



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MCIEAST-MCB CAMLEJO 1601.1F
SSEC

12 JAN 2026

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

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) MCIEAST-MCB CAMLEJO 11100.5C
(c) MCO 3504.2A
(d) MCIEAST-MCB CAMLEJO 3040.1E
(e) MCIEAST-MCB CAMLEJO 5810.3B
(f) Title 4, USC, Chapter 1
(g) MCIEAST-MCB CAMLEJBul 10520
(h) MCO 5500.6H Ch 1
(i) MCO 3574.2M
(j) MARADMIN 323/16 of 22 Jun 16
(k) DoDM 5200.01, Vol. 3 Ch 3 "DoD Information Security
Program: Protection of Classified Information," February 24, 2012
(l) MCIEAST-MCB CAMLEJO 5510.2A
(m) MCIEAST-MCB CAMLEJO 5530.2C
(n) MCIEAST-MCB CAMLEJO 3504.1A
(o) MCIEAST-MCB CAMLEJO 5530.1A
(p) Draft Installation Personnel Notification Plan LOI

Encl: (1) SOP for CDO and CDNCO
(2) MCIEAST-MCB CAMLEJ CCIR Notification Criteria
(3) CDO Checklist
(4) CDNCO Checklist
(5) After Hours Access Control Log
(6) Weapons Conditions for M18 Service Pistol and M4 Rifle

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 1601.1E.

3. Mission

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

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.

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

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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 must be forwarded through the H&S Bn Adjutant. CDO watch changes must be approved by the Chief of Staff (COS).

(d) Provide color detail for morning and evening colors to include flag detail and Provost Marshal Office (PMO) vehicles.

(e) Ensure CDO's and CDNCO's are qualified with their respective weapons M18/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 G-1 Executive Assistant. 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 G-1 Executive Assistant 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 G-1 Executive Assistant as changes occur and on the first day of each quarter.

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

(3) MCIEAST Commanders shall:

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(a) Provide contact information for the Commander and principal staff to the MCIEAST-MCB CAMLEJ Staff Secretary (SSEC) in the same format listed in paragraph 4b(2)(a) above. Updated contact rosters will be provided to the SSEC 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 SSEC shall. 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.

(d) 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) MCIEAST-MCB CAMLEJ Adjutant shall:

(a) Publish a monthly bulletin duty watch list (reference (a)) by the 15th of each month and post on the MCIEAST-MCB CAMLEJ website: https://usmc.sharepoint-mil.us/sites/MCIEAST_G1_Adjutant/dutyroster

(6) 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.

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

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

(9) NCIS. Provide the MCIEAST-MCB CAMLEJ SSEC with the monthly NCIS duty roster by the 20th each month for the upcoming month.

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5. Administration and Logistics

a. Commanders and staff shall provide special instructions to the MCIEAST-MCB CAMLEJ SSEC 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 SSEC.

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.


G. B. PACE
Deputy Commander

DISTRIBUTION: A/B/C

Copy to: NCISFO Carolinas CAMLEJ

RECORD OF CHANGES

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Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

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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 CG's Aide-de-Camp; and

e. The CO, H&S Bn may exempt additional personnel as required. 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 COS or Deputy Commander (Dep Comdr).

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

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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 M18 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 (i).

f. Officers with 20 years of service have been deemed exempt from qualifying with the pistol by the Commandant of the Marine Corps. They are considered proficient with the M18 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 140 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 SSEC 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 24-hour posts. Sleeping is allowed only during the hours of 2100 through 0500; the bunks provided in room 140 will be utilized for sleeping while on post. 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. Per references (h) and (j) the CDO will wear the command directed uniform of the day, covered, with brassard, armed with an M18 service pistol, carried in Condition 1. Per references (h) the Chief of Staff may provide additional guidance on weapons, based on the local operational environment.

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

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notify the MCIEAST-MCB CAMLEJ Adjutant and Adjutant Chief via email. All changes for the CDO must be approved by the COS.

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 whether it be on or off base).

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 "GOV." The keys are 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 Responsibilities1. 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 (b). 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., rooms 107 and 170). 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 (1) through (3) of this Order, and reference (c) will immediately be reported by the CDO to the COS, 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 (c) and (d). Reference (d) 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. The COS may direct the CDO to notify the Communication Strategy and Operations (COMMSTRAT) Duty Spokesman i.e., Engagements Officer at (910) 389-8668. In some cases, the CDO will be directed to contact the MCOC at (703) 695-5454 and/or MCICOM watch officer at (703) 693-7177.

