



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.1C
MCB (B 013)
MCCDC (C 05)
6 Nov 01

MARRINE CORPS BASE ORDER 1601.1C w/Ch 1, 2, 3, 4

From: Commanding General
To: Distribution List

Subj: COMMAND DUTY WATCH

Encl: (1) Orders for the Command Duty Officer (CDO)
(2) Orders for the Command Duty Staff Noncommissioned
Officer (CDSNCO) and Command Duty Driver (CDD)
* (3) Orders for the Combat Development Command Duty Officer
(CDCDO) and Combat Development Command Duty Clerk (CDCDC)
* (4) Format for Duty Watch Nomination Submissions

1. Purpose. To publish instructions for the Command Duty Watch.
2. Cancellation. MCBO 1601.1B.
3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.
4. Information

a. Watch Standers

(1) Command Duty Officer. The CDO is the senior representative for the CG MCCDC during nonworking hours (i.e., 1630-0800 and all day on weekends and holidays). The CDO's duty will be performed per enclosure (1), and as directed by the CG MCB. The CDO will be assisted by the CDSNCO and the CDD. Available lieutenant colonels, majors, and major selectees (and equivalents), subparagraph 4b, will be assigned as CDOs. Colonel selectees are exempt from this watch.

(2) Command Duty Staff Noncommissioned Officer. The CDSNCO will assist the CDO per enclosure (2). Available staff sergeants and gunnery sergeants will be assigned as CDSNCOs.

(3) Command Duty Driver. The CDD will assist the CDO by providing vehicle support. Available privates through sergeants will be assigned as CDDs.

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(4) Combat Development Command Duty Officer. The CDCDO/CDCDC will perform their duties per enclosure (3), and as directed by the CDO. The CDCDO is responsible for after hours security and access control for Bldg. 3300, the Combat Development Center. Available staff sergeants and gunnery sergeants will be assigned as CDCDOs.

(5) Combat Development Command Duty Clerk. The CDCDC will assist the CDCDO in the performance of these duties. Available privates through sergeant will be assigned as CDCDCs.

(6) Supernumerary. The supernumerary will be used only in the event of a bona fide emergency occurring less than 24 hours prior to an individual assuming duty. Short notice TAD is not considered an emergency. The section and/or company that the Marine is from will provide replacements, if required. If the CDCDO/CDCDC has a bona fide emergency the CDO/CDSNCO will assist with the duty at the CDC.

b. Personnel

* (1) CDO, CDSNCO, CDD, CDCDO, and CDCDC monthly duty assignment responsibility is made on a "fair-share" basis and will be published annually in the MCB Bul 1601 series.

(2) Each month, the Commander, Marine Corps Systems Command; CG, Training and Education Command (CG, TECOM); CG, Education Command (CG, EdCom); Deputy Commandant, Manpower and Reserve Affairs (M&RA); and the CG, Marine Corps Recruiting Command (MCRC) will provide their duty roster to the Base Adjutant. Rosters must be provided to the Base Adjutant not later than the 20th of the preceding month.

(3) Field grade officers under the cognizance of the Director, Marine Corps Intelligence Activity (MCIA); Director, Marine Corps Information Technology and Network Operations Center (MITNOC); and Marine Corps Operational Test and Evaluation Activity (MCOTEA) are eligible to stand CDO on days allocated to MCCDC/MCB. These activities/staff sections will provide personnel as requested by the Base Adjutant.

(4) The Base Adjutant will assign MCCDC/MCB personnel as CDO using nonavailability information provided by each division. Each division director will provide nonavailability information to the

Base Adjutant not later than the 20th of the preceding month. Division POCs may submit their nonavailability information to the Base Adjutant via email or hardcopy.

(5) CDOs are granted a temporary Secret clearance and temporary access to classified information for the sole purpose of sighting message traffic up to and including Secret during their 24 hour period of duty. In this regard, activities nominating officers for assignment as the CDO must conduct a review of locally available records and ensure that each officer nominated holds a successfully completed security investigation.

