



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1601.1D  
ADJ

12 JUL 2022

AIR STATION ORDER 1601.1D

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

Subj: COMMAND DUTY OFFICER STANDARD OPERATING PROCEDURES

Ref: (a) SECNAVINST 5710.26A  
(b) MCO 4400.201 Vol 13  
(c) MCO 5060.20 W CH1  
(d) MCO 3040.4  
(e) MCO 3574.2M  
(f) CG, MCIEAST-MCB CLNC Policy Letter 8-17  
(g) ASO 3140.1C  
(h) MCO 3140.24

Encl: (1) Command Duty Officer

1. Situation. To publish Standard Operating Procedures (SOP) containing orders and instructions for the Marine Corps Air Station (MCAS), Cherry Point (CHERPT) Command Duty Officer (CDO).

2. Cancellation. ASO 1601.1C.

3. Mission. To provide continuity in command and staff action after normal working hours, on weekends, and over periods of Special Liberty including holidays; and to promulgate instructions for the CDO and Command Duty Driver (CDD).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The CDO will serve as the direct representative of the Commanding Officer (CO), MCAS CHERPT and the CO, Headquarters and Headquarters Squadron (HQHQRON) after normal working hours, on weekends, and during special liberty periods.

(b) The CDO is responsible for the handling of all administrative and emergency matters that occur after hours in the absence of the CO, MCAS CHERPT and the CO, HQHQRON. Command duty personnel will be guided in the performance of their duties by this Order and are directed to thoroughly familiarize themselves with its contents.

(2) Concept of Operations. Assignments to CDO are published quarterly in Air Station Bulletin (ASB) 1601 by the Station Adjutant.

b. Tasks

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(1) Directorate/Department Heads and Special Staff Officers. Provide roster of non-availability to the Station Adjutant by the 15th day of each month. The section will be responsible for providing a replacement if the assigned personnel cannot stand the assigned watch. In the event that a replacement is not available, it is the section's responsibility to find a replacement. Duty swaps must be approved by the Station Adjutant or Executive Officer (XO).

(2) Station Adjutant

(a) Publish an Air Station Bulletin monthly with the next month's duty assignments.

(b) Maintain a current file of all effective and pertinent Orders, Bulletins, telephone directories, recall rosters, and additional instructions/information for the CDO.

(c) Furnish an indexed file of references and instructions.

(d) Ensure the CDO is instructed on how to access unclassified messages, to include limited distribution messages, using the Automated Message Handling System after normal working hours, on weekends, and during special liberty periods.

(e) Ensure that the CDO Binder is updated monthly.

(f) Control/Log PKI CAC Card.

(g) Conduct CDO training as required for all CDO's **except for** weapons and 'Use of Deadly Force' training.

(3) Motor Transport Officer. Provide a duty vehicle daily for the duty driver/clerk. Provide after-hours vehicle recovery for Government-Owned Vehicles.

(4) Commanding Officer, HQHQRON

(a) Provide administrative assistance to the CDO when required (e.g., confinement orders, after-hours transportation, emergency dispatching, etc.).

(b) Provide personnel to support military funeral honors and burial details. Ensure personnel assigned to these details are prepared to execute their duties over weekend or holiday periods, if necessary.

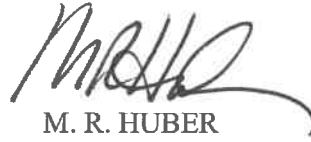
c. Coordinating Instructions. All newly assigned CDOs will report to the Adjutant for training regarding duty operations prior to assuming their first duty.

5. Administration and Logistics. All orders and CO's instructions listed throughout this Directive are maintained in the information binders provided for the CDO. Commanding Officers and Staff will provide written special instructions to the Adjutant on matters under their cognizance for inclusion into the CDO information binder.

6. Command and Signal

a. Command. This Order is applicable to MCAS CHERPT, HQHQRON, and all attached personnel.

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



M. R. HUBER

DISTRIBUTION: A

## CHAPTER 1

Command Duty Officer

1. Assignment. All Officers and all Enlisted Personnel (Pay Grades E-6 through E-7, W-1 through W-3, O-1 through O-3, and O-1E through O-3E) are required to stand duty as the CDO upon their check-in to the Air Station unless specifically exempted in paragraph 2 below.

2. Exemptions

a. The following Marines/Sailors are exempt from assignment as MCAS CHERPT CDO:

(1) Personnel with 20 or more total years of service.

b. The following billets are exempt from assignment as MCAS CHERPT CDO:

(1) Airfield Operations Duty Officers.

(2) Officers assigned to the Security and Emergency Services Office.

(3) Security Augmentation Force Commander.

(4) Marines assigned to Explosive Ordnance Disposal.

(5) Station Adjutant.

(6) Station Directors.

(7) Station Inspector's office.

3. Training Requirement

a. All eligible duty standers must qualify with the appropriate duty weapon in accordance with reference (g).

(1) The marksmanship year is defined as 1 Oct-30 Sep. A current pistol qual will be considered expired at the conclusion of the qualifying fiscal year. For example, a Marine who qualified on 1 June 2014 would be considered current until 1 October 2015.

(2) Marines who have qualified expert for two consecutive years will be exempt the following year only.

b. All eligible duty standers must complete Use of Force Training via MARINENET, course ILEUOF001A or the course conducted at PMO prior to standing duty. Certificates will be maintained on file by the station Adjutant.

c. All eligible duty standers must read and sign the Use of Force acknowledgement upon assuming duty. This is a daily requirement and acknowledgements will be filed with the Station Adjutant.