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

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home to contact HQMC Casualty Branch for assistance at (866) 826-3628 and provide the information to the OOD H&S Bn at 451-3381 or cell number (910) 546-4440, 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 (<https://lejeune.amhs.usmc.mil/login>). The CDO will contact the MCIEAST-MCB CAMLEJ COS if the CG, MCIEAST-MCB CAMLEJ is either a To or Info addressee.

(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.

(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.

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 313, H Street.

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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 313, H Street.

(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, Building 313, H Street during normal work hours. After normal working hours, Navy personnel will report to the DPC-E/RSU duty, Building 313, H Street.

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 or cell number (910) 546-4440 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.

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 the incident is reported, the CDO will contact the COS and AC/S G-F, if necessary.

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10. 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) 451-3064/4449/1410. 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.

11. 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 (e). 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.

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.

12. 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.

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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 COS, Dep Comdr, or Aide-de-Camp for instructions concerning the CG.

13. 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, the AC/S G-3 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).

14. Commercial Long Distance Telephone Calls. Collect calls will not be accepted under any circumstances.

15. 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 (f). 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 SSEC 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.

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 15a 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 (g) for evening color times. To determine correct time of day, contact the U.S. Naval Observatory at Data Source Name (DSN) 762-1401.

c. Traffic Control. PMO will provide two vehicles to halt traffic during colors.

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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 (f).

(4) The Christian church pennant will be flown on the right flagpole 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 flagpole 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 Presidential Proclamation. Presidential Proclamations maybe found at www.whitehouse.gov/presidential-actions/. The national ensign is first hoisted to the peak of the flagpole then lowered to the half-mast position. Before lowering, the national ensign again will be raised to the peak of the flagpole.

(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), New River Weather Service at (910) 449-6828; <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 Chapter 1, section 6 of reference (f), 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) 376-7423.

(d) Duty Officer, 8th Communications Battalion at (910) 450-8787.

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(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 or cell (910) 378-6181.

(h) Duty Officer, MCES at (910) 440-7275.

(i) Duty Officer, Weapons Training Battalion at (910) 358-1169.

(j) Camp Geiger Area Guard (SOI-E) at (910) 449-0179.

(k) OOD, MCAS New River at (910) 449-5411

16. 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 Chief; or

(2) MCIEAST-MCB CAMLEJ Protocol Coordinator.

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

(1) General Officers in the Puller House.

(2) Colonel (Col) or Col equivalent in the O-6 Bachelor Officer Quarters (BOQ).

(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 at the BOQ.

(5) All other E-9s stay in 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.

17. 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. Instruct the caller that you will contact the duty chaplain who, in return, will contact the caller. Do not give out the duty

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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.

18. 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.

19. Respite Childcare. The purpose of this program is to assist military families by providing immediate childcare during times of crisis until permanent childcare can be restored. Any requests for emergency childcare 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.

20. Security Cameras. When available, the CDO and the CDNCO will monitor the security cameras throughout their tour of duty. Any malfunctions should be reported to the MCIEAST-MCB CAMLEJ Security Manager at (910) 451-3563/3568.

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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 add additional exemptions as needed to those already 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.
 - 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.
4. Briefing, Posting, and Relief. The oncoming and off-going CDNCOs will be posted and relieved by the CDO after morning colors.
 - a. 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.
 - b. 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 1, per references (h) and (j). Per references (h) the Chief of Staff may provide additional guidance on weapons, based on the local operational environment.

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 whether it be on or off base. 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 rooms 107 and 170. In accordance with reference (k), rooms 107 and 170 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 (l), 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. 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. 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 authorized access, the After-Hours Access Control Log enclosure (5), will be maintained and reflect the following:

(1) Time of entry.

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(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.

6. 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.

7. 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 linens are running short, the CDNCO shall make an appropriate log entry and notify MCIEAST-MCB CAMLEJ SSEC personnel.

8. 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.

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.

9. 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

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machine. The CDNCO will give the CDO the countdown warnings at both one minute and 30 seconds.

10. 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 (4) during their duty brief.

11. 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.

12. Other Duties. The CDNCO will perform other duties as assigned by the CDO.

13. 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.

14. 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.

