



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 1601.7L  
ADJ  
15 Apr 19

AIR STATION ORDER 1601.7L

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: ORDERS FOR THE MARINE CORPS AIR STATION BEAUFORT STATION DUTY OFFICER  
AND DUTY CLERK

Ref: (a) United States Navy Regulations  
(b) Marine Corps Manual  
(c) MCO 5530.15, U.S. Marine Corps Interior Guard Manual  
(d) SECNAVINST 1640.9C, Department of the Navy Corrections Manual  
(e) SECNAVINST M5510.36, Department of the Navy Information Security Program  
(f) MCO 3574.2L, Marine Corps Combat Marksmanship Programs  
(g) MCO P5090.2A, Environmental Compliance and Protection Manual  
(h) MCO 5500.6H Ch1, Arming of Law Enforcement and Security Personnel and the Use of Force  
(i) MCO 8300.1D, Marine Corps Serialized Small Arms/Light Weapons Accountability Program (MCSSAAP)  
(j) MARADMIN 323/16, Weapons Conditions For Personnel Performing Law Enforcement and Security Duties  
(k) ASO 1020.1W, Uniform Regulations and Grooming Standards  
(l) ASO 3440.2R, Destructive Weather Operations  
(m) ASO 5530.2, Headquarters and Headquarters Squadron Monthly Inventory Procedures  
(n) MCO 4400.201 Vol. 13, Individual Clothing, Flags, Personal Effects, and the Consolidated Storage Program  
(o) Commanding General's Policy Letter 8-17

Encl: (1) Procedural Guidance for Station Duty Officers and Duty Clerks  
(2) Sample Logbook Entries  
(3) Duty Checklist  
(4) Duty Notification Call Matrix  
(5) Armory Inventory Procedures  
(6) Brig Visiting Officer's Form  
(7) NAVMC 11130  
(8) DD Form 2707

1. Situation. To publish policy and procedural guidance for Marine Corps Air Station (MCAS) Beaufort Station Duty Officers (SDOs) and Station Duty Clerks (SDCs).

2. Cancellation. ASO 1601.7K.

3. Mission. This Order provides amplifying guidance for personnel within Headquarters and Headquarters Squadron (HQHQRON) and Combat Logistics Company 23 (CLC-23) assigned to perform duties as the MCAS Beaufort SDO or SDC.

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only. Other requests for this document will be referred to MCAS Beaufort's Directive Manager.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To assign personnel within HQHQRON as the direct representative of the Commanding Officer (CO) while standing duty.

(a) The SDO is the senior duty officer aboard MCAS Beaufort, regardless of grade, and is charged with the execution of the duties detailed in this Order and all other Orders pertaining to this post.

(b) The SDC is directly responsible to the SDO and will assist the SDO as necessary.

(2) Concept of Operations. This Order provides guidance required for the execution of duty responsibilities aboard MCAS Beaufort.

b. Coordinating Instructions. The CO will coordinate with the Station Executive Officer (XO), Adjutant, and Sergeant Major to ensure that the following are accomplished:

(1) SDO and SDC rosters are published monthly via Air Station Bulletin (ASbul) 1601.

(2) Proper post and relief of SDOs is conducted.

(3) All Orders, duty rosters, and recall rosters are up to date and posted in the duty binder.

(4) All SDOs are briefed and thoroughly understand their duties prior to assuming watch.

(5) Colors and flag details are coordinated as required.

5. Administration and Logistics. This Order will be reviewed on an annual basis. Recommendations for improvements/changes will be submitted to the Adjutant.

6. Command and Signal

a. Command. This Order is applicable to HQHQRON, MCAS Beaufort.

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

  
T. P. MILLER

DISTRIBUTION: B



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MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 1601.7L  
ADJ

JAN 09 2020

AIR STATION ORDER 1601.7L W/ CH 1

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: ORDERS FOR THE MARINE CORPS AIR STATION BEAUFORT STATION DUTY OFFICER  
AND DUTY CLERK

1. Situation. Change to ASO 1601.7L.
2. Mission. To promulgate updated guidance and direction on the proper conduct of security checks and how to secure building 601 after hours.
3. Execution
  - a. Change chapter 1 paragraph 10 to read as follows: On normal business days the SDO shall secure all office spaces in building 601 after 1800 and reopen them at 0600 except rooms 212, 217, and 220. On weekends and holidays all office spaces are to remain locked. The front hatches will remain unsecured at all times, but the rear entrance of the building will be secured from 1800-0500. During the event of an immediate threat the SDO shall eliminate the threat, secure the building, and contact the Provost Marshal's Office.
  - b. Change chapter 1 paragraph 10.b. to read as follows: Security checks shall be conducted by the SDO on the following locations every four hours after normal working hours, on holidays, and on weekends. The SDO shall annotate times checked on the SF 702 forms every four hours. In the event an area is found unsecure, a security watch shall be posted and the Station XO and the Security Manager shall be contacted immediately.
  - c. Change chapter 1 paragraph 10.c. to read as follows: In addition to the required security checks, weekend and holiday duties are required to inspect the Protected Distribution System (PDS) lines in building 601 on the first and second deck and annotate the results in the PDS inspection log, provided by the Security Manager.
4. Recommendation. Recommendations concerning this Order shall be submitted to the Station Adjutant.
5. Filing Instructions. File this change immediately following the signature page of the basic Order.
6. The point of contact regarding this matter is the Station Adjutant, First Lieutenant Jeremy D. Bird, at (843)228-7322.