* (6) The CG, TECOM and the CO, Headquarters and Service Battalion (HQSVCBn), will provide CDSNCO, CDD, CDCDO, and CDCDC duty rosters to the Base Adjutant using the format contained in enclosure (4). Rosters will be provided no later than the 20th of the preceding month.

(7) CDOs, CDSNCOs, CDDs, CDCDOs, and CDCDCs will not be assigned to other conflicting watches on their assigned duty day.

c. CDO Eligibility

(1) All U.S. military officers permanently assigned to MCCDC, MCB, and tenant activities are eligible to stand CDO; however, chaplains, medical personnel, dental personnel, military police/brig security personnel, and those officers serving in special advisory billets are exempt.

(2) The CG MCB will grant or deny all requests for exemptions from staff sections/tenant activities. COs; executive officers; division directors; and special staff officers, (Staff Judge Advocate, Inspector, Public Affairs Office, Adjutant, Chaplain, Health Care Advisor, Dental Care Advisor; the Facilities Maintenance Officer, Aide-de-Camp, MCB; Aide-de-Camp, MCCDC; Staff Secretary, MCB; Staff Secretary, MCCDC; and the Protocol Officer, MCCDC) are exempt, by billet, from standing CDO. Heads of staff sections/tenant activities may address requests for other permanent exemptions to the CG MCB (B 013).

d. Uniform. The appropriate seasonal service uniform per the current MCB Bul 1020 will be worn.

e. Posting and Relief

(1) Command Duty Officer. The CDO will be posted by the Base Adjutant at 1530 daily in room 109, Lejeune Hall. Upon assuming duty, the CDO will watch the Duty Brief video which is located in the CDO office. The Base Adjutant will relieve the CDO at 0805, weekdays, after the completion of morning colors. **The CDO will confirm the watch assignment, by telephone (ext. 2399/2151), with the Base Adjutant no later than 0900 on the last working day prior to assuming the duty.**

(2) Command Duty Staff Noncommissioned Officer. The CDSNCO will be posted by the Admin Chief at 1530 daily in room 106, Lejeune Hall. Upon assuming duty, the CDSNCO will watch the Duty Brief video which is located in the CDO office. The Admin Chief will relieve the CDO at 0805, weekdays, after the completion of morning colors. **The CDSNCO will confirm their watch assignment, by telephone (ext. 2152/3539), with the Admin Chief no later than 0900 on the last working day prior to assuming the duty.**

* (3) Combat Development Command Duty Officer. On normal work-days, the incoming CDCDO will report via telephone (ext. 2665), prior to 0900 to the CG MCCDC, Admin Chief for acknowledgment of duty. The CDCDO will then report at 0700 for posting. The Admin Chief will debrief the CDCDO upon relief at 0700 on weekdays. All CDCDOs assigned weekend and holiday duty, including the supernumerary, will contact the CG MCCDC Admin Chief prior to 0900 on the last working day prior to their assigned duty. On weekends and holidays, CDCDOs will conduct an informal post and relief at 0700. The CDCDO will contact their respective CDCDC to confirm watch assignment.

(4) Command Duty Driver. The CDD is required to have all necessary documents (i.e., Driver's Improvement Card, Basic Motor Vehicle Operators Course Card, Civilian Driver's License, and Military ID) to check out a vehicle from the motor pool. **The CDD will confirm their watch assignment, by telephone (ext. 2152/3539), with the Admin Chief no later than 0900 on the last working day prior to assuming the duty.** The CDSNCO will post and relieve the CDD at 1530 and 0700, respectively, during the normal work week, and at 0730 on weekends and holidays. Upon assuming duty, the CDD will watch the Duty Brief video which is located in the CDO office.

* (5) Combat Development Command Duty Clerk. The CDCDO will post and relieve the CDCDC at 0800 during the normal workweek, weekends and holidays. The CDCDC will confirm their watch assignment with their respective company no later than 0800 on the last working day prior to assuming the duty.

f. Support for the Command Duty Watch

(1) Administrative. The Base Adjutant will provide administrative support for the Command Duty Watch.