15. Security Cameras. When security cameras are available, the CDNCO will monitor the security cameras throughout their tour of duty. If the cameras malfunction, advise the CDO who will contact the MCIEAST Security Manager at 451-3563/3568 for assistance.

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Chapter 5

Weapons Procedures1. Weapons

a. The CDO will be armed with the M18 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 (h) and (j). Per references (h) the Chief of Staff may provide additional guidance on weapons, based on the local operational environment.

(1) The M18 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 M18, 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 M18 service pistol serial number xxxxxxxx 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 (h) and (j).

(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) The 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) The 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 xxxxxxxx; one (1) tactical sling; one (1) RCO S/N - xxxxxx; 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.

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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 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 xxxxxxxx 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 xxxxxxxx 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 complete MARINENET course, ILEUOF001A (Use of Force).

5. Weapons Changeover with Armory. The H&S Bn Armorer conducts M18 and M4 weapons exchange each month for preventative maintenance and serviceability. Ammunition will be periodically exchanged as required. The MCIEAST-MCB CAMLEJ SSEC will serve as the Responsible Officer (RO) and will account for all serialized gear and ammunition. The RO will conduct a monthly inventory with H&S Bn.

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MCIEAST-MCB CAMLEJ CCIR Notification Criteria	REPORT	NOTIFY
1. CCIR 1: Any incident or event that requires notification to HQMC per MCO 3504.2A Operations Event/Incident Report (OPREP-3) Reporting or to an operational commander per their reporting guidance.	Immediately	COS
2. CCIR 2: Death or serious injury of personnel on/or assigned to an MCICOM installation.	Immediately	COS
3. CCIR 3: Any significant event that could cause significant media embarrassment (actual/potential) to the Marine Corps (e.g., sexual assault).	Immediately	COS
4. CCIR 4: Any Class A, B, C mishap of an Operational Support Aircraft (OSA) or any incident affecting MCICOM OSA operations.	Immediately	COS
5. CCIR 5: Any Class A, B, C, Bird/Wildlife Airstrike Hazard (BASH) mishap affecting MCICOM aircraft or aviation operations.	Immediately	COS
6. CCIR 6: Unmanned Aircraft System (UAS) incursions that occur over an installation or affect the mission/operations of tenants or any engagements of sUAS intrusions regardless of effectiveness.	Immediately	COS
7. CCIR 7: Any uses, releases, and spills of more than 10 gallons of AFFF concentrate or more than 300 gallons of AFFF mixed foam, or any other hazardous material, sewage or other release that is likely to receive Congressional, regulatory agency, or media attention (SIR IAW MCICOM Policy letter 1-22). Note: All reportable spills and releases, including spills and releases not deemed Significant Incidents, must be reported through the ECMS Spill Reporting Module.	Immediately	COS
8. CCIR 8: Penetration or intrusion of any installation by unauthorized personnel regardless of intent. Note: This should not apply to personnel who inadvertently access the installation due to language barriers, miscommunication or unfamiliarity with the installation boundaries and who immediately comply with orders to depart as determined by Security Personnel.	Immediately	COS
9. CCIR 9: Any changes in Force Protection Condition (FPCON) from the baseline established by CCDRs, COMMARFORCOM, COMMARFORPAC, or regional commanders based on any act or threat of terrorism against United States interests aboard an installation.	12 Hours	COS
10. CCIR 10: Any change in Health Protection Condition (HPCON) (if decision authority is delegated to regional/installation commanders).	12 Hours	COS
11. CCIR 11: Initiation of control activities related to pandemic influenza and/or vector-borne diseases (e.g., quarantine, isolation, or prophylaxis storage or distribution).	12 Hours	COS
12. CCIR 12: Loss of emergency and public safety communications capabilities > 1 hour that support incident notification, emergency response, and installation protection activities, including, but not limited to, 9-1-1, Enterprise Land Mobile Radio (E-LMR), enterprise Mass Notification Systems (eMNS) Marine Corps Electronic Security Systems, and fire protection systems.	12 Hours	COS

