



UNITED STATES MARINE CORPS  
MARINE CORPS INTELLIGENCE SCHOOLS  
MARINE CORPS DETACHMENT  
9001 GUNSTON ROAD, BLDG 2105D  
FORT BELVOIR, VA 22060-5392

MCDetO 1601.1D  
CO  
12 Apr 13

MARINE CORPS DETACHMENT ORDER 1601.1D

From: Commanding Officer  
To: Distribution List

Subj: MARINE CORPS DETACHMENT FORT BELVOIR DUTY ORDER

Ref: (a) MCDetO 11100.1D  
(b) MCDetO 3040.1  
(c) CG Trng Cmd Policy Ltr 6-13  
(d) MCDetO 1050.1E  
(e) MCO P1020.34G w/ Ch 1-5

Encl: (1) SDO/DNCO Rosters  
(2) General Orders  
(3) Sample Logbook Entries  
(4) MARDET Commanding Officer CCIRs  
(5) Serious Incident Checklist  
(6) Red Cross Message  
(7) Bomb Threat Checklist

1. Situation. To publish instructions and special orders for the Duty Noncommissioned Officer (DNCO) and Assistant Duty Noncommissioned Officer (ADNCO).

2. Cancellation. MCDetO 1601.1C

3. Mission. During off hours, on holidays and weekends the DNCO and ADNCO are the direct representatives of the Commanding Officer (CO), and are charged with enforcing all rules and regulations of the Marine Detachment to ensure good order and discipline is always maintained.

4. Execution

a. Posting. The on-coming DNCO/ADNCO will report to the Marine Detachment Staff Duty Officer (SDO) for post and relief, and any additional posting instructions between the start of the normal work day and the time they're released from class by their Instructor Monday-Friday. All weekend and holiday DNCOs/ADNCOs will be formally briefed by the SDO during the posting of the last working day's DNCO. Weekend and holiday DNCO/ADNCO will conduct a post and relief with the oncoming DNCO/ADNCO at 0730. Schedules for the posting of SDO, DNCO and ADNCO shall be coordinated and posted no later than 1 week prior to the next cycle commencing and published via MARDET Bulletin. Examples of the format are included in Enclosure (1).

b. Authority. The DNCO, and in his/her absence the ADNCO, is the command representative. As such, they are responsible for all billeting spaces, common areas and property within the MARDET BEQ and surrounding

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grounds. Accordingly, they are delegated the authority to take all reasonable steps to ensure the security of his/her area of responsibility and to maintain good order and discipline within the barracks. The DNCO and ADNCO are required to be thoroughly familiar with the contents of this Order prior to assuming their post. In addition, the DNCO/ADNCO should be guided in the performance of duties by this Order, their 11 General Orders (Encl 2) and any special or supplemental orders levied by the commanding officer (CO).

c. Respect and Support. All personnel, regardless of grade, will extend the DNCO/ADNCO respect and support for the completion of assigned tasks. Any violations of this Order will be brought to the attention of the Senior Enlisted Advisor (SEA) through the chain of command. In addition, the DNCO/ADNCO will properly report their post to all officers and SNCOs who visit their post. An appropriate logbook entry will be made with an example provided in enclosure (3).

d. Specific Responsibilities.

(1) Staff Duty Officer (SDO). The responsibilities of the Marine Corps Detachment Fort Belvoir SDO are to ensure the accountability of all permanently and temporarily assigned personnel after normal duty hours and enforce the execution of this order. The SDO will be the point of contact for all emergency situations. The SDO will ensure all student personnel are accounted for from Sunday through Thursday by 2200, and by 0000 on Fridays, Saturdays and holidays. Additionally, the SDO will enforce, receive, and report the 100 percent accountability report to the MarDet Commanding Officer. SDO will also ensure the DNCO carries out all orders pertaining to his/her post and additional orders from the Commanding Officer.

