



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
BOX 555365
CAMP PENDLETON, CALIFORNIA 92055-5365

MEUO 1601.1H
Adj
8 Jul 11

MARINE EXPEDITIONARY UNIT ORDER 1601.1H w/Ch1

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: COMMAND DUTY WATCH WHILE IN GARRISON

Ref: (a) U.S. Navy Regs, Art. 0701 and 0703
(b) Marine Corps Manual
(c) MCO P3040.4E
(d) MCO 5740.2F
(e) MCO 5500.6G

Encl: (1) Special Orders for the Command Duty Officer (CDO)
(2) Special Orders for the Command Duty Noncommissioned Officer (DNCO) and Assistant Command Duty Noncommissioned Officer (ADNCO)
(3) OPREP-3/Serious Incident Report Data Sheet and Sample
(4) Personnel Casualty Report Data Sheet
(5) 15th MEU CDO Deadly Force Checklist
(6) Standard Post and Relief Entries for the CDO

1. Situation. In accordance with the references, provide revised instructions for the 15th Marine Expeditionary Unit (MEU) Command Duty Watch. Members of the command should review this Order in its entirety.

2. Cancellation. MEUO 1601.1G.

3. Mission. This Order provides policy and procedures for the 15th MEU Command Duty Watch.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order is implemented to provide Marines and Sailors of the 15th MEU the policies and procedures for standing the duties that comprise the Command Duty Watch.

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(2) Concept of Operations. The Command Duty Watch is comprised of the following personnel:

(a) Command Duty Officer (CDO). The CDO is the direct representative of the Commanding Officer and is vested with this authority, except as limited by instructions issued by the Commanding Officer or as limited by law or regulations.

(b) Duty Noncommissioned Officer (DNCO). The DNCO, along with the Assistant Duty Noncommissioned Officer, will post at the 15th MEU Barracks (Bldg. 210715). The DNCO is responsible for ensuring the 15th MEU Barracks (Bldg. 210715) maintain proper military decorum at all times.

(c) Assistant Duty Noncommissioned Officer (ADNCO). The ADNCO will assist the DNCO in his or her duties.

b. Coordinating Instructions. The Executive Officer is the executive agent for oversight of the Command Duty Watch Program. The Command Duty Watch is a 24-hour post, commencing daily at 0800. Matters requiring action during normal hours will be referred to the appropriate staff section, Sergeant Major, or Executive Officer. After normal working hours the CDO is responsible for all matters and will report directly to the Executive Officer.

(2) Duty Assignment

(a) Duty assignments for all duties are published monthly. The Adjutant is responsible for publishing monthly CDO assignments. The Headquarters Commandant is responsible for publishing monthly DNCO and ADNCO assignments. In the absence of the Adjutant, the senior Captain will assume the duty assignment responsibility for the CDO. In the absence of the Headquarters Commandant, the Administrative Chief will assume duty assignment responsibility of the DNCO and ADNCO.

(b) Non-availability information is due to the Adjutant (CDO no later than the 15th day of each proceeding month unless otherwise published. The date published may adjust as a result of operational tempo. Non-availability is classified as approved Temporary Additional Duty (TAD), approved leave, approved permissive TAD (PTAD), approved Special Liberty, and approved Post-deployment Respite Absence (PDMRA). During periods of block leave, duties may be assigned using local area executing approved leave, PTAD, Special Liberty, and PDMRA. Section OICs and Staff Noncommissioned Officers (SNCOICs) will

ensure their Marines or Sailors are available for the assigned duties. At no time will Special Liberty be approved in order to avoid consideration for duties (i.e. requested during a 96 hour liberty period,, etc.).

(c) DNCO/ADNCO quotas are assigned to each section based off the number of E-5 and below Marines and Sailors in the shop. It is the responsibility of the section chief to submit the names assigned to the quotas to the Headquarters Commandant. When Staff Sergeant Selects or Sergeants stand CDO, they will not be counted toward the quota assignment.

(3) Duty Assignment Change. Changing duty assignments will only be authorized when:

(a) A situation arises which precludes an individual from standing duty (unexpected family emergency, unexpected/mission essential TAD, etc.). It is the individual's responsibility to arrange for a replacement and immediately notify the Executive Officer (CDO) or the Sergeant Major (DNCO/ADNCO). The Executive Officer (CDO) or the Sergeant Major (DNCO/ADNCO) must be notified of all change requests for assigned duties. Upon their approval, the Adjutant (CDO) and Headquarters Commandant (DNCO/ADNCO) will be notified of the approval and replacement identification. The duty stander must identify a replacement. Failure for the individual to obtain a replacement will result in the individual's work section being tasked to provide a replacement.

(b) Every attempt shall be made to submit requests for changes at least 24 hours prior to assuming duty. Exceptions include emergencies that were unforeseeable (death in family, illness of family, etc).

(4) Assignment of the Command Duty Watch

(a) The CDO will be assigned from Staff Sergeants, Gunnery Sergeants, Warrant Officers/Chief Warrant Officers (below CWO-3), Lieutenants, and Captains (to include Limited Duty Officers). Exemptions may be considered for those who have attained 20 years of service. These exemptions are published by the command via a separate policy letter. Under certain circumstances Staff Sergeant Selects and Sergeants, with the approval of the Executive Officer, will be assigned CDO (i.e. operational tempo dictates the necessity). Every effort will be made to keep the Staff Sergeant Selects and Sergeants from standing DNCO when they stand CDO. On days where the CDO must

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be armed, only personnel trained with the M9 service pistol and trained in escalation of force/use of deadly force will be assigned.

(b) The DNCO will be assigned from Sergeants and Corporals.

(c) The ADNCO will be assigned from Corporals and below.

(d) Religious or medical personnel will be qualified to stand duty unless they are incorporated into the base religious or medical facilities' duty rotations.

(5) Recall Rosters. Sections are responsible for ensuring recall information is current and updated with the MEU S-1 section on a monthly basis.

(a) The MEU S-1 section will ensure that a copy of the most current all-hands recall roster is maintained in the CDO and DNCO duty binders.

(b) The MEU S-1 section will ensure that all applicable agencies are updated with the contact information for the Commanding Officer, Executive Officer, and CDO. This will include, but is not limited to, the I Marine Expeditionary Force (MEF) Senior Watch Officer (SWO), the I MEF Staff Secretary, the Base Provost Marshal, and the 21 Area Commander.

(c) Recall Procedures. The authority to initiate a recall lies with the Commanding Officer or Executive Officer. In the event a recall is initiated, the CDO will call the section OICs (S-1, S-2, S-3, S-4, and S-6) to begin the recall. In the event the OIC cannot be reached, the Assistant OIC or section SNCOIC will be contacted. The Marine or Sailor is responsible to contact his or her Marines and Sailors and report back to the CDO or DNCO/ADNCO the accountability of their section and changes to the recall roster.

(6) Serious Incident and Personnel Casualty Reporting Requirements

(a) During working hours, the MEU S-1 is responsible for preparing all Serious Incident Reports (SIR) and Personnel Casualty Reports (PCR). The MEU S-1 will ensure instructions on the production of both SIRs and PCRs are available for the MEU CDO to use when the CDO submits SIRs and PCRs during non-working

hours.

(b) During non-working hours, the S-6 section will ensure a trained Marine in the production and release of an Automated Message Handling System (AMHS) message is available for recall. A schedule will be published in the CDO binder.

(c) Upon notification of a casualty, serious injury, or serious incident, the CDO will obtain as much information as possible about the incident. The CDO will use the SIR Data Sheet or PCR Data Sheet located in enclosures (3) and (4) respectively. The CDO will then immediately notify the Executive Officer, followed by the Adjutant and Sergeant Major. Enclosures (3) and (4) will be used to collect the information required to create an SIR or PCR. The SIR or PCR will be reviewed by the MEU Executive Officer, or in his or her absence, the Adjutant. Once reviewed and approved for release, the CDO will release the PCR or turn over the SIR for release via the Automated Message Handling System (AMHS) and provide confirmation of the release to the Executive Officer, or the Adjutant, in his or her absence.