  
T. P. MILLER

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Chapter 1

Station Duty Officer

1. General

a. Per references (a) and (b), the SDO is the senior duty officer aboard MCAS Beaufort, regardless of grade, and is charged with the execution of the duties detailed in this Order and all other Orders pertaining to this post. In addition, the SDO shall become familiar with the duties and procedures outlined in the enclosures.

b. Due to the nature of this post, the SDO is required to report all activities aboard the Air Station. The SDO will render a hand salute to all officers of superior rank and report his or her post with the appropriate greeting of the day and a situation report.

c. On weekdays, during working hours, the television located on the quarterdeck will only be utilized for news programs to keep duties aware of current events. On weekends and outside of working hours the television may be utilized for other programming, as long as it does not detract from the post.

d. The assigned post for the SDO is located in building 601 on the quarterdeck. SDOs are authorized to tend to work requirements between the hours of 0900-1100 and 1300-1600, but must return periodically for SDC relief and supervision. This is a sleeping post for the SDO between the hours of 2200-0500; however, either the SDO or SDC must be awake at all times. SDOs are not granted a recovery day because this is a sleeping post. There is a rack provided in the duty hut for sleeping. Clean linen is available at the SDO's discretion, but shall be changed every Thursday at a minimum. Clean linens are available at the Central Billeting Office, located in building 933, "M" Barracks, second deck.

e. The SDO is authorized to depart MCAS Beaufort to conduct official business only (e.g. travel to and from Laurel Bay, provide assistance to the Provost Marshal's Office (PMO), etc.), or when given prior approval from the Station XO.

f. This post is stood in the seasonal Marine Corps Combat Utility Uniform (MCCUU). Each SDO will be issued one M9 service pistol, two magazines, 30 rounds of ammunition, two magazine pouches, one holster, one cartridge belt, a brassard, a duty cell phone, duty keys, arrive alive funds, and one clearing barrel. In addition to the MCCUU, the SDO will be required to wear the cartridge belt, holster, magazine pouches, and the condition one M9 service pistol. Drop holsters are not authorized on duty. During special occasions and on the last Friday of each month the SDO will stand duty in the prescribed service uniform.

(1) Per reference (o), all SDOs shall be qualified with the M9 service pistol prior to standing duty. The M9 service pistol shall stay condition one at all times unless use of deadly force is authorized, ordered to do otherwise by a competent authority as defined in reference (c), returning it to storage, cleaning it in an authorized area, or when conducting a show clear transfer during changeover.

(2) SDCs are not authorized to carry or utilize the M9 service pistol at any time during their tour of duty.

(3) All staff noncommissioned officers (SNCOs) or officers shall qualify with the M9 service pistol within 12 months, complete the Use of Force class, and sign the Use of Force Acknowledgement form prior to standing duty.

(4) Per enclosure (7), a Use of Force Acknowledgement form must be filled out each time the pistol is unholstered and/or fired; except for the purposes of weapons transfer, cleaning, or the monthly signing of the equipment custody record.

(5) The SDO is prohibited from transporting the M9 service pistol in a privately owned vehicle. The SDO shall use a government vehicle when traveling with the M9 service pistol. While touring the Installation (e.g. barracks, Mess Hall, Exchange, etc.), the SDO will remain armed and covered.

## 2. Duty Assignment

a. The Station Adjutant will be responsible for assigning personnel as the SDO. All company grade officers, warrant officers, chief warrant officers 2 and 3, gunnery sergeants, and staff sergeants with less than 20 years of service, attached to HQHQRON or CLC-23, will be assigned duty as the SDO. Navy Personnel of equivalent ranks attached to HQHQRON and CLC-23 will also be assigned as the SDO. When selected for promotion to grades higher than those mentioned above, Marines remain eligible for duty until the day they are promoted. The Explosives Ordnance Disposal (EOD) Officer, Criminal Investigative Division (CID) Officer, Funeral Detail, and the Naval Criminal Investigative Service (NCIS) are exempt from duty assignment. Joint Law Center personnel will not be assigned as the Brig Visitation Officer and personnel involved with weapons and ammunition will not be assigned to perform the monthly armory inventory.

b. The duty assignments are published monthly in ASBul 1601 by the Station Adjutant's Office. Personnel assigned duty are responsible for ensuring that they are available to stand duty on the assigned day. If unable to stand post the Station Adjutant will be contacted immediately.

c. The supernumerary will be required to stand duty for emergency cases only, not for convenience. Emergencies include, but are not limited to, last minute temporary additional duty Orders, emergency leave, etc. The supernumerary is expected to be readily available at all times in case they are required to perform SDO duties.

d. Marines and Sailors unable to be in possession of a firearm or ammunition due to the Lautenberg Amendment, or any other binding law, are prohibited from standing armed duty watches.

