



UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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MEUO 1601.1J
Adj
31 May 2013

MARINE EXPEDITIONARY UNIT ORDER 1601.1J

From: Commanding Officer
To: Distribution List

Subj: COMMAND DUTY WATCH (CDW) 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
(f) MCO 3504.2
(g) MCO 3040.4

Encl: (1) Special Instructions for the Command Duty Officer
(2) Special Instructions 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
(7) Red Cross Message Worksheet

1. Situation. To provide policy, instruction, and guidance for the 15th Marine Expeditionary Unit (MEU) CDW while in garrison. CDW while the MEU is afloat or deployed shall be established via separate directive.

2. Cancellation. MEUO 1601.1H, Policy Letter 8-11.

3. Mission. This Order provides policy and procedures for the 15th MEU CDW in order to ensure proper command representation during off-duty hours.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this Order is to establish clear policy, guidance, and instruction for the Marines and Sailors of the 15th MEU for standing the duties that comprise the CDW. All Marines and Sailors shall familiarize themselves with the content of this Order prior to assuming post and shall demonstrate a full understanding of the role and responsibilities as a direct representative of the Commanding Officer of 15th MEU.

(2) Concept of Operations. The CDW shall be implemented in accordance with the references and this Order and its enclosures. The CDW Team 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. Enclosure (1) outlines the special orders and instruction for the CDO.

(b) Duty Noncommissioned Officer (DNCO). The DNCO, along with the Assistant Duty Noncommissioned Officer, will post at the 15th MEU Barracks (Building 210632). The DNCO is responsible for maintaining accountability of enforcing good order proper military decorum at all times. Enclosure (2) outlines the special orders and instruction for the DNCO.

(c) Assistant Duty Noncommissioned Officer (ADNCO). The ADNCO will assist the DNCO in his or her duties. Enclosure (2) outlines the special orders and instruction for the ADNCO.

b. Tasks

(1) Executive Officer, 15th MEU

(a) Serve as executive agent for oversight of the CDW Program.

(b) Relieve and post the CDO daily at 0800.

(2) Adjutant, 15th MEU

(a) Manage and track the assignment of eligible personnel for CDO.

(b) Publish the monthly duty schedule via appropriate bulletin.

(3) Sergeant Major, 15th MEU

(a) Assist the Executive Officer in oversight of the CDW Program.

(b) Relieve and post the DNCO and ADNCO daily at 0800.

(4) Headquarters Commandant, 15th MEU

(a) Manage and track the assignment of eligible personnel for DNCO and ADNCO.

(b) Submit the monthly duty schedule for DNCO and ADNCO to the Adjutant for inclusion in the monthly duty assignment bulletin.

(c) Ensure the DNCO has a set of keys that allow access to all portions of the command post (Building 210821).

(5) S-1, 15th MEU

(a) When required, in the event of a reportable casualty, ensure appropriate action and personnel casualty reports (PCR) are submitted in accordance with reference (g).

(b) 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) Provide the CDO and DNCO/ADNCO with logbook and binder with applicable directives and resource/reference material.

(d) Ensure that a copy of the most current all-hands recall roster is maintained in the CDO and DNCO duty binders.

(e) 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.

(6) S-2, 15th MEU

(a) Ensure CDOs are briefed on proper procedures for checking security of safes and SIPRNET boxes and provide the CDO with a full list and diagram of all SIPRNET lock boxes and safes within the command post.

(b) Ensure all appropriate security check forms are provided monthly for each SIPRNET lock box and safe within the command post.

(7) S-3, 15th MEU

(a) When required, in the event of a reportable Operations Event/Incident Report (OPREP-3) incident, ensure appropriate action and OP-3SIRs are submitted in accordance with reference (f).

(b) Ensure all eligible CDO watchstanders receive deadly force/escalation of force training.

(c) Ensure equitable pistol range quotas and assignment to pistol ranges for CDO watchstanders in order to ensure all CDO watchstanders are properly trained with the M9 service pistol.

(8) S-4, 15th MEU

(a) Ensure an M9 service pistol and appropriate security ammo is assigned and issued to the CDO during working hours.

(b) Ensure a duty van and fuel key are available to the CDO and DNCO/ADNCO during off-duty hours.

(9) S-6, 15th MEU

(a) Ensure a Marine trained in the production and release of an Automated Message Handling System (AMHS) message is available for recall in the event of a reportable incident.