(7) Duty Vehicle. The MEU S-4 will ensure a duty van and the fuel key are available to the CDO/DNCO/ADNCO during off-duty hours.

(8) 15th MEU Facilities. The 15th MEU facilities included in the tours conducted by the 15h MEU CDO are the command post (Bldg. 210821), the Supply Warehouse (Bldg. 210842), the Communications/Radio building (Bldg. 21415), the 15th MEU Barracks (Bldg. 210715), and the MEU Consolidated compound (corner of Santa Fe and 5th street).

(9) Access to Spaces. The Headquarters Commandant will ensure the DNCO has a set of keys that allow access to all portions of the command post (Bldg. 210821). The MEU Information Assurance Officer/Manager will ensure the Command Deck, MEU Operations Officer, the Adjutant, and the Headquarters Commandant receive a copy of the access codes to the offices. The Adjutant and Headquarters Commandant will ensure the CDO binder and DNCO Binder have a copy of the codes for the spaces of the Commanding Officer, Executive Officer, Operations Officer, Sergeant Major, and the north and south wings.

5. Administration and Logistics

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a. The duty uniform is the uniform of the day, unless otherwise directed by the Commanding Officer. Turnover and duty requirements at the command post (Bldg. 210821) and on base will be executed in the uniform of the day. There are no exceptions.

b. Personnel assigned to stand duty will familiarize themselves with the contents of this Order and the associated enclosures contained in the duty watch-stander binders (CDO and DNCO).

c. Each duty watch-stander binder will contain unclassified materials only. General content consists of, but is not limited to, pertinent directives of this command and/or higher headquarters, standing special instructions, emergency recall rosters, casualty reporting procedures, serious incident reporting procedures, etc.

6. Command and Signal

a. Command. This Order is applicable to all 15th MEU Command Element Marines and Sailors and the attachments to the Command Element upon the command's composite for deployment.

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


S. D. CAMPBELL

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MEUO 1601.1H Ch 1
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MARINE EXPEDITIONARY UNIT ORDER 1601.1H Ch 1

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: COMMAND DUTY WATCH WHILE IN GARRISON

Encl: (1) New page inserts to MEUO 1601.1H

1. Situation. To transmit new page inserts to the basic Order.
2. Mission. This Order provides policy and procedures for the 15th MEU Command Duty Watch.
3. Execution
 - a. Remove the letterhead page and replace with corresponding page in the enclosure.
 - b. Add the following to paragraph 9f of enclosure (1) of the basic Order: "In accordance with reference (e), all personnel required to stand CDO will complete enclosure (5) annually.
 - c. Delete paragraph 9f(1) of enclosure (1) of the basic order and replace with the following: "(2) The MEU S-3 Antiterrorism Force Protection Officer will ensure all CDO watch standers complete annual requisite training in escalation of force and use of deadly force and will maintain a file of the signed acknowledgments. Training requirement records will be maintained by fiscal year. Marines standing CDO who do not have a current service pistol qualification will be scheduled for qualification/requalification as soon as possible."
 - d. Delete paragraph 9f(7) of enclosure (1) of the basic order in its entirety.
 - e. Remove enclosure (5) of the basic order and replace with the corresponding enclosure contained in enclosure (1).
4. Summary of Changes. These changes update the reference, CDO requirements, and checklist for the use of deadly force.
5. Filing Instructions. File this change transmittal directly behind the signature page of the basic Order.


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SPECIAL ORDERS FOR THE COMMAND DUTY OFFICER (CDO)

1. Background. The CDO is the direct representative of the Commanding Officer. He or she will exercise positive leadership and sound judgment during his or her tour of duty. He or she will ensure good order and discipline is maintained through the command post (Bldg. 210821), the 15th MEU Barracks (Bldg. 210715), and 15th MEU facilities.

2. Assignments. The Adjutant will publish the CDO duty assignments in writing. The CDO will be assigned from Staff Sergeants, Gunnery Sergeants, and all company grade officers unless they have attained the rank of CWO-3 or higher. Staff Sergeant Selects and Sergeants may be used when operationally required. Changes in CDO assignments must be made through the Executive Officer. In absence of the Adjutant, the senior Captain in the Command Element will assume this duty.

3. Post and Relief. At 0800, Monday through Friday, the Executive Officer will post and relief with the oncoming and outgoing CDOs. The Executive Officer will read and initial the logbook entries and relieve the outgoing CDO of all duties. The Executive Officer will then turnover the logbook and officially post the oncoming CDO. At 1600 the CDO will report to the Executive Officer for any updated special instructions. Personnel assigned duties on Saturdays, Sundays, or holidays will report to the Executive Officer at 0800 the workday prior to the weekend or holiday. In the absence of the Executive Officer, CDOs will report to the Adjutant. CDOs are to conduct informal post and relief on workdays only when it has been coordinated with the Executive Officer. Early turnover or late turnover requirements on workdays will also be coordinated with the Executive Officer. During a weekend or holiday, informal post and relief will be conducted between the CDOs.

4. Tour of Duty. The tour of duty is from 0800 to 0800 the following day, Sunday through Saturday, including holidays.

5. Place of Duty. During normal work hours, the CDO will proceed to his or her workspace and assume their regular duties.

a. The CDO may depart the 15th MEU facilities at the completion of duties herein. The CDO will be subject to immediate recall and is required to remain available via CDO duty cell phone at all times. Misuse of the privilege to depart the 15th MEU facilities when directed requirements are complete will lead to the CDO post becoming a sleeping post.

b. The CDO is responsible for ensuring the command post (Bldg. 210821) is properly secured and, regardless where the workspace is located, will post at the command post (Bldg. 210821) at 1600, when a weapon and rounds are not drawn, or shortly after 1600, when a weapon and rounds are drawn. At 1630, the CDO will commence security checks on 15th MEU facilities, Secure Internet Protocol Routing Network (SIPR) boxes, and safes. Once the checks are completed, the CDO will remain at the command post (Bldg. 210821) until the spaces are cleared. At no time will the CDO depart before the last person has departed without express approval from the Executive Officer and will call the Executive Officer when the command post (Bldg. 210821) is cleared and locked.

6. Uniform. The CDO will wear the prescribed uniform of the day while on duty and when conducting CDO duties. The CDO will not remove any part of his or her uniform. The service sweater, gortex jacket, and fleece jacket is authorized for wear during inclement weather.

7. Equipment. When the CDO assumes the post, he or she will receive the CDO Logbook, the CDO Duty Binder, the CDO duty cell phone, and the CDO duty cell phone charger. On weekdays and/or workdays, the CDO will also draw an M9 service pistol and (30) 9mm rounds from the 15th MEU Armory (Bldg. 21674).

8. General Duties. As the direct representative of the Commanding Officer, the CDO is responsible for emergencies and administrative matters outside normal working hours, the supervision of the DNCO/ADNCO, and the security of the command post (Bldg. 210821), the 15th MEU Barracks (Bldg. 210715), and all other 15th MEU spaces. In addition, the CDO is responsible for notifying the Commanding Officer, via the Executive Officer, of any unusual or important matters involving Command Element personnel. At no time will the CDO consume alcohol while on duty.

9. Specific Duties. The following duties will be performed by the CDO during the tour of duty:

a. Weekdays and/or Workdays

(1) The CDO will conduct turnover at 0800. During weekdays and/or workdays, the CDO will conduct turnover with the

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Executive Officer, or in his or her absence, a designated representative.

(1) The CDO will post at the command post (Bldg. 210821) at 1600, when a weapon and rounds are not drawn. When a weapon and rounds are drawn, the CDO will post after the weapon and rounds are turned into the 15th MEU Armory (Bldg. 210674) at 1600.