(2) Duty Non Commissioned Officer (DNCO). The responsibilities of the DNCO are to maintain good order and discipline, ensure both the accountability and well-being of all student personnel residing in the barracks and provide an essential immediate response/notification in the case of an emergency. The DNCO will enforce all rules and regulations set forth by the Commanding Officer Marine Corps Detachment Fort Belvoir. All students are directed to check-in with the DNCO/ADNCO NLT 1200 on weekends and holidays. Student who have been authorized special liberty are directed to check-in via positive phone contact with the DNCO/ADNCO NLT 1200. DNCO/ADNCO will also serve as the contact focal point for all students checking in under PCS/TAD orders. Your AOR is the barracks, common areas and the immediately surrounding area, and you are expected to challenge anyone in violation of this order and the applicable Marine Corps Orders provided as references.

(3) Formations.

(a) The DNCO will conduct Accountability formation, for all students as prescribed by the Commanding Officer. However, for Marines executing extended authorized special liberty, the DNCO will refer to the check-in roster to account for those Marines and follow-up by positive contact upon the Marine's return. Muster will be NLT 2200 from Sunday through Thursday, and NLT 0000 on weekend and holidays. The DNCO is authorized to use the check-in/check-out logbook to account for Marines who secured prior to the formation. At 2201 on nights preceding workdays and 0001 on weekend nights or holidays the DNCO shall report the full accountability report to the Staff Duty Officer.

(4) Uniform of the Day for the DNCO and ADNCO.



12 Apr 13

(a) The DNCO and ADNCO will wear the utility uniform or appropriate service uniform on the days prescribed.

(b) Cover and cartridge belt will be worn by the DNCO at all times.

(5) DNCO and ADNCO Conduct.

(a) The DNCO and ADNCO are not authorized to engage in any activity that may adversely affect their ability to perform their duties.

(b) Professional reading material (e.g., books from the Commandant's Professional Reading List or Marine Corps Institute courses and MOS related material may be read by the DNCO/ADNCO while on duty.

(c) DNCOs and ADNCOs will not allow personnel to loiter around the duty desk area. This area has been designated an official duty post, and will be respected as such. Personnel in the duty area should be there to conduct business with the DNCO or ADNCO.

(6) DNCO/ADNCO Whereabouts.

(a) The DNCO and ADNCO will be posted in the Duty Hut designated by the CO.

(b) Monday through Thursday, the DNCO/ADNCO will be posted from 1600 until 2200. On Fridays, the DNCO/ADNCO will assume their post at 1600, or at the sound of liberty call and will remain posted until properly relieve on Saturday at 0730. On Saturdays, Sundays, and holidays; the off-going and on-coming DNCO's/ADNCO's will conduct their informal turnovers at 0730 and remain posted until 2200 or until completion of the accountability reporting prior to the next business day. On weekends and holidays, at least one duty will be awake and posted at all times. Chow may be delivered to the DNCO/ADNCO for consumption at the duty desk. However, DNCO's must understand that they remain in an official duty capacity and adhere to section 5c of this order.

(c) The DNCO and ADNCO will be present in the barracks at all times unless the execution of their duties requires their presence elsewhere, and even then, only with authorization from Marine Detachment Staff Duty Officer or Commanding Officer.

(d) Should the DNCO/ADNCO decide to depart the duty area for chow, the Fort Belvoir Dining Facility is the only authorized facility to eat while in a duty capacity. This does not negate the fact that the duty may have chow delivered as mentioned in paragraph 6b. Dining at Burger King, the club areas, place of residence or any other location is unauthorized. An appropriate logbook entry will be made stating the quality of food and state of cleanliness of the dining facility.

(7) Sleeping Regulations. DNCO's/ADNCO's who reside in the barracks are authorized to sleep in their barracks room only. Personnel who reside outside at locations other than the barracks are directed to use room 131 located in F tower of building 2103. On evenings during the training week, normally Sunday through Thursday, the DNCO/ADNCO is authorized to sleep from 2200-0600. Friday, Saturday, and holidays; the DNCO is authorized to execute a scheduled shift for sleep with the ADNCO from 2100-0630. At no time during the scheduled shift are the DNCO and ADNCO authorized to sleep at the same time.

(8) Touring the Area.