3. Duty Changeover. Duty starts at 0730 on the date assigned and continues until 0730 the following day, or until properly relieved.

a. On weekdays at 0730, both the oncoming and off going SDOs will report to the Station XO in building 601. The Station Adjutant or Sergeant Major will perform post and relief in the absence of the XO. The off going duty will retain possession of the M9, logbook, and all other duty pieces until

properly relieved. An electronic copy of the logbook will be maintained and sent via email to the BFRT\_SDO\_Logbook distribution list daily.

b. On weekends and holidays, the SDOs will conduct an informal change over. All weekend and holiday duties must report to the Station XO at 0730 on the last workday prior to the weekend or holiday. Additionally, weekend and holiday duties will meet with the Station Security Manager to receive special instructions pertaining to required security checks.

4. Logbook Entries. The SDO will maintain a logbook annotating all required entries and unusual occurrences including, but not limited to, major disturbances, deaths, serious injuries, emergencies, and fires. For any unusual event the SDO will first notify the Adjutant, who will further direct whom to notify. If the Station Adjutant is not available, contact the Station XO. It is imperative that all entries are printed clearly, legibly, and in a neat manner. These entries should include as much detail as possible. Enclosure (2) provides an example of the correct format for logbook entries. The SDO will ensure that the following required entries are annotated:

a. Initial Entry. The chain of command will be listed on the first page. The record of assumption of duty and certification that the SDO has read and understands all Orders pertaining to the post will be the first entry.

b. Morning/Evening Colors and Taps. The SDO will observe morning and evening Colors, as well as Taps, to ensure they are conducted properly and on time. Separate entries for each will be annotated.

c. Inspections. Results of all personally conducted inspections, to include the Mess Hall, barracks, etc., will be recorded.

d. Incidents. Information on occurrences of incidents that may result in future referral or substantiation will be recorded. If an incident does not meet the Commander's Critical Information Requirements (CCIRs), but is of a serious nature, contact the Station Adjutant.

5. Morning/Evening Colors. The SDO shall observe morning Colors, conducted at 0800, and evening Colors conducted at sunset, in front of the MCAS Headquarters, building 601. The music is played via iPod by the SDO.

6. Taps. Taps will be sounded promptly at 2200.

7. Required Tours. The areas that the MCAS SDO is required to tour during watch are as follows:

a. Barracks. The SDO will conduct a daily tour of the "P" barracks to ensure they are in a good state of police.

b. Dining Facility. The SDO shall consume at least one meal at the Dining Facility during the tour of duty. The quality and quantity of the meal served, sanitation conditions, and the general conduct of personnel subsisting in the Mess Hall will be noted in a logbook entry.

(1) The Chief Cook on watch should accompany the SDO while touring the Dining Facility and will take appropriate action to fix any discrepancies.

(2) If discrepancies are noted and the Chief Cook or Dining Facility Manager is unable to satisfactorily correct the situation, the Food Service Officer will be contacted.

c. Base Exchange Complex. The SDO will tour the Base Exchange to ensure patrons (Marines and civilians) are in appropriate civilian attire or the appropriate uniform per reference (k).

8. Barracks Keys Lockbox. At the SDO post, there is a lockbox containing master keys to the various barracks on base. Upon assuming duty, the SDO will ensure all keys are accounted for. In the instance that a Marine is locked out of his/her room, and the barracks DNCO master key is not working, the SDO will render assistance to the individual. The SDO or SDC will go to the appropriate barracks and unlock the door. The master keys will be in the possession of the SDO or SDC at all times and shall not be lent to any other persons.

9. Arrive Alive Funds. Arrive Alive funds, in the amount of \$165, are provided to the SDO. During turnover the off going and oncoming SDOs shall verify the current amount is present. Any discrepancies shall be annotated in the logbook and reported to the Sergeant Major.

10. Security. On normal business days the SDO shall secure all office spaces in building 601 after 1800 and reopen them at 0600. On weekends and holidays all office spaces are to remain locked. The front hatches will remain unsecured at all times, but the rear entrance of the building will be secured after 1800.

a. All unnecessary lighting will be turned off after hours.

b. Security checks shall be conducted by the SDO on the following locations every four hours after normal working hours, on holidays, and on weekends. Annotate times checked on the SF 702 forms twice; once in the evening and once in the morning. In the event an area is found unsecure, a security watch will be posted and the Station XO will be contacted immediately.

(1) MCAS Headquarters: Building 601

(a) Classified Material Control Center: Room 220, interior vault

(b) Emergency Operations Center (EOC): Room 221

(2) HQHQRON Headquarters: Building 600, EOC, room 105 (inside of 104)

(3) Station S-6: Building 703

(a) Help Desk Servers: Room 137, interior vault

(b) Secret Internet Protocol Router Network: Room 132

(4) Cyber Security: Building 1204, room 3

(5) CLC-23 Headquarters: Building 565, room 102A, interior vault

c. In addition to the required security checks, weekend and holiday duties will be required to inspect the Protected Distribution System (PDS) lines in building 601 and annotate the results in the PDS inspection log provided by the Security Manager.