4. Lautenberg Amendment. Marines unable to be in possession of a firearm or ammunition due to the Lautenberg Amendment or any other binding law are restricted from standing armed duty watches.

5. Duty Post. The Duty Desk, Building 1, will be the designated office and the appointed place of duty for the CDO during their post.

6. Post and Relief

a. Weekdays. Oncoming CDO will report to the Duty Desk no later than (NLT) 0730 on their duty date. The CDO post and relief is conducted by the Air Station Executive Officer (XO) following morning colors. In the absence of the XO, the post and relief will be conducted by the Sergeant Major (SgtMaj) or the Station Adjutant.

(1) Post and relief will be conducted in the following manner:

(a) The off-going CDO will knock on XO's or Adjutant's door and wait for permission to enter. The oncoming CDO will not have a cover.

(b) Both incoming and off-going CDOs will march in a smart military fashion to a point three paces in front of desk. The oncoming will be on left side and off-going on right side.

(c) The off-going CDO will hand salute and say the following while the oncoming CDO stands at attention: "Good Morning Sir/Ma'am, Rank Last Name reports as off-going CDO, nothing to report at this time" or "(number) items to report at this time". Once XO or Adjutant acknowledges, cut hand salute and wait for further instructions.

(d) Once XO or Adjutant properly conduct post and relief and say "Dismissed", the off-going CDO will hand salute and say "Dismissed aye aye Sir/Ma'am, Good morning Sir/Ma'am" with the oncoming CDO standing at attention.

(e) Finally, both CDOs will execute a backwards step, about face, and exit the office.

(2) Off-going CDOs will stand relieved after morning colors and post and relief conducted by the XO, but not until they have properly conducted a safe hand off of the weapon and ammunition per Chapter 5.

(3) Command Duty Officers shall report to the XO or SgtMaj between 1500 and 1600 to receive end of day instructions.

b. Weekends, Holidays, or Periods of Special Liberty. CDOs assigned on weekends, holidays, or periods of special liberty will report to the XO on the last working day prior to the weekend or long weekend. An informal post and relief will be conducted at 0730 by the oncoming and off-going CDOs on assigned day.

c. CDO Duty Logbook. The duty logbook is maintained as an electronic file and will be emailed to the Station CO, Station XO, Station SgtMaj, Station Adjutant, and HQHQRON SgtMaj.

7. Combined Access Card (CAC) Control. All CDOs will maintain positive control of the CDO CAC during their tour of duty.

8. Uniform. The uniform of the day is the seasonal utility uniform, unless otherwise directed. The CDO will be armed with an M-9 pistol and wear a duty belt, a holster for a M-9 pistol, a magazine pouch, and two magazines filled with 15 rounds of ball ammunition. Specific instructions for arming of the CDO and associated matters are detailed in Chapter 5 of this Order.

9. Replacement of Assigned Watch Standers. Changes to the published duty roster must be approved by the Station Adjutant or XO. Individuals assigned as supernumeraries will be used only in emergency situations, involving last-minute circumstances where assignment of another individual to stand CDO is not possible.

Activation of the supernumerary must be approved by the Station Adjutant or XO.

10. Messing. Each CDO will tour the Air Station mess hall twice during their shift and make appropriate logbook entries regarding the cleanliness of the mess hall and the quality and appearance of food served. The CDO is required to pay for their chow should they choose to eat in the Mess Hall.

11. Building Security. The CDO is responsible for a total of eight (8) keys for Building 1: (1) key to the Training and Education building, (2) master keys to the station spaces, (1) key to the duty hut, (1) key to the gate box, (1) key to the front and back hatches, (1) HQHQRON Barracks building 4881 Master Key, and (1) CNATT barracks master key.

## CHAPTER 2

Command Duty Officer1. Tours and Inspections

a. Tours of Roads, Road Shoulders, Parking Areas, and Shopping Centers. The CDO will tour MCAS for the purpose of security and safety.

(1) A minimum of one tour will be conducted each day on weekends, holidays, and during weekdays between the hours of 2100 and 2359. The routes considered important for security, safety, and police are: the Headquarters and Headquarters Squadron area, Hangar 131, supply building adjacent to control tower building 199 complex, Barracks 4197 and 4198, the chow hall, Cunningham's, the Marine Corps Exchange, and Commissary. The CDO will tour the Transient Enlisted Quarters (Bldg. 3673) once between the hours of 0900-1100; 1400-1600; and 1730-1930. Ensure all recreational area lights (ballpark, tennis courts, etc.) are off when not in use. Ensure the CDD conducts proper police call outlined in chapter 4. A notation of such inspection will be made in the CDO logbook.

(2) Noted discrepancies will be cited with a comment as to corrective action taken.

(3) Whenever there is a Station's Corporals Course, the duty at the Training and Education building will notify the CDO via phone call that the building is secured at the end of each day. The CDO will make a logbook entry.

2. Emergency Leave and Leave Extensions

a. Requests for emergency leave or extensions of leave involving members of this command will normally be referred to the individual's Officer in Charge/Staff Noncommissioned Officer in Charge (OIC/SNCOIC) for appropriate action. If unable to contact the OIC/SNCOIC, the CDO will approve an extension via Marine Online (MOL). If issues with MOL are experienced, contact the Squadron Admin Chief. The requesting Marine must contact their chain of command.

b. The CDO has the authority to grant extension of leave involving personnel en route to this command (not tenant commands) by reason of Permanent Change of Station or Permanent Change of Assignment Orders (PCSO/PCAO). The following information must be obtained and passed to the Installation Personnel Administration Center (IPAC) on the next scheduled work day: Name, rank, Electronic Data Interchange Personal Identifier (EDIPI) number, Military Occupational Specialty (MOS), leave address, original reporting date and number of days granted. Approval and all of the above data must also be recorded in the CDO logbook.