(a) The on-coming DNCO and ADNCO are required to tour the area before assuming their post. If the barracks is not in a good state of police, the on-coming DNCO will communicate the discrepancies to the off-going DNCO. The off-going DNCO will take corrective action to correct any discrepancies identified. Upon completion, the on-coming and off-going duties will execute their post and relief as prescribed in paragraph 4 of this order and make appropriate logbook entries per enclosure (3).

(b) The DNCO or ADNCO are required to tour the barracks grounds and each deck, approximately every hour, on an unpredictable schedule to ensure:

1. The barracks is in a good state of police.
2. All fire exit hatches are secured.
3. The conduct of occupants and authorized guests is in keeping with good order and discipline.

(c) Starting at 2200 every evening, the DNCO or ADNCO will enforce the quiet hours policy and dim the hallway lights on all decks.

(9) DNCO Log Book.

(a) DNCO's are the only one authorized to make entries in the DNCO logbook. The logbook will be maintained with the DNCO at all times. In the event of split shifts, the ADNCO will use a separate pad to log entries which will then be viewed and transferred to the DNCO logbook by the DNCO.

(b) DNCOs will ensure the log book is maintained in black ink only, includes only printed entries, is opened and closed properly, contain completed entries and is otherwise maintained as the example provided in enclosure (3).

(c) Allow no one to tear any pages from or mark in the DNCO logbook for any reason. Exception: The SDO is authorized to initial any entry he/she deems necessary.

(d) Errors will be corrected by drawing a single line through the entry and initialing the line-out.

(e) Upon completion of duty on non-holiday weekdays, the DNCO is responsible for ensuring all duty items such as (cell phone, duty belt, etc) is secured in room 131 F tower of building 2103. Duty logbook and keys will be maintained with the DNCO until turnover. On a weekend or holiday appropriate post and relief procedures will be followed per paragraph 4 of this order.

(f) Buddy pairs/triplets, liberty destination(s), time of departure/return and any other pertinent information shall be entered in the liberty logbook by Marines E-4 and below. This is essential for smooth operations and full accountability of all MARDET personnel.

1. Per references (c) and (d), the CO has delegated authority to the SDO to modify assigned buddy pairings as necessary to facilitate liberty plans. Every effort should be made to coordinate any changes prior to



12 Apr 13

liberty commencing and shall be noted in the leave/liberty request (travel) or Liberty logbook (local liberty for Marines E-4 and below) as applicable.

(10) Visitors/Solicitors.

(a) Occupants escorting guests into the BEQ are required to show their identification card and that of their guest, before signing the visitor's Log Book. Guests will be required to log-out in the logbook when departing the barracks. The occupant who escorts a guest into the BEQ is responsible for the conduct of their guest at all times. If improper or disorderly conduct is observed, the appropriate logbook entry will be made and the visitor will be asked to leave. If the visitor refuses to depart the premises the DNCO is authorized to notify the Staff Duty Officer or PMO for assistance.

(b) Visitation hours on normal duty days will commence at 1200 and will expire at 2200. Guests of the opposite sex are **NOT** permitted in the same barracks room. Common areas will be designated for such visitation. Additionally, non-military guests, to include dependents, under the age of 18 are not allowed in the barracks at any time.

(c) At 2200, all visitors are required to depart the area or return to their living space. Guests found in rooms after the authorized visiting times will be escorted out of the barracks, an appropriate log book entry made and with corrective disciplinary action to follow for the Marine.

(d) DNCOs and ADNCOs have the responsibility and authority to challenge all personnel entering the BEQ or observed roaming the barracks without an escort.

(e) Sales representatives will be allowed in the BEQ only with a written approval from the Base Commander. A copy of this approval letter will be maintained in the DNCO Orders Binder.

(11) Wake-up Calls. Wake-up calls are not an official function of the DNCO.

(12) Telephone. The duty cell phone located at the duty desk is for official business only and will not be used for personal calls except in cases of emergencies.

(13) Recreation Equipment. Personnel checking out recreation equipment from the DNCO will show their identification card prior to making an entry in the log book. The DNCO will verify the logbook entry. All equipment will be returned to the DNCO before changeover of DNCO or ADNCO. Upon return of the equipment, any loss or damaged equipment will be handled in accordance with this Order.

