .

(U) CCIR 10. SIR reporting IAW MCO 3504.2

Enclosure (3)

PHONE / CONTACT ROSTER

MCICOM Watch

Commercial: 571-256-8194
DSN: 260-8194
Blackberry: 910-391-4419
NIPR Email: mcicom.watch@usmc.mil

HQ Marine Corps Operations Center (MCOC)

Commercial: 703-695-5454
DSN: 312-225-5454
STE: 703-693-4450
Red Switch: 228-2538
NIPR Email: hqmc.mcc2@usmc.mil
SIPR Email: hqmcwol@hqmc.usmc.smil.mil

AMHS Addresses

OPREP-3 SIR

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)
COMMCICOM (PLAD: COMMCICOM)
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
MARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

MCICOM CCIRs

COMMCICOM (PLAD: COMMCICOM)
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
MARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

COMMARFORNORTH CCIRs

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)
COMMCICOM (PLAD: COMMCICOM)
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

BLUE DART

HQMC PP&O (PLAD: CMC WASHINGTON DC PPO)
COMMCICOM (PLAD: COMMCICOM)
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

Enclosure (4)

ENCLOSURE (4)

Threat Reports (also entered into C4I)
MCICOM Watch (PLAD: COMMCICOM G-3-5-7)
COMMARFORNORTH (PLAD: COMMARFORNORTH G3-G5-G7)

Enclosure (4)

ENCLOSURE (4)

CDO Checklist

CDO 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 CAMLEJBul 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!**

CDNCO CHECKLIST

Print Name: _____

Date: _____

(INITIAL)

0745 - REPORT FOR DUTY

0755-0800 - OBSERVE "MORNING COLORS"

0815 - POST BY CDO

CONDUCT "EVENING COLORS" AT THE PRESCRIBED TIME IN BULLETIN.

0800 TO 1700 - **WEEKENDS AND HOLIDAYS:** CHECK HEAT INDEX FLAG EACH HOUR

0800 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

1200 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

1600 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

1600 & 1700 - **MONDAY THRU FRIDAY ONLY:** CHECK HEAT INDEX FLAG

1630 - CONTACT YOUR REPLACEMENT FOR THE FOLLOWING DAY

1800 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 009 _____

1800 - TAKE HEAT INDEX FLAG DOWN

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

2000 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

0000 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

0400 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 123 _____ 134 _____ 142 _____

0545 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES, AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 0900 _____

0545 - **MONDAY THRU FRIDAY MORNING ONLY:** UNLOCK THE FOLLOWING INTERIOR HATCHES, AND TURN ON PASSAGEWAY LIGHTS ONLY NOT THE OFFICE SPACES AND CLEAN FRONT AREA OF THE BUILDING:

* UNLOCK THESE HATCHES ONLY:

* FIRST DECK:

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#251 _____ RM#252 _____ RM#254 _____

RM#261 _____ RM#262 _____

ENCLOSURE (6)

0700- RECEIVE WEATHER FORECAST FROM CDO; FILL OUT FLAG OF THE DAY CHECKLIST _____

THE FLAG OF THE DAY IS: _____

CONTACT ALL COMMANDS LISTED BELOW. BELOW RECORD THE PLAIN LANGUAGE WEATHER FORECAST FOR THE DAY.

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.

UNITS TO CONTACT	PHONE NUMBERS	TIME	POC (RANK & NAME)
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	440-7275	_____	_____
MCCSSS	450-1045	_____	_____
NAVAL MEDICAL CENTER	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 _____

After Hours Access Control Log

[illegible]

* CDNCO VERIFIES THAT ALL VISITORS HAVE AUTHORIZATION TO ENTER THE BUILDING VIA THE BUILDING ACCESS ROSTER. VISITOR MUST PRESENT A VALID CAC CARD FOR VERIFICATION.

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

ENCLOSUR

CDNCO DUTY & 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 located on first floor (Room 134) and Basement (Room 009). 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 2100.

☐ 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 1601.1E (SOP FOR CDO & CDNCO PERSONNEL).

CDNCO SIGNATURE: _____

ENCLOSURE (

APR 04 2019

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.

APR 04 2019

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.

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.).

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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.

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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.
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.

Date

Rank/Printed Name/Signature