3. "Exclusive For" and "Personal For (P4)" Messages. Contact the Air Station XO for all messages that need to be delivered immediately to the Commanding Officer. In all other cases, these messages will be delivered with normal message traffic.

4. Incoming Personnel. For all Marine Corps and Navy personnel reporting after normal working hours, the following procedures apply:

a. PCSO/PCAO for Inbound Permanent Personnel. During normal working hours, MCAS CHERPT permanent personnel will report to the Station IPAC located in building 298 on "E" Street. After normal working hours, the CDO will complete the "After Hours Reporting Endorsement (figure 1-1 on page 2-9 of this Order). The CDO will make a copy for the Marine. The original of the endorsement will be inserted in the Marine's SRB/OQR for delivery to the IPAC at the start of the next business day. Permanent party personnel will be directed to report to the IPAC (New Joins Section) on the next

business day to complete the check-in process. An entry will be made on the Marine's Original Orders indicating the date and hour the individual reported. A duty logbook entry will be made annotating the Marine's information and a photocopy of the Original Orders will also be made.

b. Temporary Additional Duty (TAD) Personnel. The CDO will complete the endorsement shown in Figure 1-1 for all TAD personnel reporting in after hours. The CDO will make a copy for the Marine and the original endorsement will be given to the Marine for delivery to the Military Personnel Section at the start of the next business day. A logbook entry will be made indicating the date and hour the individual reported or returned from TAD.

c. Individual Augmentee (IA) Personnel. Use the procedures in paragraph 6.a above for all IA personnel reporting in after hours. Additionally, those IA personnel will be instructed to report to Station Military Manpower with their Orders and Endorsements on the next normal business day for further processing.

d. PCSO/PCAO/TAD for Inbound Reservists. For Inbound Reservists on PSC/PCA/TAD Orders, the procedures in paragraph 6.a above should be used.

## 5. All Other Cases

a. During normal working hours, all entry-level students will be directed to report to the Center for Naval Aviation Technical Training (CNATT) in building 4414. If a CNATT student reports in at Building 1 after normal working hours, read the orders to determine which school the student will be attending, call the CNATT Duty Officer at 466-4710 and instruct them to send their duty driver to pick-up the student.

b. All personnel reporting aboard will be directed by Provost Marshal Office (PMO) gate personnel to the IPAC during working hours or to Building 1 after hours, then to the Transient Enlisted Quarters (TEQ). The TEQ is open 24 hours a day and billeting will be arranged when newcomers check in. Normally, Officers will be furnished quarters at the Transient Officer Quarters (TOQ), while Staff Noncommissioned Officers (SNCOs) and enlisted Marines will be billeted at the TEQ. Additionally, personnel representing visiting sport teams, rifle range details from other bases, and transients waiting for military flights are billeted at the TEQ.

c. Personnel reporting to Cherry Point whose official orders require further air transportation will be directed to the Station Operations Duty Officer, Flight Planning Office, Bldg 199, (252) 466-3232 for their flight. Personnel may be billeted in the TEQ or TOQ as appropriate.

d. Personnel reporting between 2200 and 0600 will receive an orders endorsement and follow-on billeting. The Command Duty Driver (CDD) is available for after hours transportation aboard the Air Station.

6. Personnel Confined or Deserters. Make appropriate logbook entries of all personnel confined. Typically, the Commanding Officer, Headquarters and Headquarters Squadron will have cognizance over MCAS CHERPT confinees and deserters. Notification about a confinee and/or deserter from another command will be referred to the respective command's Duty Officer.

7. Emergency or Alert Conditions. During emergencies or alert conditions, such as hurricane alerts, air contingency MAGTF alerts, Quick Reaction Force/Rapid Reaction Force (QRF/RRF) exercises/alerts, or possible execution of emergency plans, all Directorates are required to keep the Station XO advised of their location and telephone number. In the event they are unavailable for a prolonged period, they will inform the next senior officer in the Department concerned and this requirement will pass to the individual. All reports received by the CDO involving incidents of oil or hazardous material releases or



wildfires will be immediately reported to the Security and Emergency Services at (252) 466-3615. The CDO should make every attempt to gather appropriate data to include reporter's name, phone number, material involved, extent of damage, and other pertinent data. Once all information is obtained the CDO will contact the XO or Adjutant.

8. Open Skies Treaty Messages. The CDO should contact the Airfield Operations Duty Officer (ODO) at (252) 466-2233 first. More often than not, the ODO has already initiated appropriate action. The CDO will follow the guidance set forth in reference (a) and any additional guidance provided in the CDO Binder. When responding to the originator of the message, the CDO will confirm receipt on behalf of CO, MCAS CHERPT and info Airfield Operations and Director of Operations.

9. Request for Emergency Helicopter/Search and Rescue/Pedro Assistance/Support. Requests for SAR support should be directed to Elizabeth City Coast Guard at (252) 335-6000.

#### 10. Command Authorized Searches

a. The CO, MCAS CHERPT and the CO, HQHQRON can authorize the search of property or persons situated or found in a place over which they have jurisdiction. Search authorization will normally be obtained from the designated area commander. The CDO is **NOT PERMITTED** to authorize a search.

b. Should the Criminal Investigation Division (CID) or Naval Criminal Investigative Service (NCIS) request authority to search a "common area" aboard the Base that does not fall within a subordinate commander's area of control (the physical limits of their command), to include the family housing area, contact the Station XO.

c. Anytime a command-authorized search is requested, the CDO will contact one of the following personnel, listed in order of precedence, to ensure that any legal questions incident to the requested search authorization are resolved prior to the initiation of the search:

(1) Military Justice Officer

(2) Chief Trial Counsel

(3) Deputy Staff Judge Advocate

(4) Staff Judge Advocate

d. Should the decision be made to have the CO consider the request for search authorization, the authorization must come directly from the CO.