(14) Restricted Personnel. Restricted personnel will check in with the DNCO, Class Instructors or any other personnel who has been directed by the commanding officer. All restricted personnel will adhere to the following:

(a) Personnel on restriction are limited to those areas designated in their restriction papers.

(b) During non-working hours, restricted personnel are required

to muster with the Class Instructors/DNCO. The uniform for the muster is the uniform of the day. Restricted personnel will remain in the uniform of the day until completion of the last muster.

(c) Marines assigned extra duties will be supervised by SNCO in their chain of command DNCO or Class Instructors unless direct guidance from the Commanding Officer is communicated.

(d) Restricted personnel are not authorized to have visitors.

(e) The DNCO and ADNCO are not authorized to alter limits outlined in the restriction papers without the approval from the Commanding Officer.

(f) Restricted personnel are restricted to:

1. The barracks.
2. The School house.
3. The Fort Belvoir/NCE Dining Facility.
4. The Fort Belvoir Chapel for religious services, if properly checked-out with the DNCO.

(15) Alcohol. The alcohol possession and consumption policy is outlined in reference (a) and (c). DNCOs and ADNCOs will enforce this policy at all times. All violations to this order shall be annotated in the duty logbook and notify the SDO, Marine Detachment's Senior Enlisted Advisor and/or Commanding Officer.

(16) Smoking. Per reference (a), smoking is not allowed in the barracks or within fifty (50) feet of any entrance to the building. DNCOs and ADNCOs will enforce this policy at all times. Fort Belvoir designated smoking areas are the pavilions adjacent to the barracks.

(17) Standards for Attire.

(a) The DNCO and ADNCO are responsible for ensuring all personnel in the BEQ common areas are in appropriate civilian attire, in accordance with the references. Sleeping attire is not authorized; however, PT shorts and sandals are authorized for wear in the barracks.

(b) The DNCO is the direct representative of the commanding officer and is responsible for enforcing the Marine Corps standards IRT appropriate civilian attire. The DNCO may refuse exit of the BEQ to any Marine who falls within the scope of violating this order. Any BEQ occupant not adhering to this standard, or the standards for personal appearance and grooming, will be directed to correct their deficiency. Should there be any occurrence of insubordination by the occupant towards the DNCO in the enforcement of this regulation or MCO, an appropriate log book entry will be documented in detail.

(18) Serious Incidents. Per reference (b), Enclosure 5 is an example of a Serious Incident Checklist that will be used by the DNCO/ADNCO to gather appropriate information. DNCO/ADNCO should familiarized themselves with the CCIR's below and immediately report detailed information to the SDO or commanding officer in the event of any CCIR being triggered. If unable to make contact, refer to your chain of command recall procedures:



- (a) Personal injuries that require hospitalization.
- (b) Military Police, Criminal Investigative Division, Naval Criminal Investigative Service or any other law enforcement officials entering the barracks to conduct investigations or make apprehensions.
- (c) Damage to personal or government property.
- (d) Receipt of any phone calls from other commands regarding action for or against any Detachment Marine.
- (e) Red Cross message. Use Enclosure (4) to ensure all relevant information is recorded and retained in case of a Red Cross message.
- (f) Any other incident the DNCO determines to warrant the notification of higher headquarters. This includes situations which have the potential to become serious incidents and cannot be handled by the DNCO/ADNCO.

(19) Suicidal ideations and suicide attempts. DNCO/ADNCO will immediately notify the Staff Duty Officer with as much detail as possible surrounding the situation and immediately take the appropriate action to ensure the safety and well-being of the Marine in question. The SDO will notify the Commanding Officer and Senior Enlisted Advisor. The DNCO/ADNCO will not, under any circumstances, allow the Marine out of their sight and gather as much information from enclosure (5) to assist in the reporting via the SIR message system. Reference (b) will govern requirements for submitting Personnel Casualty Reports (PCR) or SIRs.

(20) In the Event of a Fire

(a) Pull the fire alarm. If conditions allow, inform all occupants of the building to evacuate the premises and muster in the BEQ parking lot. Assign the first available NCO to conduct the muster.