11. Morale Calls. Morale calls are authorized for Marines calling from deployed areas. These calls are limited to phone numbers in the local Beaufort area and the callers must be advised to keep the call less than ten minutes.

12. New Joins/Check-Ins

a. All incoming personnel directed to report to MCC 026 for duty, that check-in after normal working hours, will be directed to report to the Station S-1 Office in building 601, room 210, the next business day in the Service "A" uniform for a reporting endorsement. Geographical (geo) bachelors and single Marines in the grades of E-5 and below will be further directed to the "P" Barracks DNCO, building 1122, for a temporary room. Geo bachelors and single Marines in the grades of E-6 and above will be further directed to the Bachelor Officer Quarters, building 431. All others will be directed to the Detreville House, building 1108, for billeting.

b. If incoming personnel directed to report to tenant commands aboard MCAS Beaufort check-in with the SDO after normal working hours, the unit's Duty Officer will be contacted for further direction.

c. Incoming Navy personnel will be directed to report to the Personnel Support Detachment at the Beaufort Naval Hospital. The Hospital's Duty Officer can be reached at DSN 335-5364/5354.

13. Aircraft Noise Complaints. All calls concerning noise complaints will be referred to the Noise Complaint Hotline at (843)228-6229. Multiple calls or serious incidents/threats from an individual caller will be logged in the logbook and reported to the PMO.

14. Brig Visits. The SDO will conduct a weekly Brig visit on every Wednesday of the month. The purpose of this visit is to ascertain the detainees' needs. The SDO will relay all issues to the Squadron Gunnery Sergeant and Station XO utilizing enclosure (6).

a. On Wednesdays at 0800, the SDO will contact the HQHQRON Sergeant Major, Squadron Gunnery Sergeant, or the Joint Law Center to obtain a list of the HQHQRON personnel detained in the brig. A brig visit is only required if HQHQRON personnel are detained there.

b. This visit will be conducted either by Video Telephone Conference, telephone conference, or the SDO will physically drive to the facility. If the SDO physically visits the Brig they will coordinate with the S-4, building 601, for a government vehicle and make liaison with the tenant commands aboard MCAS Beaufort to determine if those units need a ride to conduct their Brig visits.

15. Armory Inventory. The SDO is required to conduct an inventory of all organizationally controlled weapons once a month at a minimum. The inventory officer will be appointed in writing, via Air Station Bulletin 1601 series. Detailed instruction are provided in enclosure (5).

16. Navy and Marine Corps Blue Dart Terrorism Threat Warning System. The Blue Dart System is used to disseminate imminent terrorism threat warnings. The SDO needs to be familiar with procedures of handling Blue Dart Messages, as detailed in the blue binder located at the SDO post. Blue Dart Threat Warnings are received via the SDO phone on the quarterdeck of the MCAS Headquarters building. The system that will be used to respond to Blue Dart Messages is the Automated Message Handling System.
17. After Hours Emergency Maintenance. After normal working hours (0800-1630) and on weekends, the SDO may authorize emergency facility maintenance. For after-hours maintenance contact the Tlingit Haida Tribal Business Corporation duty at (843)228-7527.
18. Motor Vehicle Dispatch. The SDO is authorized to dispatch motor vehicle transportation when it is necessary to carry out official business. A duty dispatcher is available at the Station Motor Pool between the hours of 1630 on Mondays through 0730 on Thursdays, and from 1630 on Fridays through 0730 on Mondays. The dispatcher will be used to make any unscheduled runs, dispatch vehicles, and perform the general duties of a standby driver. The dispatcher will not be used to transport new joins/check-ins, except in an emergency, nor will he/she be used as a taxi service.
19. Confinement Order. In some instances, the SDO may be required to prepare a Confinement Order (DD Form 2707) after normal working hours for personnel within HQHQRON being detained. In this event, the HQHQRON, CLC-23 and MCAS COs, XOs, Sergeants Major, and Adjutant will be contacted and the SDO will be advised accordingly. The Marine Corps Installation East (MCIEAST) Command Duty Officer (CDO) will also be notified. The detainee will be held in the temporary holding cells at the PMO until regular working hours. An official form is located in enclosure (8). Additionally, the SDO may be required to take custody of detainees. In this case the SDO will receive the detainee and contact the SNCO of the service member to pick up the member from the SDO.
20. PMO. The Military Police will handle all routine police service support calls, but will not supersede the SDO as the senior watch officer. The SDO will not interfere with Military Police matters unless requested by the PMO or otherwise required.
21. Search and Seizure. If a search authorization is required, immediately contact the PMO and the Law Center Director or Trial Counsel for guidance. After contact has been made with legal personnel, the MCAS CO, XO, and Adjutant will be contacted. The request must be based on probable cause that the individual has committed a crime and that evidence of that crime will be found in the place where the search will be conducted. The MCAS CO may authorize searches to be conducted in Laurel Bay Housing Community, buildings aboard the Air Station, Townsend Bombing Range, and automobiles on any three of the properties.
22. Casualties. The Personnel Casualty Report is the primary source for reporting casualty information that is used by Headquarters Marine Corps to inform next of kin of the casualty's status. In the event of a casualty, the Casualty Assistance Command Representative (CACR) will be notified immediately. The CACR for MCAS Beaufort is the Station Adjutant.