#### 11. Incoming Phone Calls

a. Home phone numbers and cell phone numbers of the Station CO, XO, the CO of HQHQRON, Special Staff, the Station Sergeant Major, or the Station Chaplain will not be released to the caller.

b. Callers requesting to contact the Station Commanding Officer or Commanding Officer of HQHQRON on matters routinely handled by members of the Special Staff will be requested to contact those agencies the next working day. A logbook entry will be made reflecting the caller's name, primary and alternate telephone numbers, and reason for the call. When the nature of the call is of such immediacy that it cannot wait for the next working day, contact the Station XO.

c. Phone calls should be answered in the following manner:

(1) “Marine Corps Air Station, Cherry Point Command Duty Officer, this is (Rank) (Name), how may I help you Sir/Ma’am?”

d. If a call is received that should be referred to the Station CO or the CO, HQHQRON at home (e.g., calls from a General Officer, Member of Congress, HQMC Command Center, etc.), the following procedures will be used:

(1) Ask the caller to provide a primary and an alternate phone number where they can be reached.

(2) Call the XO for instructions concerning the Station CO.

(3) Call the XO, HQHQRON for instructions concerning the Commanding Officer, HQHQRON.

12. Commercial Long Distance Telephone Calls. All commercial long distance telephone calls will be made a matter of record by logbook entry. Defense Switched Network (DSN) numbers should be used whenever possible (use DSN prefix 750 or 751 as appropriate when contacting MCIEAST). Collect calls will not be accepted.

### 13. Other Phone Calls

a. Any calls from parents, family members or significant others will be dealt with in a complete and professional manner. Under no circumstances will home or cell phone numbers be given to anyone.

b. Government Vehicle Accident or Recovery. Should there be any incoming calls reporting a government vehicle in an accident or suffering breakdown that would require recovery of the vehicle, take all available information including location and type of vehicle, point of contact, and a phone number. Instruct the caller that you will contact the Motor Transportation Officer who, in return, will contact the caller.

### 14. Colors

a. Morning Colors. Both the on-coming and off-going CDO will observe morning Colors prior to being posted or relieved from duty.

(1) Determine the type of flag to be hoisted, per reference (b).

(2) Local weather reports are available from METOC at (252) 466-2346.

### b. Ceremony with CD Music

#### (1) Equipment Operating Instructions

(a) Approximately five minutes and 10 seconds prior to colors press play button once for the appropriate morning or evening ceremony. The “Warning Call” will sound.

(b) Approximately five minutes later; in the morning, “Attention,” “Colors,” and “Carry on” will sound.

#### (2) Colors Ceremony

(a) The CDO will proceed to the area outside the front doors approximately 10 minutes prior to Morning/Evening Colors with the color detail.

(b) Upon sounding of the “warning call,” the Noncommissioned Officer in Charge (NCOIC) of the color detail will order “Forward, MARCH.” The color detail will march to position in front of the flagstaff to prepare for hoisting or lowering, as appropriate, of the national colors (standard) upon the command of the NCOIC of the color detail.

(c) The CDO will remain in the vicinity of the front steps outside the front hatch while colors are conducted.

(d) At the sound of the music, “To the Colors” or “Retreat,” as appropriate, the color detail will hoist or lower the national colors (standard) in accordance with the current editions of the Marine Corps Drill and Ceremonies Manual (NAVMC 2691) and U. S. Navy Regulations. The CDO and the color detail will render appropriate hand salutes.

(e) When the last note of the music ends, the CDO and color detail will terminate their “hand salute.” The CDO and color detail will remain standing at attention until “carry on” is sounded. The color detail, as commanded by the NCOIC, will secure the lanyard to the flagstaff. The NCOIC will march to a position six paces in front of the CDO’s position on the sidewalk. The NCOIC of the Color detail will salute and report to the CDO, “Morning/Evening Colors have been raised/lowered promptly and properly.” The CDO will critique the color detail on their performance, appearance, bearing, etc., return the salute and order the NCOIC to dismiss the detail. The CDO will then execute an “about face” and resume their normal duties.

c. Ceremony Without Taped Music

(1) The CDO will proceed to the area outside the front entrance approximately 10 minutes prior to Morning/Evening Colors, as appropriate, with color detail.

(2) At five minutes prior to colors (0800 for Morning Colors, sunset for Evening Colors – see Flag Manual Binder for sunset times) and upon command of the NCOIC, the color detail will march to position in front of the flagstaff to prepare for hoisting or lowering, as appropriate, of the national colors .

(3) After the color detail has prepared the halyard for hoisting or lowering the national colors (standard) the CDO will assume the position of “parade rest.”

(4) Upon the sounding of “attention” (three whistle blasts by the NCOIC of the color detail), the CDO will come to attention and execute a hand salute.

(5) The CDO will terminate the hand salute upon sounding of “carry on” (three whistle blasts by the detail NCOIC).

(6) Return of the color detail and their dismissal will be accomplished in the same manner reversed.

d. National Ensign (Standard) at Half-Mast

(1) The Adjutant or Station Sergeant Major will brief the CDO when the flag is to be flown at half-mast. This will normally be determined by an official naval message.