(b) Dial 911 and state "This is (rank/name). I want to report a fire in building #(\_\_\_\_) Fort Belvoir." At this time, inform the fire department where the fire is located, the cause of the fire (if known) and any injuries (if known).

(c) Notify the Marine Detachment Staff Duty Officer, who will use his/her judgment as to whether additional reporting is required and notify the CO or SEA depending on the issue.

(d) Remove the DNCO logbook and cell phone from the building.

(e) Check with the tower NCOs to determine if any occupants are still in the building and immediately notify firefighters at the scene. Under no circumstances will the DNCO or ADNCO allow anyone to re-enter the building.

(21) In the Event of a Bomb Threat

(a) If a bomb threat is received or suspicious package reported /found, the DNCO will use enclosure (7) to guide his/her conversation with the caller.

(b) The ADNCO will immediately notify the Base Police/Provost Marshal's Office (PMO) by the most immediate means available. While PMO is being notified, the DNCO will ensure that the building is evacuated and a muster is held no less than 100 yards from the building. Also establish a cordon to prevent entrance into the building, until given the all clear.

(c) The individual receiving the bomb threat will not hang up the telephone, but will spend as little time as possible trying to obtain information about the alleged bomb. This person will, in no way, endanger his or her life or the lives of any BEQ occupants. This person will not attempt to negotiate with the caller.

(22) Theft. When a theft is reported to the DNCO or ADNCO, the Marine Detachment Staff Duty Officer will be notified by the DNCO. The known details of the allegation will be logged and briefed to the SEA.

(23) Calls for Leave/Liberty Extensions. The DNCO does not have the authority to grant leave extensions, regardless of the circumstances. The DNCO will log the pertinent details for muster/accountability and instruct the caller to use his/her chain of command for approval of leave extension requests.


(24) Emergency Leave Requests. The DNCO will direct all requests of this nature through their chain of command during normal working hours or through the Marine Detachment SDO after normal working hours at the number indicated on the recall roster.

(25) The DNCO and ADNCO should contact the Marine Detachment Staff Duty officer or Detachment Senior Enlisted Advisor in the event something arises not covered by this Order and further guidance or clarification is needed.

6. Command and Signal

a. Command. This Order is applicable to all Marines attached to the Marine Corps Detachment Fort Belvoir.

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



J. S. MCLEAN

Distribution: A





# UNITED STATES MARINE CORPS

MARINE CORPS DETACHMENT  
9001 GUNSTON ROAD  
FORT BELVOIR, VA 22060-5392

## DUTY ROSTER FOR THE MONTH OF APRIL 2013

DATE	DNCO	ADNCO
1	SGT STANSEL	LCPL WILLIAMS
2	CPL STEWART	LCPL COSME
3	CPL VELAZQUEZ	PFC BRYANT
4	SGT FUSSELL	LCPL BUTTACCIO
*5	SGT TUTTLE	PVT ANDRING
*6	SGT BLACKWELL	PFC FLORES
*7	SGT BRADLEY	PVT HOWERTON
8	SGT GIBLER	LCPL MEANS
9	SGT KEYS	LCPL MASCORRO
10	SGT MORALES	LCPL MONKO
11	SGT POWELL	LCPL MUTCHLER
*12	SGT CHRISTIAN	PVT HUERTA
*13	SGT FERRIS	PFC LABRECQUE
*14	SGT KOBIJAK	PVT MACCONNELL
15	SGT REBELLO	LCPL NELSON
16	SGT TUTTLE	PFC NEUENKIRCHEN
17	SGT BLACKWELL	LCPL PINER
18	SGT BRADLEY	PFC REYER
*19	SGT MAICH	PVT PATALANO
*20	SGT MANZANO	PVT NEWLAND
*21	SGT MCQUISTON	PVT OSBORNE
22	SGT CHRISTIAN	LCPL SANTACRUZ
23	SGT KOBIJAK	PFC WHITEHEAD
24	CPL VELAZQUEZ	PVT WILSON
25	SGT KEYS	PFC WISENER
*26	SGT STANSEL	PFC ANDERSON
*27	CPL STEWART	PVT DANIEL
*28	SGT FUSSELL	PFC GOVITZ
29	SGT MAICH	PFC KLEINDL
30	SGT MANZANO	PVT MAHLER

The asterisk (\*) denotes weekend or holiday duty.