23. Serious Incidents

a. In the event of serious incidents that are not covered by instruction, the SDO will record a logbook entry and contact the Station Adjutant or XO for guidance. Such cases include, but are not limited to death, serious injury, destruction of government property, aircraft mishap, misconduct, etc. In the event that the XO cannot be reached, the SDO will contact the CO. The MCIEAST CDO will also be contacted to report the incident.

b. In cases where a member belongs to another tenant command aboard MCAS Beaufort, the SDO will record a logbook entry and notify the respective unit's Duty Officer.

24. Unauthorized Personnel. Any Foreign National or any unauthorized individual attempting to gain access to the Air Station must be vetted or cleared by the PMO or Security Manager regardless of rank, title, or time of day. Failure to do so is a security violation. Immediately contact the Station XO for further guidance as soon as a situation occurs. The MCAS CO and XO are the only individuals authorized to grant final approval for Foreign National access to the Air Station.

25. Red Cross Messages. If contacted by the American Red Cross with a message to MCAS Beaufort personnel regarding an emergency that involves a service member's family, the SDO will contact the duty chaplain at (843)228-7775 during normal working hours and at (843)476-2962 after normal working hours. The SDO will ensure the service member and their chain of command are notified.

26. Inclement Weather. The SDO is responsible for ensuring the storm flag is flown on days where inclement weather is forecast before sunset, per reference (n).

27. Destructive Weather. In the event an evacuation Order is issued due to destructive weather, the SDO assigned will be relieved by the Security Augmentation Force (SAF) Commander. Once the evacuation is lifted the SDO assigned for the day following the evacuation period will coordinate with the Station XO and SAF Commander to determine the necessary course of action.

Chapter 2

Station Duty Clerk

1. General

a. The SDC is directly responsible to the SDO and is charged with the execution of the duties detailed in this Order and all other Orders pertaining to this post. The SDC must also be familiar with the duties of the SDO in case the need arises for the SDC to perform them.

b. The assigned post for the SDC is on the quarterdeck of building 601. This is a sleeping post for the SDO between the hours of 2200-0500; however, either the SDO or SDC must be awake at all times. SDCs are authorized a recovery day the day after standing watch.

c. The SDC is authorized to depart MCAS Beaufort to conduct official business only (e.g. travel to and from Laurel Bay, provide assistance to the Provost Marshal's Office (PMO), etc.), or when given prior approval from the Station XO.

d. This post is stood in the uniform of the day with issued duty brassard. The SDC will not carry a weapon and is not authorized to carry or utilize the M9 service pistol issued to the SDO at any time during his/her tour of duty.

2. Duty Assignment

a. The Station Adjutant Chief will be responsible for assigning personnel as the SDC. All Marines in the grades of E-4 and E-5 assigned to HQHQRON will be assigned to duty as the SDC. Navy Personnel of equivalent ranks assigned to HQHQRON will also be assigned as the SDC. When selected for promotion to grades higher than that mentioned above, members remain eligible for duty until the day they are promoted. Personnel assigned as CID, Funeral Detail, NCIS, and EOD are exempt from assignment.

b. The duty assignments are published in ASBul 1601 monthly by the Station Adjutant's Office. Personnel assigned duty are responsible for ensuring that they are available to stand duty on the assigned day. If unable to stand post, the Station Adjutant Chief will be contacted immediately.

c. The supernumerary will be required to stand duty for emergency cases, and not for convenience. Emergencies include, but are not limited to, last minute TAD orders, emergency leave, etc.

3. Duty Changeover. This post starts at 0730 on the date assigned and continues until 0730 the following day, or until properly relieved. The oncoming and off going SDC will perform an informal changeover after the oncoming SDO has been posted.

4. Morning/Evening Colors. The SDC is responsible for posting the Installation's Colors, along with the barracks duty Marines, daily.

5. Field Day. Every Thursday the SDC is responsible for cleaning the duty area. Trash will be taken out daily prior to changeover and the area will be generally clean.

SAMPLE LOGBOOK ENTRIES

1 MAY 2019

COMMANDING OFFICER  
EXECUTIVE OFFICER  
SERGEANT MAJOR  
OFFICER OF THE DAY  
DUTY CLERK

2-1

COL MARINE  
LTCOL MARINE  
SGTMAJ MARINE  
GYSGT MARINE  
SGT MARINE

Enclosure (1)