(2) The color guard will follow all procedures described above, except after the flag has traveled to the top of the flagpole it will then be lowered to half-mast. Use the black line on the flagpole to bisect the stars and stripes on the flag to determine positioning.

e. Retirement/Special Occasions. For special occasions the following procedures will be followed:

(1) All color detail procedures will be executed per paragraph 1 above, except when a request to fly a personal flag has been received. In such case, and after evening colors have been completed, the personal flag will be hoisted to the top of the flagpole and then immediately lowered.

(2) The off-going CDO will present the personal flag to the Protocol Officer on the next normal business day and log the individual's name and time of the ceremony in the duty logbook.

f. Flags

(1) The Post Flag will be flown at all times except in cases of inclement weather or when the garrison flag is authorized.

(2) The Storm Flag will be displayed during inclement weather or when inclement weather is imminent. Inclement weather is defined as 40 percent or more chance of rain and/or with winds gusting over 20 knots.

(3) The Garrison Flag, except during inclement weather, will be displayed on Sundays, holidays, and other national occasions listed in reference (b).

g. Evening Colors. The CDO will observe evening colors. Refer to the Flag Manual Binder for evening color times.

h. Inclement Weather. In the event of potentially severe weather during morning or evening colors, consult with the METOC (x2346) for current weather advisories. If a Thunderstorm Warning or Severe Thunderstorm Warning (T1) has been set, do not execute colors until the advisory has been cancelled.

15. Distinguished Visitor Billeting

a. If a call is received requesting distinguished visitor billeting (O-6 and above), instruct the caller to call back during normal working hours. If the caller persists, obtain caller's full name, rank, service, and primary and alternate telephone numbers. Contact the Transient Officer Quarters (TOQ) front desk at (252) 466-5169 for assistance in making the reservation. The desk clerk will provide a confirmation number which you will relay to the caller. Notify the Protocol Officer no later than the following morning (business or non-business day).

b. The TOQ will occasionally have a VIP arrive without a reservation. When this occurs, the TOQ will notify the CDO of the name, date(s) requested, and the room number. Ensure that the Station Protocol Officer is notified no later than the following day (business or non-business day).

c. All enlisted personnel stay in the Transient Enlisted Quarters (TEQ); however, any E-9 distinguished visitor may stay at the TOQ in a distinguished visitor room. If you receive a call from any distinguished visiting E-9s, obtain caller's full name, rank, service, and primary and alternate telephone numbers. If an emergency occurs after normal working hours contact the TOQ. The desk clerk will need the full name, rank, service, primary and alternate telephone number, and EDIPI number. Notify the Station Sergeant Major or the Administrative Support Assistant on the next business day.

16. Chaplain. Should there be any incoming calls for the Duty Chaplain, take all available information including point of contact and a phone number. Instruct the caller that you will contact the Duty Chaplain who, in return, will contact the caller.

17. Access to Classified Material. In the event the CDO is asked to receipt for or hold classified material the CDO will contact the Security Manager immediately for specific instruction.

18. Area of Authority

- a. The CDO's area of authority extends throughout MCAS CHERPT.
- b. The CDO is not authorized to proceed outside the area of authority without prior approval from the Station XO. Approval may be granted in unusual circumstances.

19. Security Container Check

a. After normal working hours, on weekends, and special leave periods, the SF-702 (Security Container Check Sheet) located on the door to Secure Room 1079 must be annotated with the duty's initials and a time to validate the Secure Room door is secure. The SF-702 must be annotated at least twice during the CDOs tour. Once prior to 2359 and once prior to 0630.

b. Procedures for Security Violations

(1) Open/Unsecured/Secure Room. Upon being advised of an open or unsecured room, take the following actions:

- (a) Call the Security Manager and advise them that the secure room was found open and that they are required to come aboard to take appropriate action.
- (b) Lock the room and have the duty stander who made the original report verify that the room is locked.
- (c) Complete a logbook entry recording the above facts.

(2) Classified Material Found Adrift. Upon being advised that classified material has been found adrift, the following Action will be taken:

- (a) Take possession of the classified material.
- (b) Record the identification of the classified material on the Report of Security Violation form and contact the appropriate Directorate/Department Head and the Security Manager.
- (c) Place the classified material in an envelope, seal it, mark the outside of the envelope with the highest level of classification contained therein and the name of the section to which the classified material belongs, and contact the Security Manager for safeguarding which allows for positive control.



**UNITED STATES MARINE CORPS**  
**MARINE CORPS AIR STATION**  
**POSTAL SERVICE CENTER BOX 8003**  
**CHERRY POINT, NORTH CAROLINA 28533-0003**

1320  
 MPR  
 Date

From: Command Duty Officer, Marine Corps Air Station, Cherry Point  
 To: \_\_\_\_\_ USMC  
 (Rank) (FName, MI, LName) (EDIPI)/(MOS)

Subj: AFTER HOURS REPORTING ENDORSEMENT

1. You reported at \_\_\_\_\_ (time) on \_\_\_\_\_ (date). You are further directed to report to the Station Installation Personnel Administration Center (IPAC), Manpower Directorate, located in building 298 on "E" street to receive your official Reporting Endorsement no later than 0800 on \_\_\_\_\_ (date). The correct uniform for reporting aboard is the Service "A" uniform.
2. Government quarters are available for Officer Personnel at the Transient Officer Quarters (TOQ), building 487, telephone number (252) 466-5169 and for Enlisted Personnel at the Transient Enlisted Quarters (TEQ), building 3673, telephone number (252) 466-3060.
3. **Military members on PCS orders can subsist at government expense at the Station Mess Hall by presenting this endorsement with a copy of their Original Orders to the cashier. A meal card will be issued upon checking into the IPAC (if applicable).**
4. Point of contact at the IPAC is the Inbound Section at (252) 466-5019/8146.