(2) Transportation. The Head, Support Branch, G-4, will provide a vehicle to the CDD to assist the CDO in the performance of assigned tasks.

g. Personnel Reporting Aboard MCCDC/MCB. All personnel reporting during normal working hours (0730-1630) should report to the Joint Reception Center. After normal working hours, the Area Officer-of-the Day (AOD)/Assistant AOD, HqSvcBn will assist personnel reporting on orders with an endorsement, transportation, and billeting.

5. Concurrence. This order has been coordinated with and concurred in by the CG MCCDC.

6. Action

a. Base Adjutant

(1) Request personnel availability from activities listed in paragraphs 4b(2), 4b(3), and 4b(4) by the 10th of the preceding month.

(2) Prepare the duty watch lists for the CDO, CDSNCO, CDD, CDCDO, and CDCDC by the 25th of the preceding month. Once the rosters are prepared, receive and coordinate any required changes.

(3) Post the CDO, CDSNCO, and CDD as specified in paragraph 4e.

b. Commander, MARCORSYSCOM; Deputy Commandant, M&RA and the CG, MCRC. Provide a roster, to the Base Adjutant, of personnel to stand CDO per paragraph 4b(2).

* c. CG, TECOM and CG, EdCom. Provide a roster, to the Base Adjutant, of personnel to stand CDO per paragraph 4b(2). Additionally the CG, TECOM will provide a roster, to the Base Adjutant, of personnel to stand CDSNCO, CDD, CDCDO, and CDCDC per paragraph 4b(6).

d. CO, HQSVCBn. Provide a roster, to the Base Adjutant, of personnel to stand CDSNCO, CDD, CDCDO, and CDCDC per paragraph 4b(6).

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e. CO, HQSVCBn; MCCDC/MCB Division Directors; Director, MCIA; Director, MITNOC; Director, MCOTEA; and Heads of Headquarters, Marine Corps Staff Sections Aboard MCB, Quantico. Provide watch standers as designated by the Base Adjutant on a monthly basis.



D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.1C Ch 1
MCB (B 013)
MCCDC (C 05)
22 Dec 02

MARINE CORPS BASE ORDER 1601.1C Ch 1

From: Commanding General
To: Distribution List

Subj: COMMAND DUTY WATCH

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove letterhead page and pages 2 and 3 of the basic Order, and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contains changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

D. L. WRIGHT
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.1C Ch 2
MCB (B 013)
MCCDC (C 05)
5 Apr 03

MARINE CORPS BASE ORDER 1601.1C Ch 2

From: Commanding General
To: Distribution List

Subj: COMMAND DUTY WATCH

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove letterhead page, pages 2 and 4, pages 3 and 4 of enclosure (1), and pages 1 and 2 of enclosure (3) of the basic Order, and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contains changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.

A handwritten signature in black ink, appearing to read "D. L. Wright".

D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET



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MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

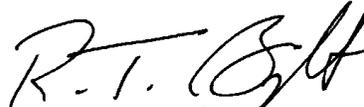
MCBO 1601.1C Ch 3
MCCDC (C 05)
MCB (B 013)
19 Feb 04

MARINE CORPS BASE ORDER 1601.1C Ch 3

From: Commander
To: Distribution List

Subj: COMMAND DUTY WATCH

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove pages 2, 3, and 5 of the basic Order, and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contains changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.


R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1601.1C Ch 4
MCCDC (C 05)
MCB (B 013)
5 Apr 04

MARINE CORPS BASE ORDER 1601.1C Ch 4

From: Commander
To: Distribution List

Subj: COMMAND DUTY WATCH

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove enclosure (1), page 1 of the basic Order, and replace with the corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contains changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.


R. T. BRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

ORDERS FOR THE COMMAND DUTY OFFICER (CDO)

1. Post. The post for the CDO is Lejeune Hall.

2. Conduct of Duty. CDOs will be guided by Navy Regulations, this Order, instructions found on the Duty Brief video, and instructions received from the Base Adjutant in the conduct of their duties. In addition, see CDO Binder 1 located in the CDO office. **READ TAB A OF CDO BINDER 1.**

3. Occurrences

* a. The Command Duty Staff Noncommissioned Officer (CDSNCO) is provided an electronic logbook for the purpose of maintaining a record of the period of duty, for the CDO. The CDO will direct detailed entries to ensure an accurate accounting of all occurrences during the tour of duty, to include telephonic notifications.