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13. CCIR 13: Any actions taken under the Immediate Response Authority by an installation commander.	12 Hours	COS
14. CCIR 14: Any mutual aid or automatic aid responses where Marine Corps emergency service assets (e.g., Fire and Emergency Services, Ambulance, Aircraft Rescue and Fire Fighting (ARFF), Explosive Ordnance Disposal (EOD)) are deployed and are not available for emergency responses on the installation for more than 2 hours.	12 Hours	COS
15. CCIR 15: Any situation in housing (to include Public-Private Venture) that results in evacuation of residents; any unplanned facilities event lasting over 8 hours to include power outages, water outages, water damage, etc.; any unresolved charge or fee assessed by a PPV partner against a Military Housing Privatization Initiative (MHPI) tenant in excess of \$5,000.	12 Hours	COS
16. CCIR 16: Life, health, and safety issues in housing, to include mold contamination.	12 Hours	COS
17. CCIR 17: Any change in the readiness status and capability of installations to perform Mission Essential Functions.	12 Hours	COS
18. CCIR 18: Disruption of Aerial Port of Debarkation/Sea Port of Debarkation (APOD/SPOD) operation that affect sustainment, deployment, or redeployment or operating forces.	12 Hours	COS
19. CCIR 19: Any operational security (OPSEC) violation revealing critical installation information (e.g., unauthorized release of military plans, installation accidents or incidents).	12 Hours	COS
20. CCIR 20: Foodborne illness or suspected foodborne illness tied to a garrison mess hall affecting 10 or more personnel.	12 Hours	COS

CCIR is information that must be brought to the CG's attention immediately or within the time specified for each CCIR (immediately or within 12 Hours).

During working hours, report CCIR's expeditiously through the chain of command to the Chief of Staff (COS).

During non-working hours, the CDO will immediately report the appearance of the CCIR to the COS. See call precedence below in the absence of the COS.

-Call precedence: 1 - COS; 2 - COS not available, call Dep Comdr; 3 - Dep Comdr not available, call G-3/5; 4 - G-3/5 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.

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- ☐ 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 (when available), 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 and ICE COMMENT upon return.
- ☐ 1800 Ensure the DUTY CHAPLAIN checks in with the proper contact information.
- ☐ 1800 Make sure the CDNCO conducts security checks.
- ☐ 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).
- ☐ 0545 Make sure CDNCO conducts 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 INSTRUCTIONS**MUST WEAR COVER, BRASSARD, AND DUTY BELT AT ALL TIMES!**

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CDNCO DUTY & BRIEF CHECKLIST

☐ 1. Key Ring: (3) Keys

- | | |
|-----------------------|---------------------------|
| 1. Master | Interior Hatches – M80 TB |
| 2. Weapons Locker Key | 004898 |
| 3. Government Vehicle | HA |

☐ 2. (1) Duty Binder☐ 3. (1) Access Binder

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 107 and 170). 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 1601.1F (SOP FOR CDO & CDNCO PERSONNEL).

CDNCO SIGNATURE: _____

CDNCO CHECKLIST**12 JAN 2026****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: 107 _____ 170 _____1200 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____1600 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____1600 & 1700 - **MONDAY THRU FRIDAY ONLY:** CHECK HEAT INDEX FLAG _____1800 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____

1800 - TAKE HEAT INDEX FLAG DOWN _____

2000 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____0000 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____0400 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____0545 - CONDUCT PHYSICAL SECURITY CHECK OF BLDG: TO INCLUDE MAIN, SIDE & ALL EXTERIOR HATCHES,
AND VAULTS LOCATED IN THE FOLLOWING ROOMS: 107 _____ 170 _____

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.

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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	_____	_____
2D RECON	910-376-7423	_____	_____
8TH COMM	450-8787	_____	_____
CAMP GEIGER	449-0179	_____	_____
MARSOC	440-0938	_____	_____
MCES	910-440-7275	_____	_____
MCCSSS	450-1045	_____	_____
NAVAL MEDICAL CENTER	451-3079	_____	_____
WTBN	910-358-1169	_____	_____
MCAS NEW RIVER	449-5411	_____	_____

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

0815 - RELIEF BY CDO _____

[illegible]

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

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Weapons Conditions for M18 Service Pistol and M4 Rifle

Loading Procedures for the M4 Rifle and the M18 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 the chamber and magazine well.
5. Place muzzle back into the clearing barrel, release charging handle or slide.
6. Insert a loaded magazine.
7. Pull charging handle or slide to the rear using the sling shot method.
8. Re-check to ensure the weapon is on safe.
9. Secure weapon with sling arms for M4 or holster with M18 9MM Pistol.

Unloading Procedures for the M4 Rifle and M18 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 ejects, do not pick it up.
5. Visually and physically inspect chamber and magazine well to ensure weapon is clear and 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.