\_\_\_\_\_  
 COMMAND DUTY OFFICER

**Figure 1-1 - After Hours Reporting Endorsement**

## CHAPTER 3

Notification Procedures of Serious Incidents/Mishaps

1. General. The below paragraphs are a listing of mishaps, incidents, or disturbances. While not all-inclusive, it provides examples of the type of incidents which must be reported to the Station XO or Station CO, in that order. See current CO's Policy Letter "Commanders Critical Information Requirements (CCIRs)" for more specific guidance. Mishaps, incidents, or disturbances listed in this chapter will be reported to the XO immediately. If the XO deems it necessary, the CDO will be instructed to notify the appropriate organization to prepare and release a Serious Incident Report (SIR).
2. Military or Political Incidents. Report any incident of a military or political nature, domestic or foreign, that involves individual Marine Corps or Navy personnel, units, or installations, and may result in local or national official reaction or extensive civilian news media interest.
3. Civil Disorders. If a request for Marine Corps assistance in connection with civil disorders is made, the Station XO will be contacted. The CDO will provide a report of the type of assistance requested, its purpose and estimated duration of assistance. Any civil disorder in which individual Marine Corps or Navy personnel, units, or installations are involved will be reported.
4. Terrorist Incidents. Notify Security and Emergency Services immediately at (252) 466-3615.
5. Operational Incidents. Report any operational incident which may result in unusual interest by the public news media. An operation incident is any real or simulated AT/FP issue (i.e. terrorist attack on Station), raising of the Force Protection Condition (FPCON), Destructive Weather event that directly affects the Station, or any other Operations related issue. The Crisis Management Team (CMT) should also be notified of any operation incident.
6. Serious Aircraft Mishap/Incident. Any aircraft mishap which results in serious injury, loss of life or extensive property damage to civilian or military property will be reported. The CDO, MCAS CHERPT and the CDO, 2d Marine Aircraft Wing (MAW) have the responsibility to coordinate all reports through the proper channels.
7. Near Mid-Air Collisions. Any near mid-air collision involving civilian or military aircraft will be reported to the personnel listed in paragraph 1. The CDO, MCAS CHERPT and the CDO, 2d MAW have the responsibility to coordinate all reports with the proper headquarters.
8. Ground Mishap/Incident. Report any ground mishap involving Marine Corps personnel that occurs on or near a Marine Corps installation and results in serious injury, loss of life, or extensive damage to civilian or military property.
9. Mishap Involving Ammunition or Explosive Material. For any explosion of ammunition or for mishaps involving explosive material that cause or threaten to cause casualties or serious property damage, the CDO will immediately contact PMO at 466-3616 and PMO will contact the Duty EOD Technician.
10. Fires
  - a. Report any fire that may impair the operational readiness of a Marine Corps unit, or which causes casualties or extensive damage to Marine Corps property, civilian property, including major forest fires not under control by Fire Department personnel.
  - b. Trash can fires, minor forest fires, and other fires considered minor and under control by Security and Emergency Services personnel are non-reportable. Make an appropriate logbook entry, and notify Security and Emergency Services at (252) 466-3615 to ensure appropriate procedures are followed.

11. Epidemic. The presumptive diagnosis of any communicable disease that may require quarantine or the diagnosis of any disease of potential epidemic significance will be reported by the Naval Health Clinic. The Naval Health Clinic has the responsibility to coordinate all reports with the proper Headquarters. Call the Naval Health Clinic Quarterdeck at (252) 466-0266.
12. Extensive News Coverage/Media Interest. Report any mishaps or occurrences that may arouse extensive news coverage, media interest, or congressional interest. Report any serious crimes or incidents that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps/Navy personnel and their immediate family members.
13. Objects Dropped From Marine Corps Aircraft. Any incidents in which an object is dropped from an in-flight Marine Corps aircraft resulting in property damage or a casualty, will be reported immediately. The CDO, MCAS CHERPT and the CDO, 2d MAW have the responsibility to coordinate all reports with the proper headquarters.
14. Training Incidents. Report any training incident which may result in unusual interest by the news media or arouse congressional interest. Report any incident that results in serious injury or death of military or civilian personnel or extensive damage to military or civilian property.
15. Bomb Threats. Instructions are contained in the CDO Information Binder. The CDO will follow the procedures on the Bomb Threat Checklist and the threat will be reported to the Director of Operations and Security and Emergency Services at (252) 466-3615.
16. Dignitaries. Unscheduled arrival/departure of federal or state dignitaries will be reported to the Station Protocol Officer.
17. Hospital Admittance. Hospitalization of any active duty Navy or Marine Corps personnel in the grades of E-9 or O-6 and above who are admitted to a local hospital or Naval Hospital Camp Lejeune will be reported to the Air Station Adjutant.
18. Casualties
  - a. All cases of suspected suicide (attempts, gestures, or ideations), serious injury, homicide, or death involving Air Station Navy or Marine Corps personnel, or their immediate family members, will be reported to the Executive Officer, the Sergeant Major, the Duty Chaplain, Director of Safety and Standardization, the Station Safety Manager, and Security and Emergency Services.
 

(1) In the event that a Station Marine, or Sailor or their immediate family member enters a casualty status (death, very serious illness/injury), the CDO will notify the following, in the order listed:

    - (a) Station Sergeant Major, (252) 466-5975.
    - (b) Station XO, (252) 466-2849.
    - (c) CO, HQTQRON, (252) 466-2693.
    - (d) Security and Emergency Services Duty Desk at (252) 466-3615.
    - (e) Duty Chaplain, (252) 466-5894.
    - (f) Communications, Strategy, and Operations Office duty representative, (252) 466-4241.
    - (g) Director of Safety and Standardization and Station Safety Manager, (252) 466-2730.