* b. Inform the C/S MCB, (or C/S MCCDC, as appropriate), and the AC/S G-3, of all serious/unusual occurrences, incidents, or casualties. The C/S will direct notification to higher levels. The CDO will take such action as deemed appropriate on routine matters or incidents occurring during the tour of duty. When there is doubt as to the proper action to be taken, the appropriate activity head will be contacted for guidance.

c. The CO SctyBn is responsible for security and police matters aboard MCB, Quantico. Do not interfere with or perform SctyBn functions unless an emergency exists and no other course of action is obvious. Use discretion in making immediate corrections when required. When security personnel require corrective action contact the Security Platoon Commander at 784-2251. Record any discrepancies found in guard personnel and make recommendations in the CDSNCO's logbook.

* 4. Serious Incidents. The CDO will be guided by MCBO 5740.1 (CDO Binder 2, Tab L) when receiving notice of a serious incident. The CDO will immediately ensure the C/S MCB, (or C/S MCCDC, as appropriate), the AC/S G-3, the appropriate unit CO, and the SctyBn Duty Officer, at 784-2251, are notified by telephone of the incident. The appropriate unit CO will notify the HQMC Command Center and is responsible for preparing and releasing the written Serious Incident Report message, ensuring that all appropriate information addressees are included in the message.

5. Casualties. The CDO will be guided by MCBO 3040.1, (CDO Binder 2, Tab F) when notified of a casualty.

ENCLOSURE (1)
Ch 4 (5 Apr 04)

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6. Cancellation/Postponement of Operations. Refer to MCBO P11210.1 (CDO Binder 2, Tab N) and MCBO 3100.1 (CDO Binder 2, Tab H), for procedures concerning road clearance and cancellation/postponement of operations.

7. Special Instructions

a. The CDO is responsible for overall supervision of the Base during nonworking hours.

b. The CDO is provided with a government vehicle and Command Duty Driver to use for conducting inspections, visits, or touring the Base.

c. The CDO will personally visit the Brig once during a tour of duty.

d. Every Saturday, Sunday, and holiday the CDO will conduct an area tour for the purpose of evaluating the state of police of all facilities, including government quarters. In the event action is needed to correct a poorly policed area, the CDO will contact the cognizant area commander to rectify the situation. All efforts shall be taken to keep the Base in an outstanding state of police. Contact the Brig for working parties relating to the police of the main thoroughfares.

e. The CDO will eat the evening meal at one of the following messhalls during their tour of duty:

(1) Headquarters and Service Battalion (Bruce Hall).

(2) Officer Candidates School (Bobo Hall).

(3) Brig.

8. Message Releasing Authority. The CDO is authorized to release message traffic of a routine nature not requiring MCCDC/MCB staffing when urgency precludes holding release until the next workday. Generally, this will be limited to casualty reports and serious incident reports.

9. Message Pickup Authority

a. The CDO and CDSNCO are authorized, for the period of the specified duty, to pick up unclassified, immediate messages for sighting/appropriate action by the CDO.

ENCLOSURE (1)

b. The CDO will sight all immediate and higher precedence messages addressed to the MCCDC/MCB, which arrive at the Communications Center during nonworking hours, for the purpose of determining if immediate action is required or if action can be delayed until the next workday. The date-time group and subject of messages sighted will be entered in the CDSNCO logbook, along with any action taken.

10. Leave. The CDO is authorized to grant annual leave extensions of up to 1 week for personnel reporting to the Base. All permanent personnel currently stationed at this Base will contact their organization for leave extensions. Ensure a logbook entry is made if an extension is granted.