# UNITED STATES MARINE CORPS

MARINE CORPS INTELLIGENCE SCHOOLS  
MARINE CORPS DETACHMENT  
9001 GUNSTON ROAD  
FORT BELVOIR, VIRGINIA 22060-5392

## SNCO DUTY ROSTER FOR APR, MAY, JUN 2013

DATE	SNCO
1 APR - 7 APR	GYSGT ALLEN
8 APR - 14 APR	GYSGT ALSUP
15 APR - 21 APR	GYSGT MAHONEY
22 APR - 28 APR	SSGT FORD
29 APR - 5 MAY	SSGT MORIMOTO
6 MAY - 12 MAY	SSGT WINFREY
13 MAY - 19 MAY	GYSGT PAFF
20 MAY - 27 MAY	GYSGT ARIAS
28 MAY - 2 JUN	GYSGT SMITH
3 JUN - 09 JUN	SSGT WAGERS
10 JUN - 16 JUN	SSGT PHILLIPS
17 JUN - 23 JUN	GYSGT HAYWOOD
24 JUN - 30 JUN	GYSGT ALLEN

SNCO Duty Phone: 703-269-7133.

Duty turnover occurs every Monday morning. ANY questions regarding the schedule should be forwarded to MSgt Dunn.



# General Orders

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1. **"To take charge of this post and all government property in view."** Where your post is and the limits of your post will be spelled out in your special orders. Within these limits a sentry has authority over all persons entering on his post.
2. **"To walk my post in a military manner keeping always on the alert and observing everything that takes place within sight or hearing."** When you take charge of your post you will conduct yourself in a military manner at all times; being alert to everything that takes place around you.
3. **"To report all violations of orders I am instructed to enforce."** A sentry will report immediately any violation of orders, apprehending (to temporarily hold) any offender.
4. **"To repeat all calls from posts more distant from the guardhouse than my own."** If another sentry calls to the Corporal of the Guard and you are closer to the guardhouse than he is, repeat the call exactly as you heard it.
5. **"To quit my post only when properly relieved."** A sentry may leave his post to apprehend an individual who is violating an order, but will at all other times remain on his post. If time comes for his relief, he will not leave his post but will call the Corporal of the Guard.
6. **"To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, officers and non-commissioned officers of the guard only."** Orders may change or new orders may be received while you are walking your post. You must be sure that your relief has these orders explained to him.
7. **"To talk to no one except in the line of duty."** When a sentry is asked a questions, he answers briefly and courteously. You will allow no one to remain on your post to carry on a conversation except those members of the guard conducting inspections.

**8. "To give the alarm in case of fire or disorder."** The first rule is to sound the alarm loudly so that the Corporal of the Guard will hear you. If there is a fire, sound the alarm and clear the building. If a disorder comes about on your post, call the Corporal of the Guard and attempt to apprehend the individuals causing the disorder.

**9. "To call the Corporal of the Guard in any case not covered by instructions."** When in doubt call the Corporal of the Guard. If a situation arises that is not covered by either general or special orders, call the Corporal of the Guard.

**10. "To salute all officers, colors, and standards not cased."**  
A sentry walking his post during periods when he does not have to challenge and armed with a rifle (except at sling arms) will execute the proper rifle salute to all officers on or near his post. If the sentry is at sling arms he will render a hand salute. When a sentry is addressed by an officer, before challenging or after challenging, the sentry while at the halt will render a present arms. A sentry who is armed with a pistol does not salute after challenging. He stands at raised pistol and holding a conversation, he does not salute, but remains at raised pistol until the person has passed. No salute will be rendered by a member of the Guard who is engaged in the performance of a specific duty which would prevent saluting. Cased colors or standards are those which are furled and enclosed in a protective covering.