(b) Provide a schedule and recall information for message releaser to the S-1 for inclusion in the CDO binder.

c. Coordinating Instructions

(1) Decorum on duty. As the direct representative of the Commanding Officer, the CDO shall always present a professional and dignified image. The DNCO and ADNCO also represent the 15th MEU and shall always portray 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 8 hours prior to the assumption of duty.

(2) Post and Relief

(a) CDO. 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.

(b) DNCO/ADNCO. The Sergeant Major will formally conduct post and relief of the oncoming and outgoing DNCOs and ADNCOs, on workdays.

1. 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. 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 turn over the logbook, key ring, and officially post the DNCO.

2. On weekends and holidays, the oncoming and outgoing DNCO and ADNCO will conduct an informal post and relief at the 15th MEU Barracks (Building 210632). Any special instructions received by the Sergeant Major on the workday prior to the weekend or holiday will be strictly adhered to when executing the duties of DNCO and/or ADNCO.

(3) Tour of Duty and Duty Post

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

(b) Duty Post

1. CDO. During normal work hours, the CDO will post in the 15th MEU command post. 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. The CDO shall post in the 15th MEU command post during working hours. The CDO is not a sleeping post. On normal working days, the CDO will be authorized to depart the command post after the last person has left the command post (Building 210821). During weekends and holidays, the CDO is allowed to depart the command post after the required duties and required command space checks are complete. During working hours, while posted in the MEU command post, the CDO shall be armed with the M9 service pistol and 30 security rounds.

2. DNCO/ADNCO. During normal working hours, either the DNCO or ADNCO will post in the 15th MEU Barracks (Building 210715). At no time will the DNCO or ADNCO depart the 15th MEU Barracks (Building 210632) unless on official business or for procuring meals on Camp Del Mar, 21 Area or the commissary area (Building 20850). The DNCO is a sleeping post and the DNCO will ensure the 15th MEU Barracks (Building 210632) is manned by either the DNCO or ADNCO at all times.

(4) Duty Schedule. Duty schedule for all duties shall be published monthly via MEU Bulletin. The Executive Office shall approve and sign the Bulletin. In the absence of the Executive Officer, the Adjutant shall sign and publish the monthly CDW schedule. In the absence of the Adjutant, the Administrative Chief shall sign "by direction".

(5) Non-availability for CDOs. Non-availability information for CDO watchstanders is due to the Adjutant no later than the 15th day of each proceeding month unless otherwise published. Each section shall submit non-availability information. 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 in Charge (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.).

(6) Duty Assignment

(a) CDO Assignment. The Adjutant will manage the CDO duty assignments. In absence of the Adjutant, the Staff Judge Advocate will assume this duty. Changes in CDO assignments must be made through the Executive Officer.

(b) DNCO/ADNCO Assignment. The Headquarters Commandant will manage the DNCO and ADNCO duty assignments. 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 15th MEU Headquarters Commandant upon approval. DNCO/ADNCO quotas are assigned to each section based off the total E-5 and below population per section. Each section shall ensure names are assigned to the quotas for DNCO and ADNCO and submitted to the Headquarters Commandant no

later than the 15th of each preceding month. When sergeants who are staff sergeant selects stand CDO, they will not be counted toward the quota assignment.

(7) Duty Assignment Changes

(a) Changing duty assignments will only be authorized when a situation arises which precludes an individual from standing duty (unexpected family emergency, unexpected/mission essential TAD, etc.). The individual assigned duty is responsible for arranging for a replacement and immediately notifying the Executive Officer (CDO) or the Sergeant Major (DNCO/ADNCO). The Executive Officer or the Sergeant Major 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).

(8) Eligible Population for the CDW Team

(a) The CDO will be assigned from staff sergeants, gunnery sergeants, warrant/chief warrant officers, and all company grade officers with less than 20 years time in service. With the approval of the Executive Officer, non-primary staff majors, company grade officers with over 20 years time in service and staff sergeant selects may be used when operationally required. Every effort will be made to keep the staff sergeant selects from standing DNCO when they stand CDO. On days where the CDO must 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.

(9) Personnel Recall

(a) Authority. The authority to initiate a recall lies with the Commanding Officer or Executive Officer.

(b) Procedures. In the event a recall is initiated, the CDO will call the primary staff (S-1, S-2, S-3, S-4, S-6) section officers in charge (OICs) to begin the recall. In the event the OIC cannot be reached, the assistant OIC or section chief will be contacted. The OIC or chief, or Marine or Sailor contacted by the CDO shall contact his or her Marines and Sailors and execute the recall. Once all Marines and Sailors in the section have been contacted, the OIC or chief shall report back to the CDO or DNCO/ADNCO the accountability of their section and status of recall.