11. Authorization for Confinement. The CDO is authorized to approve and authenticate confinement orders during nonworking hours. (CDO Binder 1, Tab G)

* 12. Colors. The CDO will conduct both morning and evening colors at Lejeune Hall. (CDO Binder 1, Tab B)

a. Prior to colors the CDO will conduct a message search on "Death of a General Officer," "half-mast," and "half mast" to ascertain whether the flag should be flown at half-mast or hoisted to the peak (the top of the mast or truck).

b. In the event a message is located, which will result in the half-masting of colors, the CDO will contact the below commands to ensure all colors are properly positioned.

(1) MCU

(2) TBS

(3) WTBN

(5) MCAF

13. Funeral Support Requests. Instructions for procedures for funeral support requests are contained in CDO Binder 2, Tab J.

14. Communication. The CDO is provided a computer for the purpose of accessing the Local Area Network and viewing applicable duty files. Instructions/guidance for operation of the computer are in CDO Binder 1, Tab T.

15. MCB Operations Plan (OPLAN)

a. The CDO is responsible, upon receipt of information concerning a disaster, civil disturbance, threat to Base security, or notification from competent authority, to activate any contingency plans required by the appropriate OPLAN (CDO Binder 3). The CDO will notify the AC/S, G-3 immediately upon receipt of such information and may be directed to contact the members of the Emergency Operations Center.

b. The CDO will be guided by the instructions in the CDO's information books, the unclassified plans in the CDO's directive folder, or the classified plans held at the Communications Center.

c. Open skies treaty messages may be received by the CDO after hours. These messages will be immediate, unclassified, and **require** action. The CDO will inform the AC/S, G-3 or the Head, Plans Policies, and Training Branch, Operations, immediately upon receipt of the open skies treaty messages.

16. Personnel Reporting Aboard MCCDC/MCB. All personnel reporting during normal working hours (0730-1630) should report to the Joint Reception Center. After normal working hours, the Area Officer-of-the Day (AOD)/Assistant AOD, HqSvcBn will assist personnel reporting on orders with an endorsement, transportation, and billeting.

ORDERS FOR THE COMMAND DUTY STAFF NONCOMMISSIONED OFFICER (CDSNCO)
AND COMMAND DUTY DRIVER (CDD)

1. Post. The CDSNCO and CDD post is located in Lejeune Hall.
2. Conduct of Duty. Assist the Command Duty Officer (CDO) in the performance of duties and comply with instructions received from the Base Adjutant.
3. Security/Special Instructions
 - a. The CDSNCO is provided a log for the purpose of maintaining a record of the period of duty, for the CDO.
 - b. On normal workdays, lock all exterior doors at 1830 and ensure all office doors are locked. Lock the door facing the flagpole immediately following evening colors. On normal workdays, unlock exterior doors only at 0530. On Saturdays, Sundays, and holidays, the exterior doors will remain locked. Unlock the exterior door facing the flagpole only for conducting colors and to raise and retrieve the church pennant as required. Interior doors will be unsecured on a case-by-case basis, after verifying an individual is on the access roster.
 - c. Each Sunday, the church pennant will be flown from 0805 to 1400. The pennant will be flown on the main mast using the second halyard and will be positioned below the national ensign, i.e., half mast. The CDD will raise and lower the church pennant at the time indicated above. Raising the church pennant will not go in conjunction with morning colors.
 - d. On weekdays during working hours, heat stress flags are posted by a representative from the Adjutant Branch. The CDD will take down the flag at 2000. After working hours and on weekends, the CDD will post the appropriate heat stress flag when notified to do so by the Officer of the Day, Officer Candidates School. (CDO Binder 1, Tab K)
 - e. Several newspapers are delivered to the rear steps of Lejeune Hall. Weekday deliveries are between 0500 and 0600. Weekend delivery times will vary. The CDSNCO is responsible for delivery of the various newspapers. Detailed instructions are located on the bulkhead (1st row 4th frame) of the duty hut.