(2) At 1630, or once all the personnel have vacated the command post (Bldg. 210821), the CDO will:

(a) The CDO will commence touring the 15th MEU facilities, to include the Supply Warehouse (Bldg. 210842), the Communications/Radio Building (Bldg. 21415), the 15th MEU Barracks (Bldg. 210715), and the MEU Consolidated Motor Transport Compound (corner of Santa Fe and 5th Street). The CDO will annotate in the CDO Logbook the presence of any personnel working in those facilities/office spaces or any discrepancies noted.

(b) Ensure that the two external side hatches, internal side hatches, and the main entrance into the command post (on the second deck) are securely locked. The CDO will ensure the office spaces of the Commanding Officer, Executive Officer, Sergeant Major, Operations Officer, and conference room are locked.

(c) Ensure that all SIPR boxes and safes in the command post are secured and the associated Standard Form (SF) 702s are properly initialed. Using the diagram enclosed in the CDO binder will ensure all required items have been checked.

(d) Ensure the Electronic Key Management System (EKMS) Vault and SIPR Vault are secured and the SF 702 forms are properly initialed.

(e) Ensure all windows are closed and electric fans or heaters are turned off.

b. Weekday and/or workday mornings at 0530 the CDO will:

(1) Conduct tours of the Supply Warehouse (Bldg. 210842), Communications/Radio building (Bldg. 21415), the 15th MEU Barracks (Bldg. 210715), and the MEU Consolidated Motor Transport Compound (corner of Santa Fe and 5th Street).

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(2) Open the entry to the command post (Bldg. 210821), open the two access doors to the main workspaces, and open the doors for the Commanding Officer, Executive Officer, Sergeant Major, and Operations Officer office spaces.

(3) Ensure that all SIPR boxes and safes in the command post (Bldg. 210821) are secured and associated SF 702 forms properly initialed. Using the diagram enclosed in the CDO binder will ensure all required items have been checked.

(4) Ensure the EKMS Vault and SIPR Vault are secured and the SF 702 forms are properly initialed.

c. Weekends and/or Holidays

(1) The CDO will meet and receive special instructions with the Executive Officer at 0800 on the workday prior to the weekend and/or holiday. In his or her absence, a designated representative will conduct the in brief.

(2) Between 1500 and 1800, the CDO will commence touring the 15th MEU facilities, to include the Supply Warehouse (Bldg. 210842), the Communications/Radio Building (Bldg. 21415), the 15th MEU Barracks (Bldg. 210715), and the MEU Consolidated Motor Transport Compound (corner of Santa Fe and 5th Street). The CDO will annotate in the CDO Logbook the presence of any personnel working in those facilities/office spaces or any discrepancies noted.

(b) Ensure that the two external side hatches, internal side hatches, and the main entrance into the command post (on the second deck) are securely locked. The CDO will ensure the office spaces of the Commanding Officer, Executive Officer, Sergeant Major, Operations Officer, and conference room are locked.

(c) Ensure that all SIPR boxes and safes in the command post are secured and the associated Standard Form (SF) 702s are properly initialed. Using the diagram enclosed in the CDO binder will ensure all required items have been checked.

(d) Ensure the Electronic Key Management System (EKMS) Vault and SIPR Vault are secured and the SF 702 forms are properly initialed.

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(e) Ensure all windows are closed and electric fans or heaters are turned off.

d. Weekends and holidays prior to 0800, the off-going CDO will:

(1) Conduct tours of Supply Warehouse (Bldg. 210842), Communications/Radio building (Bldg. 21415), 15th MEU Barracks (Bldg. 21715), and the MEU Consolidated Motor Transport Compound (corner of Santa Fe and 5th Street).

(2) Ensure that all SIPR boxes and safes in the command post are secured and associated SF 702 forms initialed properly. Using the diagram enclosed in the CDO binder will ensure all required items have been checked.

(3) Ensure the EKMS Vault and SIPR Vault are secured and the SF 702 forms are properly initialed.

e. Off-duty hours access to the command post. The DNCO/ADNCO manages the keys to the command post (Bldg. 210821). During off-duty hours, access to the command post (Bldg. 210821) is coordinated with the DNCO/ADNCO, via the CDO. When required, the CDO will coordinate with the DNCO/ADNCO and identify any period of time the command post needs to be open, as well as the names of the personnel who need access. The names and times of access are to be documented using the CDO Logbook.

>CH 1 f. Arming of CDOs. This command will arm all CDOs in order to ensure compliance with I MEF armed duty officer requirements and enhance the force protection posture of the command. Personnel who will stand CDO will be trained in escalation of force, use of deadly force, and shall be qualified to use the M9 service pistol. In accordance with reference (e), all personnel required to stand CDO will complete enclosure (5) annually.

(1) The Adjutant will ensure, based on the training records provided by the MEU S-3, CDOs assigned for days where weapons will be drawn are qualified to stand duty.

>CH 1 (2) The MEU S-3 Antiterrorism Force Protection Officer will ensure all CDO watch standers complete annual requisite training in escalation of force and use of deadly force and will maintain a file of the signed acknowledgments. Training requirement records will be maintained by fiscal year. Marines

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standing CDO who do not have a current service pistol qualification will be scheduled for qualification/requalification as soon as possible."

(3) The MEU S-4 will provide one M9 service pistol and (30) 9mm rounds for duty CDOs. Also, an appropriate amount of clearing barrels for the command post (Bldg. 210821) will also be provided.

(4) All armed CDOs will carry the M9 service pistol in condition 3 (magazine inserted, chamber empty, slide forward, hammer down, and weapon on safe).

(5) If standing CDO on a weekday and/or workday, the CDO will be armed throughout the day and will turn in the weapon at 1600 to the armory. If the CDO's workspace is not the command post (Bldg. 210821), he or she will not take the weapon or rounds to their workspace. They will return them to the 15th MEU Armory (Bldg. 21674) at 1600.

(6) If standing CDO on a non-work day, the CDO will not draw a weapon.

10. CDO Logbook. A legible chronological record depicting significant events that occurred during the tour of duty will be maintained by the CDO. The use of good common sense shall prevail with respect to the content of each logbook entry. Certain entries are mandatory and will become a matter of record for each tour of duty. The following entries are mandatory:

a. Post and relief entry in accordance with enclosure (6). This entry will account for the CDO Logbook, CDO duty binder, CDO Duty cell phone, the CDO Duty cell phone charger, and, when applicable, the M9 service pistol and (30) 9mm rounds.

b. Acknowledgement that MEUO 1601.1 has been read and understood.

c. The touring of the command post (Bldg. 210821), Supply Warehouse (Bldg. 210842), Communications/Radio Building (Bldg. 21415), the 15th MEU Barracks (Bldg. 210715), and the MEU Consolidated Motor Transport Compound (corner of Santa Fe and 5th Street).

d. SIPR and safe checks.

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e. Any important or unusual events involving 15th MEU personnel, equipment, and security breaches such as unlocked windows and doors, as well as any maintenance discrepancies noted in the facilities.

f. Verification that all windows have been closed and the command post has been checked for unsecured classified and Personal Identifiable Information (PII) items.

g. Any media queries or those from higher headquarters.

h. Record all security checks and inspection of the EKMS Vault, SIPR Vault, SIPR boxes, and safes. At a minimum, security checks will be conducted twice during a tour of duty; once in the morning and once before the command post closure (weekdays) or in the early evening (weekends and holidays).

i. Calls for the Commanding Officer.

j. Notification of high precedence message traffic: Flash (Z), Immediate (O), and Priority (P).

k. Red Cross Messages.

l. Release of PCRs or SIRs.

m. Emergency leave or leave extension issues.

n. A failure of accountability by the DNCO/ADNCO on the meal card and weapons card turn-in box.

11. SIPR and Safe Checks. The CDO will annotate his or her initials and the time of security checks on the SF 702 form on the column labeled "Guard Check." The SF 702 will be in close proximity to the appropriate container. The CDO will physically attempt to open the containers by turning the combination locks and pulling on the locks or drawer handles. In the event a security container is found open, the CDO will:

a. Immediately notify the S-2/Intelligence Officer or the Executive Officer. The OIC, if in a section area, will also be notified.

b. Guard the safe until the OIC, SNCOIC, or custodian of the safe arrives to verify all items in the safe are present.