(c) Recall Roster. Recall rosters shall be maintained in the CDO and DNCO binders and updated at least once monthly. Each section shall ensure recall information is current and updated with the MEU S-1 section on a monthly basis.

(10) Operations Event/Incident Report (OP-3SIR) and Personnel Casualty Report (PCR) Requirements

(a) All OP-3SIRs shall be submitted in accordance with reference (f). During working hours, the S-3 is responsible for preparing OP-3SIRs. The MEU S-3 shall provide assistance and oversight for all SIRs submitted after working hours and will ensure instructions regarding the reporting requirements for OP-3SIRs are available for the MEU CDO for any submission of OP-3SIRs after working hours. The S-1 may assist with any OP-3SIRs that involve personnel incidents.

(b) All PCRs shall be submitted in accordance with reference (g). During working hours, the MEU S-1 is responsible for preparing all Personnel Casualty Reports (PCR). The MEU S-1 shall provide assistance and oversight for all PCRs submitted after working hours and will ensure instructions regarding the reporting requirements for PCRs are available for the MEU CDO for any submission of PCRs after working hours.

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

(d) 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 CDO will ensure the proper voice notification is made in accordance with references (f) and (g). The SIR or PCR will be reviewed by the Executive Officer, or in his or her absence, the Adjutant. Once reviewed and approved for release, the CDO will release the PCR in accordance with reference (g) 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.

5. Administration and Logistics

a. Uniform. The duty uniform is the uniform of the day, unless otherwise directed by the Commanding Officer. The CDO will wear the prescribed uniform of the day while on duty and when conducting CDO duties. The DNCO and ADNCO will wear the prescribed uniform of the day unless sleeping. While on post, 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, gortex jacket, and fleece jacket is authorized for wear during inclement weather. Turnover and duty requirements at the command post (Building 210821) and on base will be executed in the uniform of the day. There are no exceptions.

b. Equipment

(1) CDO. 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 security rounds from the 15th MEU Armory (Building 21674).

(2) DNCO. 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 (Building 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 (Building 210821) or during the post and relief.

c. Duty Binder. 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.

d. Duty Vehicle. The CDO and DNCO/ADNCO shall have a duty van and fuel key for use during off-duty hours. The duty vehicle shall be used for official purposes only.

e. 15th MEU Facilities. The 15th MEU facilities included in the tours conducted by the 15h MEU CDO are the command post (Building 210821), the Supply Warehouse (Building 210842), the Communications/Radio building (Building 21415), the 15th MEU Barracks (Building 210632), the MEU Consolidated compound (corner of Santa Fe and 5th street) and the 15th MEU UMA Lot (South end of Basin Rd adjacent to the MARSOC dive locker).

f. Access to Spaces. The DNCO shall maintain a set of keys that allow access to the command post (Building 210821). The CDO and DNCO shall 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 and ensure only authorized access to spaces in accordance with posted access rosters.

g. Chow. The CDO shall take at least one meal in the 21 Area Mess Hall during the tour of duty. The DNCO/ADNCO shall take all meals in the 21 Area Mess Hall during their tour of duty.

6. Command and Signal

a. Command. This Order is applicable to all 15th MEU Command Element personnel, permanently assigned or temporarily attached.

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


S. D. CAMPBELL

DISTRIBUTION: B

SPECIAL INSTRUCTIONS 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 (Building 210821), the 15th MEU Barracks (Building 210715), and 15th MEU facilities.

2. 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 (Building 210821), the 15th MEU Barracks (Building 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.

3. Specific Duties. The CDO is responsible for ensuring the command post (Building 210821) is properly secured each evening and opened each morning. 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 Executive Officer, or in his or her absence, the Adjutant or other designated representative. During weekends and holidays, the CDO will conduct informal turnover.

(2) The CDO will post at the command post (Building 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 (Building 210674) at 1600.

(3) At 1630, or once all the personnel have vacated the command post (Building 210821), the CDO shall:

(a) Commence touring the 15th MEU facilities, to include the Supply Warehouse (Building 210842), the Communications/Radio Building (Building 21415), the 15th MEU Barracks (Building 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 all SIPRNET 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.

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

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

(e) 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

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Officer, Executive Officer, Sergeant Major, Operations Officer, and conference room are locked.

(f) 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 (Building 210821) is cleared and locked.