ENCLOSURE (2)

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f. Each Sunday, the CDD will proceed to Army Times Publishing to retrieve an advanced copy of the Marine Corps Times. Detailed instructions are on the CDD responsibilities sheet located in the CDO office.

g. The Base Adjutant provides the CDSNCO an alpha roster for use in locating personnel stationed at MCB, Quantico.

h. Key Control and Access

(1) Lejeune Hall. Maintain security and control of all keys on hand. After locking doors, the CDSNCO will respond to requests for entrance as they occur. Admit only personnel who are listed on the current access list for each office.

(2) Little Hall and Diamond Hall. Key control for these facilities supports command education by facilitating after hours access to designated classrooms by authorized personnel. A key to the front entrance of Little Hall is provided for emergency access to the building. A key to a classroom with external access (Little Hall classroom #3) is also provided. Nine sets of keys are available for Diamond Hall (1 front door and 8 classrooms). Personnel requesting keys must be on the access roster (copy in the Access Binder). A key logbook entry is required for each transaction.

i. A logbook (located in the duty hut) is provided to record Lejeune Hall entries and departures during nonworking hours. Personnel working in spaces after normal working hours will sign out on departure. Personnel entering Lejeune Hall after normal working hours, with the exception of Communications Center personnel, will be properly identified and will sign in. Personnel signing in will be informed that they are required to sign out upon departure.

j. On workdays, immediately after all exterior doors are locked, **make an exterior security inspection of Lejeune Hall.**

k. Turn on all exterior standing lights at dusk and turn them off at dawn. Switches are located near each exterior door. The switch for the front lawn flood lights, is located in the basement hallway next to the female head.

l. Ensure that all unnecessary (office) lights are turned off at 2000 on weekdays, and all day on nonworking days.

4. Serious Incidents. The CDSNCO will be guided by MCBO 5740.1 (CDO Binder 2, Tab L) when receiving notice of a serious incident. The CDSNCO will ensure the Sergeant Major, MCB, or MCCDC as appropriate are notified by telephone of the incident.

ENCLOSURE (2)

5. Telephones

a. Upon assuming duty deactivate call forwarding on CDO's telephone (ext. 2707) at 1530 by dialing *72. This function does not operate on the CDSNCO's phone, only the CDO's phone.

b. Answer all telephones promptly and in a courteous manner with the words "Quantico Command Duty Office, (grade and last name), speaking. May I help you?"

c. Immediately refer all telephone calls for the CG/Deputy CG MCCDC or CG MCB to the CDO.

d. Ensure all long distance (703 and 540 area codes) telephone calls (morale calls) are entered into the Long Distance Telephone Log. Include date/time, telephone number, name of party called, name of party placing call, and telephone number.

e. Upon relief at 0805 (workdays only) transfer phones by dialing *71 784-2399 on the CDO's phone.

6. Absence from Lejeune Hall. The CDSNCO will be allowed a reasonable period for meals, which may be taken in quarters aboard MCB, Quantico, one of the Quantico messhalls, or local on Base commercial establishments. The CDSNCO will not use the Command Duty Driver (CDD) or assigned government vehicle for this purpose.

7. Personnel Reporting aboard MCCDC/MCB. All personnel reporting during normal working hours (0730-1630) should report to the Joint Reception Center. After normal working hours, the Area Officer-of-the Day(AOD)/Assistant AOD, HqSvcBn will assist personnel reporting on orders with an endorsement, transportation, and billeting.

8. Room Maintenance. The CDSNCO is responsible for ensuring that the CDD changes all bed linen and polices the duty hut and quarter-deck prior to being relieved. Additionally, the CDD will empty the two trash cans at the rear of Lejeune Hall.

9. General Officer Distinguishing Flags. The mast for display of the CG MCB distinguishing flag is located above the main entrance to Lejeune Hall. This flag will be removed only when the CG will depart the area (i.e., leave, TAD) in excess of 24 hours or in the event of severe weather/wind. Normally, advance information will be furnished for removal of the distinguishing flag. Such information will originate from the Chief of Staff, MCB; CDO; Adjutant; or Staff Secretary, MCB. Access to this mast is through the window located in the conference room (room 218-220) on the second deck of Lejeune Hall.