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If a SIPR box is found open, the CDO will examine evidence of tampering and report their findings to the S-2/Intelligence Officer or the Executive Officer.

c. Protect any physical evidence, if force entry is evident, until the proper authorities have been notified.

12. Classified Material Adrift. When classified material has been found adrift, the CDO will immediately notify the S-2/Intelligence Officer or Executive Officer and the principle staff officer having cognizance over the material. The principle staff officer will be required to return to the command post, assess the situation, and notify the S-2/Intelligence Officer or Executive Officer of the assessment results. The CDO will make a complete logbook entry.

13. Telephone calls

a. Telephone calls will be answered in the following manner: "Good Morning/Afternoon/Evening, 15th Marine Expeditionary Unit Command Duty Officer, rank, last name, speaking, how may I help you?"

b. Telephone calls to the Commanding Officer received from higher headquarters, General Officer, or local, state, or national dignitaries will be referred to the Executive Officer. All other persons shall be advised that their call will be brought to the attention of the Commanding Officer.

c. Unofficial collect calls will not be accepted.

d. The CDO cell phone is for official calls only. Incoming and outgoing personal telephone calls will not be tolerated.

e. Prank or questionable calls will be annotated in the CDO logbook. When possible, obtain name, address, and organization or group represented by the calls.

f. During working hours, relay information on telephone calls extending invitations to the Commanding Officer to the Adjutant. When received after normal working hours, the CDO will ensure the Adjutant is notified upon the resumption of normal working hours.

g. The Privacy Act of 1974 prohibits any personal information from being released without the authorization from

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the individual. The CDO will refrain from disclosing any personal information such as the Marine's or Sailor's social security number, home address, and/or telephone number. The CDO may collect the contact information of the person requesting the information and relay it to the Marine or Sailor to contact the person directly.

14. Search and Seizure. When necessary to obtain authority to search any part of the 15th MEU command post (Bldg. 210821) at the request of law enforcement authorities or other appropriate officials, the CDO will refer all requests to the Commanding Officer, or the Executive Officer in the absence of the Commanding Officer. The 15th MEU Staff Judge Advocate should be informed before any search and seizure is conducted.

15. Personal Casualty Reports. The CDO will immediately contact the Executive Officer when a casualty is reported. Casualty procedures are discussed in paragraph 4.b.6 of this Order and enclosure (4) will be used when creating PCRs.

16. Serious Incident Reports. The CDO will immediately contact the Executive Officer when a Serious Incident Report worthy event occurs. SIR procedures are discussed in paragraph 4.b.6 and enclosure (3) and will be used when creating SIRs for review and release.

17. Emergency Recall. Recall procedures are covered in paragraph 4.b.6 of this Order.

18. Red Cross Messages. Red Cross Messages will be relayed to the appropriate OIC and the Executive Officer, Sergeant Major (enlisted personnel), and Adjutant. The OICs will contact their Marines and may, if required, use the Red Cross Message as grounds for emergency leave approval.

19. Leave

a. Emergency Leave. The section OICs have the authority to grant verified emergency leave. The OIC will conduct appropriate actions in MOL and notify the CDO of actions taken for the emergency leave request. All emergency leave related items will be annotated in the CDO Logbook and briefed to the MEU Executive Officer upon turnover.

b. Annual Leave Extension. Section OICs have the authorization to grant leave extensions. Should a Marine or

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Sailor call the CDO directly, the CDO will contact the section OIC with the information for action by the section OIC.

20. Media. The CDO will immediately contact the Public Affairs Officer in all matters concerning the press or public media. The CDO is not authorized to release information without approval from the Commanding Officer.

21. Messages. When message traffic for this command is received by the Area Control Center, building 2456, Marine Corps Base, Camp Pendleton, 760-725-6307 or 760-763-6804, the CDO will:

a. Request the precedence and subject of the message.
Note: subject lines for classified messages will not be given over phone lines.

b. Acknowledge notification of the message by requesting the rank and name of the person from the Joint Communications Center.

c. Make a CDO Logbook entry annotating the message precedence, subject, and date-time-group.

d. Immediately notify the Executive Officer and the S-6/Communications Officer when message traffic concerns Flash (Z), Immediate (O), or Priority (P) message precedence. Routine (R) messages can wait until the next workday.

e. Provide routine or minimum consequence message traffic information to the S-6/Communications Officer for message pick-up.

22. Emergency Action Plan. The 15th MEU Commanding Officer, upon recommendation of the Security Manager, the Assistance Security Manager, or the 15th MEU CDO-when they are the senior MEU representative present- may authorize implementation of the Emergency Action Plan (EAP). The CDO will assist the 15th MEU Security Manager execute the 15th MEU EAP. Should the Commanding Officer or, in their absence, the Executive Officer, direct the implementation of the EAP after normal working hours, the 15th MEU CDO will notify the I Marine Expeditionary Force (I MEF) Senior Watch Officer (SWO) and the Marine Corps Base (MCB) Camp Pendleton Officer-of-the-Day of the decision to implement the EAP.

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a. Execution of Emergency Destruction. The MEU will set the below priority for emergency destruction. All instances of emergency destruction being executed must be recorded and reported to the MEU Security Manager. These reports will have the reason for the destruction, the individual who authorized the destruction, items destroyed, time and date of destruction, and effectiveness of destruction.

(1) Priority 1 - Top Secret material, Cryptographic equipment and keying material, with special emphasis on Communications Security, Sensitive Compartmented Information, and any other Special Category material.

(2) Priority 2 - Secret material.

(3) Priority 3 - Confidential Material.

b. In the event of an emergency such as a fire or other natural disaster during working hours in the 15th MEU Headquarters, building 210821, all MEU personnel will be evacuated from the building. The MEU CDO will designate and post a sentry outside the central exits and ladder wells to ensure no unauthorized personnel enter the building. The sentry will not impede firefighters and other safety personnel from entering the building to accomplish their mission, however, the sentry will ensure that no emergency personnel depart with classified material.

c. If a fire occurs in the Headquarters Building after working hours, the 15th MEU CDO or Duty Noncommissioned Officer (DNCO) will immediately evacuate anyone still in the building. The CDO or DNCO will notify the fire department and the Area 21 Guard of the fire, and then notify the Executive Officer/Security Manager and the Classified Material Control Center Officer (CMCC)/S-2. The DNCO will then muster at least four 15th MEU Marines to post one at each exit until the authority to enter has been given by competent authority.