**11. "To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority."**



**Back to History & Traditions**



12 Apr 13

SAMPLE LOGBOOK ENTRIES

24 September 2012

	Commanding Officer	Captain I. M. Hard
	Company First Sergeant	First Sergeant J. D. Seeker
	Regiment Duty Officer	Gunnery Sergeant U. R. Motivated
	Duty NCO	Sergeant I. M. DeMan
	Assistant Duty NCO	Lance Corporal I. M. Tough
0730	I, Sergeant I. M. DeMan, have assumed all duties as DNCO for barracks 1226. I have in my possession, (1) DNCO log book, (1) orders binder, (1) visitor's log book, (1) set of keys to the supply locker, (1) Equipment log book, and restriction paper on PFCs Smith, D. L. and Jones, K. D. I have read and understand all orders pertaining to this post.	
0800	DNCO tours barracks. Second deck fire exit unsecured.	
0900	Captain Hard aboard at this time.	
0917	Captain Hard ashore.	
1000	DNCO tours barracks. Barracks all secure.	
1145	ADNCO to chow at this time.	
1220	ADNCO returns from chow. DNCO to chow at this time.	
1242	DNCO returns form chow.	
1500	DNCO tours barracks. Barracks all secure.	
1630	DNCO has LCpl Jones police the barracks parking lot because he was seen throwing trash down on the ground.	
1700	DNCO tours barracks. Barracks all secure.	
1713	Military Police aboard to apprehend Pvt Steeler, I. A. for larceny. DNCO notified RDO and Co 1stSgt at this time.	
1723	Military Police ashore at this time with Pvt Steeler, I. A.	
1800	Restricted Marines check in on time.	
1801	DNCO tours barracks. Barracks all secure.	
2000	Restricted Marines check in on time.	
2100	DNCO tours barracks. Barracks all secure.	
2159	DNCO tours barracks. LCpl I. M. DeProblem found highly intoxicated and asleep on the pool table on 2 <sup>nd</sup> deck. SNM was awoken and taken to his room. LCpl Motherly, I. S., his roommate, will watch Marine and ensure he is okay until he becomes Sober and can care for himself.	
2200	Restricted Marines check in on time.	
0001	Date change: 11 January 2008	
0100	DNCO tours barracks. Barracks all secure.	
0530	Reveille sounded at this time.	
0630	Morning cleanup commencing at this time.	
0700	DNCO inspects morning cleanup and no discrepancies are found.	
0730	I, Sergeant I. M. DeMan, have been properly relieved by Sergeant U. R. Motivated.	

ENCLOSURE (3)

MARDET Commanding officer's CCIRs (Commanders Critical Information Requirements)

1. Any accident/incident caused by or resulting in seriously injured or death of/by a MARDET Marine.
2. Any condition, serious illness or dangerous situation for an immediate family member of a MARDET Marine.
3. Compromise, spillage or loss of classified/sensitive material or significant damage of property.
4. Any incident or imminent condition (within 48 hours) that would adversely impact the safe operations of the MARDET or the welfare/safety of the MARDET Marines.
5. In good judgment, any other situation of a severe nature not already covered.



**RED CROSS MESSAGE**

Red Cross Message #: \_\_\_\_\_

Date/Time Message Received: \_\_\_\_\_

Rank/Name of Marine: \_\_\_\_\_

Name of Relative: \_\_\_\_\_

Relation to Service Member: \_\_\_\_\_

Death: Y/N

Critical: Y/N

Description of Events: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Relative: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

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Red Cross Official: \_\_\_\_\_

Phone Number: \_\_\_\_\_

BOMB THREAT CHECKLIST

Questions to ask ...

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why was the bomb place here?
8. What is your name?
9. Exact wording of the threat ...

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**Caller's Voice..**

Calm	Angry	Excited	Slow	Rapid
Soft	Loud	Laughter	Crying	Normal
Distinct	Slurred	Whispered	Nasal	Stutter
Lisp	Raspy	Deep	Ragged	Breathing
Accent	Muffled	Familiar	Disguised	Hoarse

**Background sounds...**

Street noise	Voices	Static	House noises
Factory machinery	Clear	Music	Loud distance
Animals	Booth	Motor	Other
Office machinery	PA System	Local	

**Caller's language...**

Well spoken (educated)	Irrational	Taped
Foul language	Incoherent	Message read by caller