ENCLOSURE (2)

10. Instructions for Changing Distinguishing Flags

- a. The distinguishing flag of a general officer will be displayed with one point of the star(s) pointing outboard.
- b. Distinguishing flags are stored in the duty hut, Lejeune Hall.
- c. Report any change in distinguishing flags after normal working hours immediately to the CDO.
- d. All distinguished flags, except the CG MCB, will be flown on the VIP flagpole located adjacent to the main mast.

11. Flash or Immediate Messages. Upon receipt of unclassified messages marked "Flash" or "Immediate," the Communications Center will notify the CDSNCO. The CDSNCO will go to the Communications Center to pick up and deliver the message(s) to the CDO for sighting. Upon completion of all action by the CDO, the CDSNCO will return the message to the Communications Center. Secret "Flash" or "Immediate" messages must be sighted by the CDO at the Communications Center. Communications Center personnel may provide additional copies of messages, assist in preparing responses, or provide additional assistance as needed.

ORDERS FOR THE COMBAT DEVELOPMENT CENTER DUTY
OFFICER (CDCDO) AND COMBAT DEVELOPMENT CENTER
DUTY CLERK (CDCDC)

- * 1. Post. The CDCDO and CDCDC post is located in the foyer of the Combat Development Command (CDC), Bldg. 3300.
- 2. Conduct of Duty
 - * a. Comply with instructions received from the MCCDC SgtMaj/ Admin Chief/Command Duty Officer (CDO). Refer to the CDCDO Binder for specific instructions not covered in this order. In any situation not specifically covered by written instruction, call the CDO at 784-2707/4096.
 - * b. The CDCDO will ensure that the post is manned at all times between the hours of 0700-0700, normal workdays, weekends and holidays. The CDCDO/CDCDC place of duty is CDC, Bldg 3300, with appropriate afternoon and evening meal breaks.
 - * c. Two *Washington Posts* and two *Washington Times* will be delivered to the CDCDO between 0500 and 0630. Weekend delivery times will vary. Place one each *Washington Post/Times* on the coffee table in the CG's reception area (next to the MCCDC SgtMaj's Office) on the 2nd deck. Inform the Marine Corps Intelligence Activity (784-6114) that their *Washington Post/Times* has been received.
 - * d. A cleaning crew will be on deck daily between the hours of 1800-2100. Some areas require the duty to escort the cleaning crew. Refer to CDCDO Binder, under the appropriate Tab, for specific instructions.
- 3. Security. Be responsible to the CDO for the security of the CDC outside of normal working hours as indicated below:
 - * a. On normal workdays, Saturdays, Sundays, and holidays, all exterior doors will remain secured with the security system armed. (See instructions in the CDCDO Binder.) Turn off interior lights per instructions in the CDCDO Binder.
 - b. A tour of the building will be conducted every 3 hours and a logbook entry made.

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* c. Only unlock the appropriate exterior doors when receiving deliveries that cannot be delivered through the front door. Turn on interior lights per instructions in the CDCDO Binder.

d. After hours access rosters are located in the CDCDO Binder. Only those individuals listed on an access roster are authorized after hours access to the CDC. Ensure authorized personnel sign the after hours check-in logbook.

4. Occurrences. The CDCDO is provided a logbook for the purpose of maintaining a record of the period of duty. In maintaining the logbook, make clear, legible, and concise entries for each occurrence of official interest. For each entry, include time of occurrence, a summary of the event, and disposition/action taken or future action required.

5. Telephone. Answer the telephone promptly and in a courteous manner with the words "Combat Development Center Duty Officer, (grade and last name), speaking. May I help you?"

FORMAT FOR DUTY WATCH NOMINATION SUBMISSIONS

1601
(Originator's Code)
(Date)

From:
To: Commanding General, Marine Corps Base (B 013)
Subj: DUTY WATCH NOMINEES FOR _____

<u>DUTY</u>	<u>NAME</u>	<u>GRADE</u>	<u>SSN</u>	<u>WORK *</u>
<u>DAY</u>				<u>PHONE</u>

SIGNATURE

*PROVIDE HOME PHONE FOR SUPERNUMERARIES

ENCLOSURE (4)