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

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

(2) Open the entry to the command post (Building 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 SIPRNET boxes and safes in the command post (Building 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 SIPRNET 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, the Adjutant or 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 (Building 210842), the Communications/Radio Building (Building 21415), the 15th MEU Barracks (Building 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. During the tour of the Command Post, the CDO shall:

(a) 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.

(b) Ensure that all SIPRNET 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.

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

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

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

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

(2) Ensure that all SIPRNET 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 SIPRNET 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 (Building 210821). During off-duty hours, access to the command post (Building 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.

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.

(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.

(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 (Building 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 (Building 210821), he or she will not take the weapon or rounds to their workspace. They will return them to the 15th MEU Armory (Building 21674) at 1600.

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

4. 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 this Order has been read and understood.

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

d. SIPRNET and safe checks.

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, SIPRNET Vault, SIPRNET 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.

5. SIPRNET 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

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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. If a SIPRNET 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.

6. 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.

7. 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 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.

8. Search and Seizure. When necessary to obtain authority to search any part of the 15th MEU command post (Building 210821) at the request of law enforcement authorities or other appropriate officials, the CDO will refer

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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.

9. Emergency Recall. Recall procedures are covered in paragraph 4c(9) of this Order.

10. 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 4c(10) and enclosure (3) and will be used when creating SIRs for review and release.

11. Personal Casualty Reports. The CDO will immediately contact the Executive Officer when a casualty is reported. Casualty procedures are discussed in paragraph 4c(10) of this Order and enclosure (4) will be used when creating PCRs.

12. 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. CDOs shall use enclosure (7), the Red Cross Message worksheet available in the CDO binder, to ensure all pertinent data is collected and a record of the message. Red Cross Message worksheets shall be turned in to the S-1 the following workday.

13. Leave

a. Emergency Leave. The section OICs have the authority to grant verified emergency leave while the MEU is in garrison. 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 Sailor call the CDO directly, the CDO will contact the section OIC with the information for action by the section OIC.

14. 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.

15. 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

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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.

16. 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 with executing 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.

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 evacuate 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

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

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SPECIAL INSTRUCTIONS 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 (Building 210821) and the 15th MEU Barracks (Building 210715). The DNCO will ensure good order and discipline is maintained throughout the command post and the 15th MEU Barracks area (Building 210715).

2. 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 (Building 210715), command post (Building 210821), and other 21 Area MEU facilities. The DNCO or ADNCO is responsible for ensuring the 15th MEU Barracks maintain proper military decorum at all times. The DNCO or ADNCO will assist the CDO to unlock the command post (Building 210821).

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

a. Daily (weekdays, weekends, and holidays)

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

(2) The DNCO or ADNCO will assist the CDO in securing the command post (Building 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 (Building 210821) and the 15th MEU Barracks (Building 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 (Building 210821).

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

d. Off duty hours access to the command post. The DNCO and ADNCO will manage the keys to the command post (Building 210821). During off-duty hours, the CDO will coordinate access to the command post (Building 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.

4. 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

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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.
- 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 (Building 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 (Building 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 (Building 210821) after normal working hours.
- i. Record the results of every 15th MEU Barracks (Building 210715) and command post (Building 210821) tour.
- j. Area cleanliness upon assuming duty.
- k. Marines or Sailors who did not properly log or log out their 15th MEU Barracks (Building 210715) visitor(s).
- l. Restriction and/or Extra Duty musters.
- m. Media queries made to the Command.

5. 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 (Building 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.

6. Visitors

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

b. 15th MEU Barracks Visitors. The DNCO or ADNCO will ensure 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 (Building 210715) rules apply:

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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.

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.

15. 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.

16. 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.

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(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 (Building 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 (Building 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.

7. 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 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.

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8. 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.

9. 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.

10. 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).

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.

11. Police of Area. The DNCO and ADNCO are responsible in ensuring general cleanliness of the 15th MEU Barracks (Building 210715). The parking lot and areas surrounding the 15th MEU Barracks (Building 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.

12. 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.

13. 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.

14. 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

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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.

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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 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//

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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/DDHHMMZMMYYY//

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.//

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PERSONNEL CASUALTY REPORT (PCR) WORKSHEET

This PCR Datasheet is to be used to assist in the timely creation and submission of a PCR to HQMC Casualty Branch in the event of a reportable casualty. Immediately upon learning a reportable casualty has occurred, within 15 minutes commands will submit a voice report to HQMC: contact the MCOG at (866) 476-2669 and MFPC at (800) 847-1597, providing, at a minimum, the casualty's name, SSN and basic circumstances surrounding the casualty incident. Fill out as much information in this worksheet as can be answered to provide a timely, accurate report. Explain as much as possible surrounding the circumstances of the incident. A call to the casualty's MSE S-1 shall precede the submission of this worksheet. This worksheet shall be submitted within 30 minutes of a reported casualty. MSE S-1s shall submit PCRs for individual casualties direct to HQMC and courtesy copy the 15th MEU CO, XO, and Adjutant.