0730 I, \_\_\_\_\_, HAVE ASSUMED ALL DUTIES AS THE MCAS SDO. I HAVE READ AND UNDERSTAND ALL ORDERS AND RESPONSIBILITIES PERTAINING TO THIS POST. I HAVE IN MY POSSESSION (1) DUTY LOGBOOK, (1) IPOD NANO (S/N DCYLMFDSF0GT), (1) M9 SERVICE PISTOL (S/N 1261922), (2) MAGAZINES WITH 15 ROUNDS OF BALL AMMUNITION EACH, (1) DOUBLE MAG POUCH, (1) HOLSTER, (1) LANYARD, (2) CARTRIDGE BELTS, (1) DUTY VAN, (1) SET OF DUTY KEYS, AND (1) VALUABLES SAFE WITH \$165 IN ARRIVE ALIVE FUNDS.-----SDO  
0800 COLORS EXECUTED PROPERLY AND ON TIME.-----SDO  
1600 SDO TOURS THE BASE EXCHANGE AND "P" BARRACKS, ALL SECURE.----SDO  
1700 SDO SUBSISTED AT THE DINING FACILITY, THE FOLLOWING DISCREPENCY WAS NOTED AND CORRECTED ON SPOT: LIQUID SPILLED ON DECK BY THE MALE HEAD. THE MEAL WAS OF SUFFICIENT QUANTITY AND QUALITY.-----SDO  
1745 COLORS EXECUTED PROPERLY AND ON TIME.-----SDO  
2200 TAPS SOUNDED ON TIME.-----SDO  
2230 SGT MARINE, A.D. 1234/0111 REPORTING TO MCC 026. SNM DROVE TO "P" BARRACKS FOR A TEMP ROOM ASSIGNMENT AND WAS DIRECTED TO REPORT BACK TO THE STATION S-1 TOMORROW MORNING FOR A REPORTING ENDORSEMENT.-----SDO  
0730 I HAVE BEEN PROPERLY RELIEVED OF DUTIES AS THE SDO BY CAPT BROWN.-SDO

Enclosure (2)

DUTY CHECKLIST

Observe morning and evening Colors. Colors shall always be performed at the appropriate time regardless of whether the sound system is functioning.

When a serious incident occurs, the SDO will notify personnel in the order provided on the duty notification call matrix.

Provide detailed logbook entries that include who, what, when, where, and why. Ensure the units involved are annotated in the entry.

Conduct a tour of the Dining Facility and consume one meal during tour of duty.

Conduct tours of "P" barracks to ensure the barracks are in order and the grounds are properly policed.

Conduct a tour of the Installation Exchange between the hours of 1700 and 2200 to ensure patrons are in appropriate civilian attire or uniform.

Do not provide anyone with personal identifiable information (i.e. home phone numbers, SSN, cell phone numbers). Get the requestor's information and provide it to the service member to return the phone call.

Security checks shall be conducted by the SDO at the following locations every four hours after normal working hours, on holidays, and on weekends. Annotate times checked on the SF 702 forms twice; once in the evening and once in the morning. In the event an area is found unsecure, a security watch will be posted and the Station XO will be contacted immediately.

- (1) MCAS Headquarters: Building 601
  - (a) Classified Material Control Center: Room 220, interior vault
  - (b) Emergency Operations Center (EOC): Room 221
- (2) HQHQRON Headquarters: Building 600, EOC, room 105 (inside of 104)
- (3) Station S-6: Building 703
  - (a) Help Desk Servers: Room 137, interior vault
  - (b) Secret Internet Protocol Router Network: Room 132
- (4) Cyber Security: Building 1204, room 3
- (5) CLC-23 Headquarters: Building 565, room 102A, interior vault