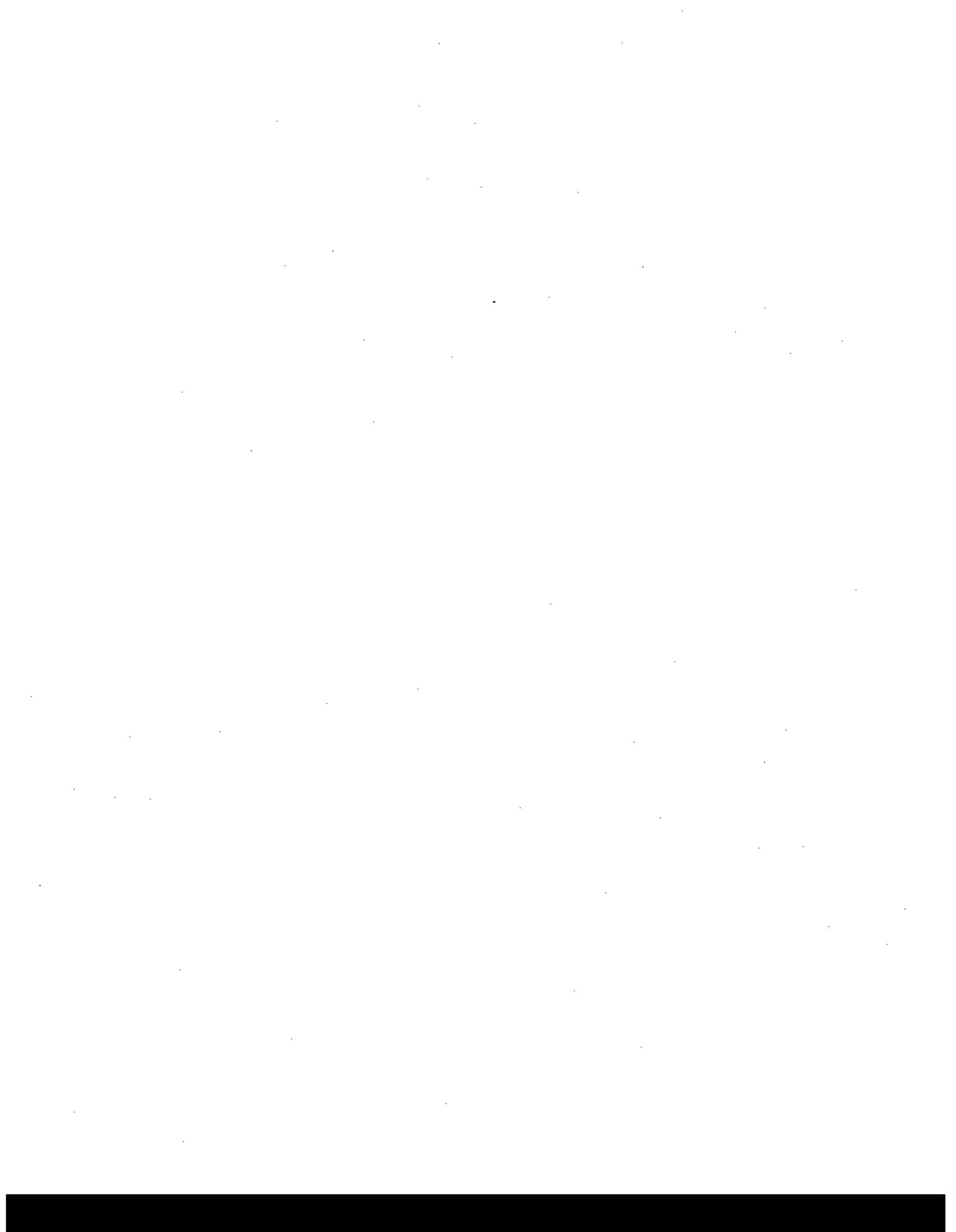
d. Transfer of Classified Material During an EAP. In the event the MEU Commander decides that the 15th MEU headquarters building is no longer secure to store classified material and directs implementation of the EAP, the MEU will transfer all classified material as required in coordination with the I MEF Security Manager and the Camp Pendleton Base Communication Center in order to store all MEU classified material in secure spaces. The 15th MEU CDO and the DNCO will supervise the

Enclosure (1)

working parties from each staff section holding classified material transferring the classified materials from the safes in their respective sections to their embarkation boxes.

23. Decorum on duty. As the direct representative of the Commanding Officer, the CDO will always present a proper image. All personnel standing duty must ensure they are fit for duty and will be free from the effects of alcohol at least eight hours prior to the assumption of duty.

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SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

1. Background. In the absence of the CDO, the DNCO is the direct representative of the Commanding Officer. The DNCO will exercise positive leadership and sound judgment during his or her tour of duty, taking charge of the command post (Bldg. 210821) and the 15th MEU Barracks (Bldg. 210715). The DNCO will ensure good order and discipline is maintained throughout the command post and the 15th MEU Barracks area (bldg.210715).

2. Assignment. The Headquarters Commandant will publish the DNCO and ADNCO duty assignments in writing. In absence of the Headquarters Commandant, the Administrative Chief will assume this duty. Changes in the DNCO/ADNCO assignments must be approved by the Sergeant Major and made through the MEU Headquarters Commandant upon approval.

a. The DNCO will be assigned from Sergeant and Corporals. When Sergeants and Staff Sergeant Selects stand CDO, every effort will be made so they do not stand DNCO.

b. The ADNCO will be assigned from Corporals and below.

3. Post and Relief

a. The Sergeant Major will formally conduct post and relief of the oncoming and outgoing DNCOs and ADNCOs, on workdays. Personnel assigned duties on the weekends and holidays will report to the Sergeant Major at 0800 on the workday prior to the weekend or holiday for special instructions. In the absence of the Sergeant Major, DNCOs and ADNCOs will report to the Headquarters Commandant.

b. Formal Relief. At 0800, Monday through Friday, when reporting to the Sergeant Major, the outgoing DNCO will stand on the right hand side of the oncoming DNCO. The outgoing DNCO will report, "Sergeant Major, rank and last name reporting as the outgoing DNCO," and turn over the logbook and key ring. The Sergeant Major will read the logbook entries and relieve the outgoing DNCO of all duties. The oncoming DNCO will report, "Sergeant Major, rank and last name reporting as the oncoming DNCO." The Sergeant Major will turnover the logbook, key ring, and officially post the DNCO.

c. Informal Relief. On weekends and holidays, the oncoming and outgoing DNCO and ADNCO will conduct an informal post and relief at the 15th MEU Barracks (Bldg. 210715). Any special instructions received by the Sergeant Major on the workday prior to the weekend or

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

holiday will be strictly adhered to when executing the duties of DNCO and/or ADNCO.

4. Tour of Duty. The tour of duty is daily from 0800 to 0800.

5. Place of Duty. During normal working hours, either the DNCO or ADNCO will post in the 15th MEU Barracks (Bldg. 210715). At no time will the DNCO or ADNCO depart the 15th MEU Barracks (Bldg. 210715) unless on official business or for procuring meals on Camp Del Mar, 21 Area or the commissary area (Bldg. 20850).

a. The DNCO is a sleeping post and the DNCO will ensure the 15th MEU Barracks (Bldg. 210715) is manned by either the DNCO or ADNCO at all times.

b. The DNCO or ADNCO is responsible for ensuring the 15th MEU Barracks maintain proper military decorum at all times.

c. The DNCO or ADNCO will assist the CDO to unlock the command post (Bldg. 210821).

6. Uniform. The DNCO and ADNCO will wear the prescribed uniform of the day. While on duty, the DNCO and ADNCO will not remove any part of his or her uniform and will wear a cover and duty belt. The service sweater, fleece jacket, or Gore-Tex is authorized for wear during inclement weather.

7. Equipment. When the DNCO assumes the post, he or she will receive the DNCO Logbook, the DNCO Binder, the duty belt, a cell phone with charger, and the key ring with keys to the duty van and command post (Bldg. 210821) keys. The key ring will be maintained at the duty desk during the tour of duty unless in use to unlock the command post (Bldg. 210821) or during the post and relief.

8. General Duties. The DNCO and ADNCO are under direct supervision of the CDO. The DNCO and ADNOC will notify the Commanding Officer, via the CDO, of any unusual or important matters involving Command Element personnel or property that have been made aware to him or her. The DNCO and ADNCO are responsible for emergencies and routine matters involving the 15th MEU Barracks (Bldg. 210715), command post (Bldg. 210821), and other 21 Area MEU facilities.

9. Specific Duties. The following duties will be performed by the DNCO or ADNCO during the tour of duty:

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

a. Daily (weekdays, weekends, and holidays)

(1) The DNCO and ADNCO will post at the command post (Bldg. 210821) at 0800.

(2) The DNCO or ADNCO will assist the CDO in securing the command post (Bldg. 210821) once all the personnel have departed or once the weekend or holiday evening tours are complete.

(3) The DNCO or ADNCO will collect meal cards and weapons card for Marines or Sailors departing on leave, temporary duty assignment (TAD) or permissive TAD (PTAD).