↑  
DURING WORKING  
HOURS USE THE  
FOLLOWING  
NUMBERS



(h) MCIEAST, DSN: 751-2414 (only after (a)-(c) above have been contacted.)

(2) In case of death, the appropriate squadron commander will ensure that positive identification of the casualty is made.

(3) Emergency Aero-medical Evacuation (MEDEVAC). Request for MEDEVAC will be made to the Airfield ODO at (252) 466-2233. The CDO will notify the Station XO and annotate any action taken in the CDO logbook.

(4) Search and Rescue Operations. For personnel assigned to other organizations aboard MCAS CHERPT, (e.g., CNATT, FRC-EAST, 2d MAW) the appropriate CDO of that organization will be notified and a corresponding logbook entry made to record notification. Reference (e) provides instructions for coordinating and executing casualty reporting, casualty notification, and casualty assistance. Typically, the CDO will not be responsible for PCR reporting which is a parent command responsibility and will be completed using Defense Casualty Information Processing System (DCIPS).

19. Civilian Death or Serious Injury. Follow the guidance set forth in paragraph 17 above.

20. Destructive Weather

a. Any weather condition that may interrupt, delay, or cancel operations or training, or pose a threat to life or property is considered destructive weather. This includes hurricanes, snow, hail or ice. The CDO will follow the guidance contained in ref (d).

b. Upon notification by the Weather Service Officer of a destructive weather warning (e.g., tropical storm, hurricane, etc.) ensure that the following personnel are immediately notified. During working hours, utilize the following numbers:

(1) Station XO, (252) 466-2849.

(2) Operations Directorate, (252) 466-5147/3580/5299.

(3) Naval Health Clinic Duty Officer, (252) 466-0266

(4) Facilities Maintenance, (252) 466-4363.

(5) Supply Directorate, (252) 466-3047.

c. Reference (d) provides specific measures to be taken by appropriate personnel when a destructive weather warning is issued.

21. Oil and Hazardous Substance Releases. CDOs will ensure that the Security and Emergency Services Duty Desk has been called for any release of oil or hazardous substances affecting the lands, navigable waters, of the installation. They can be reached at (252) 466-3615.

22. Assistance to Civil Authorities. Any request for use of MCAS CHERPT equipment or personnel (fire trucks, EOD) to be taken off MCAS CHERPT to assist civil authorities will be reported to the Station XO and Director of Operations.

## CHAPTER 4

Command Duty Driver (CDD)

1. Assignment. All Sergeants, Corporals, Lance Corporals, and Privates First Class assigned to HQHQRON, MCAS CHERPT, may be assigned duty as the CDD.
2. Exemptions. Marines assigned to the Security and Emergency Services Directorate, and EOD are exempt from this duty.
3. Post. The Duty Desk, Building 1 will be the designated office of the CDD during their post.
4. Tour. The tour of duty on weekdays is from 0730 until properly relieved by the CDO. The tour of duty on weekends and holidays is from 0730 to 0730. This post is a 24-hour tour of duty; the CDD will be available to stand duty at anytime during the assigned tour of duty.
5. Uniform. The uniform of the day is the seasonal utility uniform, unless otherwise directed. The CDD will **NOT** be armed.
6. Post and Relief
  - a. On weekdays, the CDD will report to the HQHQRON Headquarters (Building 294) NLT 0730 unless otherwise instructed by the Squadron Sergeant Major.
  - b. If scheduled for duty on weekends or holidays, the CDD will report to the HQHQRON Headquarters (Building 294) NLT 0730 on the last work day preceding that weekend or holiday for instructions.
  - c. Over weekends and holidays, an informal post and relief of CDDs will be conducted by the oncoming CDO.
7. Assignments/Replacements. After publication of the quarterly Station Bulletin 1601, personnel assigned to the CDD Roster who become unavailable for duty must notify the Squadron Training Officer. The Squadron Training Officer must notify the Adjutant's office, in writing, of approved changes. Personnel assigned as supernumerary will be used only in emergency situations.
8. Messing. Meals will be taken within the confines of MCAS, CHERPT.
9. Absence of the CDO. The CDD will be present at all times during the absence of the CDO. In the event that both the CDO and CDD must depart Building 1, the Duty NCO at Barracks 4197/4198 will be contacted at (252) 466-2462 to send the Assistant Duty NCO to Building 1 to post in the absence of the CDO/CDD.
10. Incoming Calls. The CDD will be prompt and courteous in answering all telephone calls, and will answer in the following manner:
  - a. "Good Morning/afternoon/evening, Marine Corps Air Station, Cherry Point, this is [rank, name, title (example, Lance Corporal Smith, Command Duty Driver)] speaking, how may I help you, Sir or Ma'am?"

b. In the event the CDD cannot answer a particular inquiry, the caller will be referred to the CDO. In the absence of the CDO, the CDD will take down a detailed telephone message to include the caller's full name and rank (if applicable), organization, telephone numbers (primary and alternate) and reason for calling.

11. Police Call. Each CDD will ensure that the CDO room and surrounding offices in the Command Suite are maintained in a good state of police at all times during their tour of duty, and that no one is permitted to loiter at any time. Trash will be removed from the Duty Desk and surrounding outdoor pavilions. Tour the area around the dumpster in the bldg 1 parking lot three times per day ensuring there is no trash on the ground and that there isn't any unauthorized dumping. All areas are to be dusted prior to being relieved.