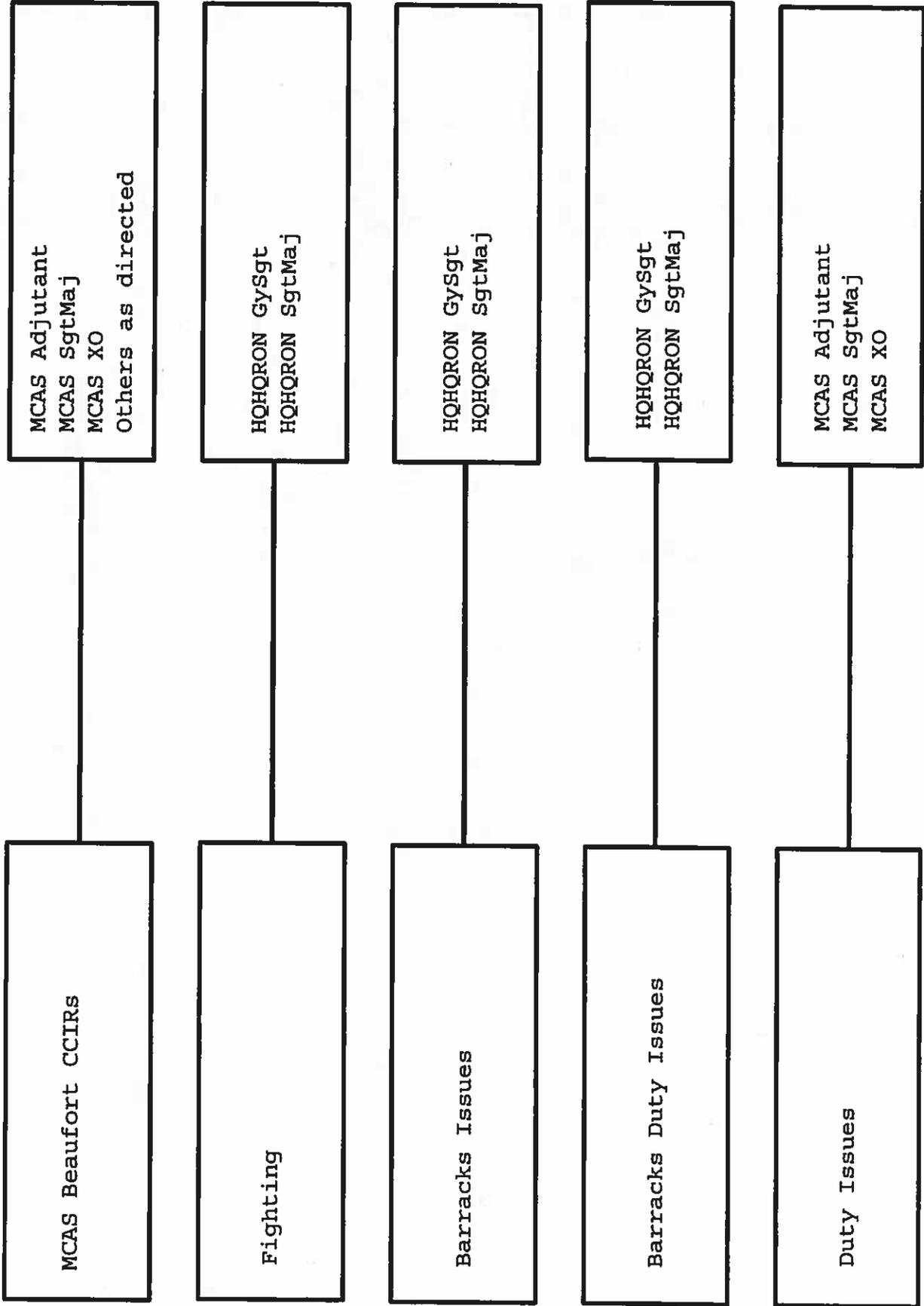
Weekend and holiday SDOs will be required to inspect the Protected Distribution System (PDS) lines in building 601 and annotate the results in the PDS inspection log provided by the Security Manager.

On Friday mornings, or on the last business day prior to the start of a liberty period, the off going SDO will ensure all weekend and holiday SDOs are present for changeover with the Station XO at 0730.

Contact the MCIEAST CDO for special instructions at 1630 and 0730 daily at (910)451-2414, DSN 751-2414.

**DUTY NOTIFICATION CALL MATRIX**

Call personnel in the order listed



ARMORY INVENTORY PROCEDURES

1. Armory inventories shall be conducted by the SDO once a month, at minimum. The inventory officer will be appointed in writing via the ASBul 1601 series and will be conducted based on guidance provided by Property Control.
2. The inventory will be conducted as follows:
  - a. The member will report to the Property Control Office to obtain a current copy of the unit's Consolidated Memorandum Receipt (CMR). Any annotated changes will be made directly on the CMR, justified, and initialed by the Property Control Officer. This copy will be the source document for the sight verification of serial numbers of weapons/ordnance items listed in MCO 8300.1. The CMR will be in the member's possession or properly secured for the duration of the inventory.
  - b. Print and sign the member's name and enter the date on each page of the CMR thereby identifying/certifying the CMR utilized.
  - c. All verified serial numbers will be physically sighted from the actual weapon or ordnance item. All items not present will be accounted for by physically sighting the appropriate documentation listed below:
    - (1) NAVMC 10245. The yellow copy of the Equipment Repair Order (ERO) if the item is evacuated for repair. If the ERO has been pending more than 30 days, verify the serial number on the yellow copy of the ERO against the latest Daily Process Report.
    - (2) NAVMC 10359. The serial number listed on the reverse of NAVMC 10359, Equipment Custody Record.
    - (3) NAVMC 10520 and NAVMC 10576. The serial number listed on the Ordnance Custody Receipt (NAVMC 10520) accompanied by a Memorandum Receipt for individual weapons and accessories (NAVMC 10576).
    - (4) The packing list found attached to the crate of level "A" packed weapons and equipment.
    - (5) The serial number listed on the DD1348 transfer supply document.
3. Members are also required to inventory the Explosive Ordnance Disposal Magazine and PMO arms storage room, in building 534, to sight each of the weapons that are sub-custodied from HQHQRON Armory.
4. Armorers and weapons custodians are not authorized to assist in conduct of the inventory (i.e., reading serial numbers or checking off serial numbers).
5. Submit the results of the inventory using the format outlined in enclosure (2) of reference (a) to the Property Control Office.

BRIG VISITING OFFICER'S FORM

1. All duty officers visiting prisoners at the correctional facility are required to complete this form and turn it in to post #1 upon completion of the visit. Officers are welcome to review prisoner files at the administration office. It is requested that a separate form be filled out for each prisoner visited.

2. Chaplains are invited, but not required, to visit the Correction Officers. Chaplains are requested to complete appropriate portions of this form (for record purposes) omitting privileged information.