(4) The DNCO or ADNCO will tour the 15th MEU command post (Bldg. 210821) and the 15th MEU Barracks (Bldg. 210715) as per these instructions.

b. Weekday mornings at 0600, the off-going DNCO or ADNCO will ensure the CDO has entry to the command post (Bldg. 210821).

c. Weekends and holiday prior to 0800, the off-going DNCO or ADNCO will ensure the CDO has entry to the command post (Bldg. 210821).

d. Off duty hours access to the command post. The DNCO and ADNCO will manage the keys to the command post (Bldg. 210821). During off-duty hours, the CDO will coordinate access to the command post (Bldg. 210821) with the DNCO or ADNCO. Individuals wanting access not identified prior by the CDO, may be authorized access should they be listed on the access roster to the respective wing.

10. DNCO Logbook. A legible printed chronological record of significant events that occurred during the tour of duty will be maintained by the DNCO and ADNCO. The use of good common sense shall prevail with respect to the content of each logbook entry. Certain events are mandatory and will become a matter of record. The ADNCO will make entries in the absence of the DNCO. Prior to the end of duty, the DNCO will review the DNCO Logbook and place his or her initials to indicate the DNCO Logbook has been reviewed. The following entries are mandatory:

a. Post and relief entry.

b. Acknowledgment that MEUO 1601.1 has been read and understood in its entirety.

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

c. Account for the DNCO Logbook, DNCO Duty binder, the DNCO cell phone, the DNCO cell phone charger, and the key ring with duty van and command post (Bldg. 210821) keys.

d. Account for the duty van.

e. Record the arrival and departure time on deck of the Commanding Officer, Executive Officer, Sergeant Major, and CDO from the 15th MEU Barracks (Bldg. 210715).

f. The turn in or pick up of meal cards and weapons cards for Marines or Sailors departing on leave, TAD, or PTAD.

g. Significant events for which the CDO was notified.

h. Record the rank, name, time in and time out, and work section of any person(s) entering the command post (Bldg. 210821) after normal working hours.

i. Record the results of every 15th MEU Barracks (Bldg. 210715) and command post (Bldg. 210821) tour.

j. Area cleanliness upon assuming duty.

k. Marines or Sailors who did not properly log or log out their 15th MEU Barracks (Bldg. 210715) visitor(s).

l. Restriction and/or Extra Duty musters.

m. Media queries made to the Command.

11. Command Post Check Procedures. The DNCO or ADNCO will conduct an informal tour of the command post and surrounding grounds once every four hours from 1800 to 0600. On weekends and holidays, the DNCO or ADNCO will conduct tours of the command post (Bldg. 210821) once every four hours for the 24-hour period. The DNCO or ADNCO will make a complete logbook entry documenting the sequence of events.

12. Visitors

a. Command Post Visitors. Visitors are not allowed in the command post (Bldg. 210821) after working hours unless the Commanding Officer has granted authorization.

b. 15th MEU Barracks Visitors. The DNCO or ADNCO will ensure

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

all visitors are properly logged in and logged out of the 15th MEU Barracks. All visitors are required to present proper picture identification to the DNCO or ADNCO who will ensure visitors, especially females, are of legal age (18). The following 15th MEU Barracks (Bldg. 210715) rules apply:

(1) Visitor Hours. It is the responsibility of the DNCO/ADNCO to verify departure of all visitors daily. Visitors are not permitted to remain in the BEQ room without their escort being present and will not stay overnight.

(a) Workdays: 0700-2200.

(b) Weekends and holidays: 0600-2359.

The DNCO or ADNCO and sponsor will ensure the door to the sponsor's room remains open at all times when a member of the opposite sex is visiting.

(2) The DNCO or ADNCO and sponsor will ensure visitors depart the 15th MEU Barracks (Bldg. 210715) area no later than 2200 on Sundays through Thursdays and 2359 on Fridays and Saturdays.

(3) Visitors who fail to properly check-in with the DNCO or ADNCO will be asked to leave immediately.

(4) Visitors who are disruptive or annoying another resident of the 15th MEU Barracks (Bldg. 210715) will be asked to leave immediately regardless of the time of day or night.

(5) Any sponsor who fails to ensure that their guests are properly logged in and logged out will be reported to the Sergeant Major via a DNCO Logbook entry.

13. Telephone Calls

a. Telephone calls will be answered in the following manner: "Good Morning, Afternoon, Evening (depending on the time of day), 15th Marine Expeditionary Unit, rank, last name speaking, how may I help you?"

b. Telephone calls to the Commanding Officer will be reported to the CDO, or if unavailable, the Adjutant. Calls received from higher headquarters, General Officers, or from local, state, or national dignitaries will be referred to the Executive Officer

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

immediately, via the CDO. All other persons will be advised that their call will be brought to attention of the Commanding Officer.

c. Unofficial collect calls will not be accepted.

d. The DNCO cell phone is for official business only. Incoming and outgoing personal telephone call will not be tolerated.

e. Prank or questionable telephone calls will be annotated in the DNCO Logbook. When possible obtain the name, address, and organization or group represented by the caller.

f. Transfer all telephone calls extending invitations to the Commanding Officer to the CDO.

g. The Privacy Act of 1974 prohibits any personal information from being disclosed without authorization from the individual. The DNCO and ADNCO will refrain from disclosing any personal information such as the member's social security number, home address, and/or telephone number.

14. Restriction/Extra Duty. The DNCO or ADNCO will muster and supervise all Marines and Sailors on restriction or who have been assigned extra duty. The DNCO or ADNCO will ensure the muster sheet is properly initialed and a logbook entry is made.

15. Emergency Leave/Leave Extensions. The DNCO or ADNCO is not authorized to grant emergency leave or leave extensions. Emergency leave requests will be referred to the individual's OIC. After normal working hours inform the CDO after the requested emergency leave or leave extension has been referred to the OIC.

16. Messages. High precedence message traffic for this Command received by the Joint Communication Center, building 1160, Marine Corps Base, Camp Pendleton, 760-725-6562/3668. The DNCO or ADNCO will:

a. Request the precedence and subject of the message. (Note: Subject line for classified messages will not be given over the telephone).

b. Acknowledge notification of the message by requesting from the Joint Communication Center the person's rank and name.

c. Make a duty logbook annotation including the message precedence, subject, and date/time group (DTG).

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

d. Immediately notify the CDO when message traffic concerns emergency conditions or an alert notification. The CDO will take cognizance over the pick-up of the message.

e. If message traffic is of routine nature or of minimum consequences, inform the CDO at the earliest opportunity in order to notify the S-6 section for message pick-up the next working day.

17. Police of Area. The DNCO and ADNCO are responsible in ensuring general cleanliness of the 15th MEU Barracks (Bldg. 210715). The parking lot and areas surrounding the 15th MEU Barracks (Bldg. 210715) will remain free of trash and litter. A daily sweep-down and police call will be held prior to taps. All trash cans will be emptied.

18. Media. The DNCO or ADNCO will immediately contact the CDO the Public Affairs Officer or Public Affairs Chief will be contacted. The DNCO or ADNCO are not authorized to release information without the approval from the Commanding Officer.

19. Duty Vehicle. The DNCO is responsible for the duty vehicle during non-working hours and is authorized to use it during the tour of duty if he or she possesses a valid driver's license. The DNCO will obtain vehicle keys from the Headquarters Commandant or the S-4 section at the conclusion of the normal workday. No other person is authorized use without the approval of the CDO or the S-4 Officer.

20. Personnel Reporting. Personnel reporting after normal working hours must provide the DNCO with the original orders. The DNCO will annotate the report date and time on the original orders and the DNCO Logbook. The DNCO or ADNCO will then return the original orders to the member with directions to report to the 15th MEU S-1 section at 0800 the next working day and make a logbook entry. The DNCO or ADNCO will call and notify the CDO of the new join.

a. Officers. Officers requiring billeting should be directed to the Del Mar Bachelor Officer's Quarters, 21 Area, 760-725-2828, Ward Lodging, building 1341, 760-725-5194, or the South Mesa Lodge, building 202870, 760-763-7805/6/7/8.

b. Staff Noncommissioned Officers. The SNCOs requiring billeting should be directed to the Del Mar Bachelor Officer's Quarters, 21 Area, 760-725-2828, Ward Lodging, Building 1341, 760-725-5194, or the South Mesa Lodge, building 202870, 760-763-7805/6/7/8.