1. INCIDENT INFO:	DATE: (LOCAL)	TIME: (LOCAL)	LOCATION OF INCIDENT: (CITY, STATE, & COUNTRY)								
2. REPORT TYPE:	<input type="checkbox"/> INITIAL (HASTY)			<input type="checkbox"/> SUPPLEMENTAL							
<input type="checkbox"/> MASS CASUALTY (skip #9 and use page 2-3 for personnel info and individual circumstance)											
3. CASUALTY TYPE:	<input type="checkbox"/> HOSTILE FORCE:			<input type="checkbox"/> INFLICTED BY E <input type="checkbox"/> ny Allied U.S. <input type="checkbox"/> Unknown			<input type="checkbox"/> NONHOSTILE				
4. CASUALTY STATUS (CIRCLE):	D-Deceased	W-DUSTWUN	M-Missing	Ill or Injured: N-NSI S-SI V-VSI		R-Return to Military Control	D - Deceased	W - DUSTWUN	M - Missing	Ill or Injured N-NSI S-SI V-VSI	R-Return to Military Control
5. CASUALTY CATEGORY (CIRCLE):	K-Killed in Action T-Terrorist E-While Captured F-While MIA R-Died of Wounds	P-Pending	M-Missing D-Detained	T-Terrorist W-Wounded in Action		D-Detained T-Terrorist L-Beleaguered B-Besieged C-Captured G-Missing in Action P-Pending I-Interned	A-Accident H-Homicide I-Illness S-Self-inflicted U-Undetermined P-Pending	P-Pending	M-Missing D-Detained	A-Accident I-Illness S-Self-inflicted U-Undetermined P-Pending	M-Missing D-Detained
8. CASUALTY CLASSIFICATION (CIRCLE):	SERVICE Marine Navy Air Force Army Coalition Public Health Service		PERSONNEL TYPE/ COMPONENT Regular Reserve Guard Civilian		PERSONNEL AFFILIATION Active Duty Not Active Duty Retired/Separated		PERSONNEL CATEGORY C-Obligated/Voluntary Service S-Selected Service U-Recalled/Mobilized		DUTY STATUS AWOL On Leave Dropped From Rolls Pass/Liberty Hospitalized Present For Duty Off Duty TAD		
9. PERSONNEL INFO:	RANK	LNAME			FNAME			MNAME		FULL SSN	
10. UNIT:	UNIT	POC NAME:		POC CONTACT INFO:		15. INVESTIGATION: <input type="checkbox"/> Y <input type="checkbox"/> N		AGENCY		INVESTIGATOR/IO:	
11. HOSPITAL INFO:	NAME		LOCATION (CITY, STATE, COUNTRY)			DIAGNOSIS		CONDITION (CIRCLE) Good Fair Serious Very Critical Grave		DIED IN MILITARY TREATMENT FACILITY? <input type="checkbox"/> Y <input type="checkbox"/> N	
12. DEATH INFO:	CAUSE OF DEATH:		DATE OF DEATH (LOCAL)			TIME OF DEATH (LOCAL)		LOCATION OF DEATH (CITY, STATE, & COUNTRY)			
13. VEHICLE:	VEHICLE GROUP (F/W, R/W, LC, SHIP, ETC)		VEHICLE TYPE		VEHICLE ARMOR LEVEL		VEHICLE OWNER			PPE? Y <input type="checkbox"/> N <input type="checkbox"/>	
14. CIRCUMSTANCES:	(Brief narrative, listing all known facts. Narrate 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)										