3. Prisoner's Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Unit: \_\_\_\_\_

4. Visiting Officer: \_\_\_\_\_ Rank: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Relationship to Prisoner: CO XO PltLdr Other: \_\_\_\_\_

6. Reason for Visit: \_\_\_\_\_

7. Requests made by prisoner to you: \_\_\_\_\_

8. Action in which you will take on prisoner's request: \_\_\_\_\_

9. Action in which you recommend for Correction Officer to take on prisoner's request (if any): \_\_\_\_\_

10. Remarks: \_\_\_\_\_

Visiting Officer's Signature

11. Correction Officer's Comments: \_\_\_\_\_

12. Final Action: \_\_\_\_\_

**NAVMC 11130 (Rev. 03-12) (EF)**

FOUO - Privacy sensitive when filled in.

STATEMENT OF FORCE/USE OF DETENTION (1630)			
Note: This form is to be included in subject's case file.		Date	MP Case No.
Restraining Force was necessary in the case of Name (Last, First, Middle Initial)		Sex	Grade Social Security No.
Suspect's Complete Military Address (Civilian address if civilian) Address <span style="float: right;">City <span style="float: right;">State <span style="float: right;">Zip Code</span></span></span>			
Apprehended/Taken into Custody at (Time, Date, Location) Time <span style="float: right;">Date <span style="float: right;">Location</span></span>			
Apprehending Military Policeman (Name, Grade, Social Security No.) Name <span style="float: right;">Grade <span style="float: right;">Social Security No.</span></span>			
Force Used (Check if Applicable)	Reason for using Force/How Applied		
Hand Irons <input type="checkbox"/>			
Leg Irons <input type="checkbox"/>			
Physical <input type="checkbox"/>			
Chemical <input type="checkbox"/>			
Baton <input type="checkbox"/>			
Straight Jacket <input type="checkbox"/>			
Detention Space* <input type="checkbox"/>			
Other <input type="checkbox"/>			
Medical/Chemical Treatment Provided			
First Aid Administered by (Name, Grade, Social Security No. of person providing initial treatment) Name <span style="float: right;">Grade <span style="float: right;">Social Security No.</span></span>			
Name and Location of Medical Facility and Type of Treatment Administered.			
Name of Medical Attendant (Name, Grade, Social Security No.) Name <span style="float: right;">Grade <span style="float: right;">Social Security No.</span></span>			
Signature of Medical Attendant			

**FOR OFFICIAL USE ONLY**



## CONFINEMENT ORDER

<b>1. PERSON TO BE CONFINED</b>		<b>2. DATE (YYYYMMDD)</b>	
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER	
c. BRANCH	d. GRADE	e. UNIT/AGENCY (Parent unit)	
<b>3. TYPE OF CONFINEMENT</b>			
a. PRE-TRIAL <input type="checkbox"/> NO <input type="checkbox"/> YES		b. RESULT OF NJP <input type="checkbox"/> NO <input type="checkbox"/> YES	
c. RESULT OF COURT MARTIAL: <input type="checkbox"/> NO <input type="checkbox"/> YES			
d. TYPE OF COURT MARTIAL: <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION			
<b>4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED</b> (List all charge(s) if prisoner is pre-trial. List guilty finding(s) only if prisoner is post-trial.)			
5. SENTENCE ADJUDGED (Annotate sentence from the result of trial)			b. ADJUDGED DATE (YYYYMMDD):
<b>6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:</b>			
<b>7. PERSON DIRECTING CONFINEMENT</b>			
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE	c. DATE (YYYYMMDD)
d. TIME			
<b>8. LEGAL REVIEW AND APPROVAL REQUIRED</b> (Review required by different name at 7.a and b.)			
a. DNA PROCESSING <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 10 U.S.C. 1565. COLLECTED: <input type="checkbox"/> YES <input type="checkbox"/> NO KIT# _____			
b. SEX OFFENDER REGISTRATION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 42 U.S.C. 14071.			
c. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		d. SIGNATURE	e. DATE (YYYYMMDD)
<b>9. MEDICAL CERTIFICATE</b> (Required completion only when applicable by Service regulation)			
a. The above named prisoner was examined by me at _____ on _____ and found to be <input type="checkbox"/> Fit <input type="checkbox"/> Unfit <span style="margin-left: 100px;">(Time)</span> <span style="margin-left: 100px;">(YYYYMMDD)</span>			
for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input type="checkbox"/> will not produce serious injury to the prisoner's health.			
b. The following irregularities were noted during the examination: (List only non-medical information. Refer to SF 600 for all medical information, including HIV, TB and pregnancy tests and results.)			
<b>10. EXAMINER</b>			
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE	c. DATE (YYYYMMDD)
d. TIME			
<b>11. RECEIPT FOR PRISONER</b> (Completed by the correctional facility staff upon arrival of the prisoner)			
a. THE PRISONER NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT (Facility Name and Location)			
ON _____ AND TIME: _____ <span style="margin-left: 100px;">(YYYYMMDD)</span> <span style="margin-left: 100px;">(Time)</span>			
b. PERSON RECEIPTING FOR PRISONER (Typed name (Last, First, Middle Initial), Grade and Title)		c. SIGNATURE	d. DATE (YYYYMMDD)
e. TIME			