SPECIAL ORDERS FOR THE DUTY NONCOMMISSIONED OFFICER (DNCO) AND ASSISTANT DUTY NONCOMMISSIONED OFFICER (ADNCO)

c. Private through Sergeant. Billeting in the 15th MEU Barracks will be procured for unmarried members. If after hours, the DNCO/ADNCO will get the master key from the guard force at building 210825. During working hours, the new member will check in with the Headquarters Commandant for room assignment.

d. Direct all married personnel accompanied by their dependents to Ward Lodging, building 1341, 760-725-5194 or the South Mesa Lodge, building 202870, 760-763-7805/6/7/8.

21. Command Duty Officer (CDO) notification. The DNCO will immediately notify the CDO whenever anything of an unusual nature occurs or is not covered by instructions. If the CDO cannot be reached, contact the Headquarters Commandant or Sergeant Major.

22. Alertness. Marines on duty will not engage in activities that will distract them from the alertness that must be maintained throughout the tour of duty. Video games, non-military reading materials, and music are not authorized. Television, as long as the normal DNCO or ADNCO duties are not interrupted, is authorized. Marines on duty may work on materials such as MCI's or off-duty education.

23. Decorum on Duty. The DNCO and ADNCO will always portray a proper image. The DNCO and ADNCO must ensure they are fit for duty and will be free from the effects of alcohol at least eight hours prior to the assumption of duty.

OPREP-3 SIR DATA SHEET

1. PERSONNEL INVOLVED (CIRCLE ONE):

VICTIM/S

SUSPECT/S

WITNESS/ES

(GRADE OR TITLE, FIRST NAME, MIDDLE INITIAL, LAST NAME, LAST 4 SSN-IF CIVILIANS INDICATE STATUS; I.E. DEPENDENT, ETC, IN PLACE OF SSN, UNIT ORGANIZATION OR ADDRESS-CIVILIAN, RACE, SEX, AND STATUS)

**WHEN REPORTING SEXUAL ASSAULT INCIDENTS, USE ONLY THE INITIALS AND LAST 4 SSN TO IDENTIFY THE PERSONNEL INVOLVED

2. BASIC CIRCUMSTANCES:

3. DESIGNATION OR THE ORGANIZATION OR OFFICES, MILITARY OR CIVILIAN, CONDUCTING THE INVESTIGATION OR POINT OF CONTACT INFORMATION.

4. PRESENT OR ANTICIPATED REACTION OF THE CIVIL POPULACE TO THE INCIDENT; PRESENT MEDIA COVERAGE TO DATE AND ANTICIPATED NEWS MEDIA INTEREST ON THIS INCIDENT. 15TH MEU PAO MUST BE NOTIFIED OF THE INCIDENT AS THEY WILL ASSIST IN PROVIDING THIS INFORMATION IF THE CDO IS UNSURE.

5. 15TH MEU INTELLIGENCE OFFICER WILL BE NOTIFIED OF THE INCIDENT.

6. IDENTIFY FURTHER ACTION TAKEN OR FURTHER INFORMATION THAT IS PERTINENT TO THE INCIDENT. A STATEMENT WILL BE MADE IN REFERENCE TO THE COMMAND'S ABILITY

OPREP-3 SIR DATA SHEET

TO CONTINUE ITS MISSION.

7. THE MESSAGE ID SHALL BE MAINTAINED BY THE ADJUTANT. PLEASE CONTACT THE ADJUTANT TO OBTAIN THE SERIAL # FOR THE MONTH. THE "MMM" WILL BE THE CURRENT MONTH. THE QUALIFIER SHALL REMAIN BLANK FOR THE MEU CDO AS WELL AS THE QUALIFIER SERIAL:

MSGID/OPREP-3SIR/M20310/SERIAL #/MMM//

OPREP-3 SIR SAMPLE FORMAT

FM: FIFTEENTH MEU
TO: CMC WASHINGTON DC PPO
INFO: FIFTEENTH MEU
PARENT UNIT IF APPLICABLE

BT

UNCLAS//N05740//

MSGID/OPREP-3SIR/M20310/001/JUN//

REF/A/DOC/CMC/20070608

REF/B/TEL/CDO 15TH MEU/DDHHMMZMMYY//

NARR/REF A IS MCO ON OPREP-3SIP: SERIOUS INCIDENT REPORTS. REF B IS VOICE REPORT SUBMITTED TO MCOC.//

POC/A. B. LEADER/LTCOL/15TH MEU XO/-/TEL:760-725-

8892/EMAIL:A.LEADER@USMC.MIL//

GENTEXT/REMARKS/1. WHILE TRAVELING EAST ON HIGHWAY 78 FROM MCB CAMP PENDLETON, CPL SPEEDSTER WAS INVOLVED IN A MOTORCYCLE ACCIDENT WITH A BLACK TOYOTA FOUR-RUNNER IN THE VIC OF PETSMAST, OCEANSIDE. AMBULANCES RESPONDED TO THE ACCIDENT. CPL SPEEDSTER WAS THE ONLY INJURY IN THE ACCIDENT. SNM WAS THE ONLY INJURY IN THE ACCIDENT. SNM WAS AIRLIFTED TO LA JOLLA HOSPITAL AS A PRECAUTIONARY MEASURE AND PER THE CHP SOP FOR FURTHER EVALUATION OF INJURIES. SNM HAS TWO STITCHES ON HIS LOWER LIP, ROAD RASH ON HIS KNEES, ELBOWS, HIP, AND BACK, AND A SPRAINED LEFT PINKIE TOE. HELMET AND REQUIRED SAFETY PP&E WAS WORN AND SNM WAS LICENSED TO DRIVE THE MOTORCYCLE. CPL SPEEDSTER DID ATTEND THE EXPERT RIDERS COURSE ON BASE AND HIS BIKE WAS REGISTERED ON BASE. CPL SPEEDSTER WAS ABLE TO CALL HIS WIFE AND NOTIFY HER OF HIS ACCIDENT AND CURRENT CONDITION. HE WAS RELEASED FROM THE HOSPITAL AT APPROX 130518Z JAN 09.

2. 130130Z JAN 09

3. PERSONNEL INVOLVED:

A. DRIVER 1 (VICTIM/S)

1. CPL
2. JOHN B. SPEEDSTER
3. LAST FOUR SSN
4. FOOD SERVICE SUPPORT SPECIALIST, 3381
5. CAUCASIAN, MALE
6. SCRIPPS MEMORIAL HOSPITAL, LA JOLLA, CA

B. DRIVER 2 (SUSPECT/S, WITNESS/ES)

1. CIVILIAN (DRIVER)
2. UNKNOWN
3. UNKNOWN
4. UNKNOWN
5. UNKNOWN
6. UNKNOWN

4. OCEANSIDE PD. POC FOR OCEANSIDE PD IS OFFICER PONCE AT 760-435-4800.

5. LOW MEDIA INTEREST IS PRESENT AT THIS TIME. 15TH MEU PAO HAS BEEN NOTIFIED.

6. THE LOCAL INTELLIGENCE OFFICER AT 15TH MEU HAS BEEN NOTIFIED.

7. CPL SPEADSTER HAS A FOLLOW-UP APPOINTMENT ON 19 JAN 09 TO REMOVE HIS STITCHES. THIS DOES NOT AFFECT THIS COMMAND'S ABILITY TO ACCOMPLISH ITS MISSION.//

PERSONNEL CASUALTY REPORT DATA SHEET

(3) **Inflicting force:** _____ (Enemy, Allied Forces, Buddy or Unknown)

3. **DIAGNOSIS or CAUSE OF DEATH:** _____

(Enter complete diagnosis, use medical terms and plain language explanation as verified by medical authority. State if autopsy will be conducted.)