13. REMARKS:								
(Include any additional info/relevant remarks; i.e. info on attending physician, status of investigation (if applicable), current location of casualty (if not already covered in hospital info), casualty evacuation date and location, service member does not want NOK notified (for NSI), special desires of NOK, PNOK ill and required presence of physician during notification, other POCs, etc)								
16. ADDITIONAL CASUALTY PERSONNEL INFO: <small>(USE STATUS AND CATEGORY CODES FROM 4 & 5 ABOVE)</small>		RANK	LNAME	FNAME	FULL SSN	UNIT	CASUALTY STATUS CODE	CASUALTY CATEGORY CODE
	1							
	CIRCUMSTANCE/REMARKS:							
	2							
	CIRCUMSTANCE/REMARKS:							
	3							
	CIRCUMSTANCE/REMARKS:							
	4							
	CIRCUMSTANCE/REMARKS:							
	5							
	CIRCUMSTANCE/REMARKS:							
6								
CIRCUMSTANCE/REMARKS:								
7								
CIRCUMSTANCE/REMARKS:								
8								
CIRCUMSTANCE/REMARKS:								
9								
CIRCUMSTANCE/REMARKS:								
10								
CIRCUMSTANCE/REMARKS:								

17. ADDITIONAL CIRCUMSTANCES/REMARKS:

18. REPORTING INFORMATION:

a. REPORTABLE CASUALTIES – Marine Corps/Other Service Personnel:

CASUALTY CLASSIFICATION	CASUALTY STATUS			
	Deceased	Missing	DUSTWUN	Ill or Injured
Active Duty	X ₁	X ₁	X ₁	X _{1,2}
Inactive	X			
Retired	X ₃			
Veteran	X ₄			

- Notes: 1. Includes active duty Sailors, Soldiers, Airmen, Coast Guardsmen, Foreign Nationals (as defined in MCO 3040.4), American Red Cross, or Public Health Service personnel while serving with Marine Corps units.
 2. Report all SI and VSI and only report NSI in mass casualty incidents, upon medevac from a theater of combat operations or resulting from hostile incidents.
 3. Report will be generated by the first Marine Corps activity learning of the death or as directed by MFPC.
 4. Report if the veteran dies within 120 days after separation; within 2 years if 100% disabled; a Medal of Honor recipient; former POW.

b. REPORTABLE CASUALTIES – Other Personnel:

CASUALTY CLASSIFICATION	CASUALTY STATUS			
	Deceased	Missing	DUSTWUN	Ill or Injured
Foreign National	X			
DON, (USMC) Civilian Employee/Contractor	X ₁	X ₂	X ₂	X ₂
Other Civilian	X ₁			
Family Member	X ₃			

- Notes: 1. Report only if the death occurs OCONUS (hostile action or non-hostile action or or accompanying Armed Forces in the field), or CONUS as a result of hostile action due to terrorist activity, aboard a Marine Corps installation, or aboard Government conveyance sponsored by the Marine Corps, or while in an official travel status. In the case of delayed entry program (DEP) personnel, report regardless of place of death.
 2. Report only if CONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field or for all CONUS casualties as a result of hostile action due to terrorist activity.
 3. Eligible family members of active duty Mairnes only.

c. NON-REPORTABLE CASUALTIES: Casualties that do not meet the casualty status and classifications outlined in the above tables are not-reportable. Commanders will counsel non-reportable casualties to contact their NOK. When a non-reportable casualty becomes reportable, immediately submit a PCR.

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:
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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.

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:

Enclosure (5)

(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:

(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 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, 1stLt Marine, have assumed the duties and responsibilities as the 15 MEU CDO. I have read and understand all orders and instructions pertaining to this post. 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 #####, and (30) 9mm rounds.

Holiday/Weekend entry

I SSgt Marine, have assumed all duties and responsibilities as 15th MEU CDO. I have read and understand all orders and instructions pertaining to this post. I have in my possession (1) duty phone, (1) charger, (1) duty binder, (1) duty logbook, and (1) CDO armband.

RED CROSS MESSAGE WORKSHEET

CASE #: _____ DATE: _____ TIME RCVD: _____

UNIT/COMPANY: _____

RANK: _____ SSN: _____

LNAME, FNAME, MI: _____

RED CROSS NOTIFIED BY WHOM? What is the relationship to the service member?

PHONE # (of family member who notified Red Cross): _____

MESSAGE:

CONDITION: _____

DIAGNOSIS: _____

LIFE EXPECTANCY: _____

VERIFIED BY: _____

PHONE #: _____

POC AT RED CROSS: _____

S-1 REP PASSED MSG TO: _____

TIME MSG WAS PASSED: _____

DATE/TIME SERVICE MEMBER RECEIVED MSG AND DECISION: _____

PHONE CALL

EMERGENCY LEAVE

TERMINATION TAD

OTHER: _____

RED CROSS CONFIRMATION NOTIFIED (TIME/DATE): _____

CASE CLOSED (TIME/DATE): _____