4. **CONDITION:** (Circle one of each.) - PHYSICIAN VERIFIED? YES/NO

GOOD, FAIR, SERIOUS, VERY SERIOUS, CRITICAL, GRAVE

PROGNOSIS: (Circle one of each.) - PHYSICIAN VERIFIED? YES/NO

GOOD, FAIR, SERIOUS, VERY SERIOUS, CRITICAL, GRAVE

(CONDITION/PROGNOSIS IS DETERMINED BY THE ATTENDING PHYSICIAN. ONLY THE CLASSIFICATIONS GIVEN ARE ACCEPTABLE. STABLE IS NOT ACCEPTABLE!)

Name of Physician: _____

IF DECEASED, DATE/TIME/GEOGRAPHICAL PLACE OF DEATH: _____

5. **LOCAL TIME** _____, **DATE** _____, **GEOGRAPHICAL PLACE OF INCIDENT**

(e.g., 1500, 061206, RUTBAH, IRAQ, 15 KM EAST OF RUTBAH, ON HWY 1. IF LOCATION IS CLASSIFIED, PLACE ON SUPPLEMENTARY CLASSIFIED PCR)

6. **CIRCUMSTANCES:** (Brief narrative, listing all known facts. Identify conjecture or unconfirmed information as such; narrative of circumstances in sufficient detail to enable CACO to inform NOK. Describe casualty's activity during the incident. If suspected suicide, refer to such incidents as alleged or possible self-inflicted pending completion of investigation.)

7. **UNIT/POC/PHONE/EMAIL (DSN, TAC, IRIDIUM)**

(e.g., 15th MEU, CAPT A. B. ADMIN, ADJUTANT, 760-725-5766, EMAIL)

8. **CURRENT LOCATION OF CASUALTY/POC/PHONE:**

(e.g., BAS/HOSPITAL/SHIP WHERE CASUALTY IS BEING TREATED; IF DECEASED, LOCATION OF REMAINS OR "REMAINS NOT RECOVERED." IF APPROPRIATE, STATE "REMAINS RECOVERED, NOT IDENTIFIED.")

PERSONNEL CASUALTY REPORT DATA SHEET

9. AGENCY/POC/PHONE/EMAIL OF INVESTIGATION BEING CONDUCTED:

(Per MARADMIN 592/07, commands will conduct preliminary inquiries into deaths and injuries/illnesses of Marines in accordance with MARCORCASMAN.)

10. PRIMARY NEXT OF KIN (PNOK): *(PNOK Last name, first name, MI, address, zip code, phone number, relationship to casualty. Include any additional directions from Record of Emergency Data (RED). THIS MUST BE COMPLETED AS IT IS THE REASON FOR THE REPORT. Both parents must be listed even if deceased or address is unknown.)*

11. SECONDARY NEXT OF KIN (SNOK): *(If applicable)*

13. REMARKS: *(Any relevant remarks, e.g., PNOK ill and requires presence of a physician during notification; service member does not want NOK notified; SNM expected to be evacuated to where and when; name and phone of attending physician; special desires of NOK if known, other POC's (DSN & commercial phone numbers).*

14. PROPER PROTECTIVE EQUIPMENT WORN, WHEN APPLICABLE: *(Flak, Kevlar, Front/Rear SAPI Plates, Side SAPI Plates, Ballistic Eye protection, Groin Protector, Collar Protector, Gloves, Motorcycle PP&E)*

15. IF INCIDENT OCCURRED IN A VEHICLE; LOCATION IN VEHICLE AND IF OTHER PASSENGERS IN VEHICLE:

Ref:
MCO 5500.6G
27 AUG 2008

FOR OFFICIAL USE ONLY

**INDIVIDUAL'S ACKNOWLEDGEMENT OF SPECIFIC INSTRUCTIONS
FOR ARMED SECURITY AND LAW ENFORCEMENT PERSONNEL
REGARDING THE USE OF FORCE**

Name: (Last, First, M.I.)	Rank:	Date:

1. Circumstances for Which Deadly Force is Authorized. I am justified in using the weapon with which I am armed to apply deadly force only under conditions of extreme necessity, when all other means have failed or cannot reasonably be employed and only as a last resort. If such is the case, I may use deadly force:

a. ___ To protect myself or others if I reasonably believe that I am or they are in imminent danger of death or serious bodily harm.

b. ___ To prevent acts which or the escape of those who reasonably appear to me to threaten property or information designated by my Commanding Officer as vital to national security.

c. ___ To prevent the actual theft or sabotage of property that is, of itself, dangerous to others (i.e., explosives, weapons, ammunition, etc.), when it appears reasonably necessary to do so.

d. ___ To prevent or interrupt the commission of a serious offense involving violence which threatens death or serious bodily injury to another (i.e., murder, arson, armed robbery, aggravated assault and rape).

e. ___ To protect national critical infrastructure. Deadly force is authorized when deadly force reasonably appears necessary to prevent sabotage of national critical infrastructure.

Enclosure (5)

f. ___ To effect the apprehension or prevent the escape of an individual whom there is probable cause to believe has either committed a serious offense involving violence or threatened death or serious bodily harm and is a continued threat to the safety of others.

g. ___ When it appears reasonably necessary to prevent the escape of a prisoner provided I have probable cause to believe that the escaping prisoner poses a threat of serious bodily harm to law enforcement and security personnel or others.

2. Additional Specific Instructions

a. ___ I will not fire my weapon if I might injure innocent bystanders, unless fired in protection of nuclear weapons.

b. ___ I am prohibited from firing warning shots.

c. ___ I will remove my pistol from my holster only when:

(1) The use of deadly force is imminent, or to affect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2) Firing at the range or accomplishing other required training.

(3) Ordered to do so by competent authority.

(4) Returning it to storage.

(5) Cleaning it in an authorized area.

d. ___ I will not point any firearm at any person, except:

(1) To gain control of a situation.

(2) When I intend to use deadly force.

e. ___ If I chamber a round or remove my pistol from its holster, proper notifications will be made and a Statement of Force form completed.

f. ___ When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing and safety. I will ensure that:

Enclosure (5)

(1) When drawing a weapon from the armory/arms room, rounds will not be drawn until the weapon is properly cleared.

(2) When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.

(3) Any violation of these policies or procedures is immediately reported to the proper authority.

g. ___I am prohibited from using a privately owned firearm or ammunition on duty.

h. ___I will comply with these principles when using Non-deadly weapons or techniques such as handcuffs, baton, chemical spray, Military Working Dog/Civilian Police Working Dog, motor vehicle, etc., in such a manner that could cause death or serious bodily harm.

3. Acknowledgement. I have been instructed on the use of deadly force per this Order (MCO 5500.6G) and acknowledge that I understand the basic rules for the use of force and weapons safety. I am aware of all areas aboard this installation that have been designated by the Commanding Officer as vital to national security for which the use of deadly force may be required.

Date

Rank/Printed Name

Signature

Enclosure (5)

STANDARD POST AND RELIEF ENTRIES FOR THE COMMAND DUTY OFFICER

Normal workday entry

I SSgt Marine, have assumed all duties and responsibilities as the 15 MEU CDO. As the 15th MEU CDO, I have read and understand MEUO 1601.1. I have read, signed and acknowledged the 15th MEU CDO Deadly Force Checklist. I have in my possession (1) duty phone, (1) charger, (1) duty binder, (1) duty logbook, (1) CDO armband, (1) M9 service pistol serial number 12345678, and (30) 9mm rounds.

Holiday/Weekend entry

I SSgt Marine, have assumed all duties and responsibilities as 15th MEU CDO. As the 15th MEU CDO, I have read and understand MEUO 1601.1. I have in my possession (1) duty phone, (1) charger, (1) duty binder, (1) duty logbook, and (1) CDO armband.