12. Other Duties. The CDD will perform other lawful duties as assigned and supervised by the CDO.

## Chapter 5

Arming of the Command Duty Officer and  
Rules for the Use of Force

1. Arming. The CDO will be armed with a standard issue M18 service pistol prior to assuming their post at 0800. The weapon's default condition shall be Condition 1 (magazine inserted, slide forward, round in chamber, weapon on safe) during the CDO's tour.

a. The CDO will not leave the confines of Marine Corps Air Station, Cherry Point while armed.

b. Each CDO will make the following entry into the logbook: "I, (Rank and Name), have assumed all duties as the MCAS Cherry Point Command Duty Officer. I have read and understand all Orders pertaining to this post, to include the rules regarding less-than-lethal and deadly force. I have in my possession (1) Alternate Token CAC card, (1) CDO Binder, (30) Keys, (1) Safe, (4) Master Keys Barracks 4881, (1) Cartridge Belt, (1) M18 pistol (Serial Number: XXXXXX), (2) magazines filled with 15 rounds each of 9mm ball ammunition, (1) magazine pouch, (1) pistol holster, (1) lanyard."

2. Securing Weapon and Ammunition. This is a sleeping post and the CDO will ensure the M9 service pistol and all ammunition are secured in the safe provided in the duty hut, prior to sleeping or otherwise leaving the weapon unattended.

3. Weapon and Ammunition Chain of Custody. Duty standers will conduct a safe hand off of the weapon and ammunition only after properly clearing the weapon at an authorized clearing barrel utilizing the proper clearing procedures. The clearing barrel to be used by CDOs is on the concrete apron outside the rear doors of the Headquarters Building (Bldg. 1). On the first Tuesday of the month, the CDO will take the weapon, ammunition, and all associated gear to the PMO Ready for Issue Point (RFIP) after morning colors for inspection purposes.

4. Additional Specific Instructions

a. The CDO is prohibited from firing warning shots.

b. The CDO's weapon will remain in Condition 1 and will only be removed from your holster when:

(1) The use of deadly force is authorized per paragraph 5 of this chapter.

(2) Lawfully ordered to do so by competent authority. Competent authority is defined as: "Superiors in the chain-of-command and those who are specifically designated in writing to issue orders to law enforcement and security personnel."

(3) Transferring or storing the weapon.

(4) Cleaning the weapon in an authorized area.

c. You will show due regard for the safety of innocent bystanders when using force.

d. If you remove your pistol from its holster in times of challenging, proper notifications will be made and a Statement of Force form completed.

e. Current policies/procedures pertaining to safe firearms handling and clearing will be followed when clearing a firearm.

- f. Clearing will be accomplished only in a designated area (i.e., clearing barrel).
- g. When drawing a weapon from the PMO RFIP, rounds will be drawn only after ensuring the weapon is clear.
- h. When returning a weapon to PMO RFIP, rounds will be properly accounted for and turned in prior to clearing the weapon, unless a round has been chambered.
- i. You will personally clear your firearm and have it inspected by another person to ensure that the magazine is removed and that no live rounds are in the weapon.
- j. The use of privately owned firearms or ammunition on duty is prohibited.

## 5. CDO Rules for the Use of Force

a. Inherent Right of Self Defense. As the CDO, you have the inherent right of self-defense and may exercise individual self-defense in response to a hostile act demonstrated hostile intent.

### b. De-Escalation and the Use of Non-Deadly Force

(1) When time and circumstances permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening actions.

(2) Normally, force is to be used only as a last resort, and the force used should be the minimum necessary. The force used must be reasonable to counter the particular threat. If force is required, non-deadly force is authorized and may be used to control a situation, in defense of others or in the defense of protected property, when doing so is reasonable under the circumstances.

c. The Use of Deadly Force. Deadly force is to be used **only** when all lesser means have failed or cannot reasonably be employed. Deadly force is authorized under the following circumstances:

(1) To protect yourself/others if you reasonably believe that you are, or they are in imminent danger of death or serious bodily harm.

(2) When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

(3) When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (e.g., explosives, weapons, ammunition, etc.).

(4) When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purposes of DoD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

(5) When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

(6) When deadly force reasonably appears to be necessary to prevent the escape of a prisoner, provided there is probable cause to believe that such person(s) have committed or attempted to commit a serious

offense, that is one that involves imminent threat of death or serious bodily harm, and would pose an imminent threat of death or serious bodily harm to others.

(7) When deadly force reasonably appears necessary to arrest or apprehend a person who, there is probable cause to believe, has committed a serious offense involving violence or threatened serious bodily harm and is a continued threat to the safety of others.

#### 6. Weapon Handling and Clearing Procedures for M9 Service Pistol

##### a. Clearing Barrel Procedures

(1) With trigger finger straight and along the receiver, and with the pistol pointed into the clearing barrel, perform the following steps to ensure the pistol is in Condition 4:

(a) With trigger finger extended along receiver, insert the pistol muzzle into clearing barrel.

**PROCEED**

(b) Visually and physically ensure the pistol is on safe. **PROCEED**

(c) Ensure there is no magazine in the weapon. **PROCEED**

(d) With the non-firing hand lock the slide to the rear. **PROCEED**

(e) Visually and physically check the pistol to ensure it is clear. **PROCEED**

(f) On-coming CDO will visually and physically check the pistol to ensure it is clear. **PROCEED**

(g) On-coming CDO will receive the pistol from the off-going CDO. **PROCEED**

(h) Engage the slide release, sending the slide to the forward position. **PROCEED**

(i) Holster the weapon.

b. Weapon in Condition 1 or Condition 3. In the event the CDO is required to bring the weapon to either Condition 1 or Condition 3, the following steps will be performed to return the weapon to Condition 4:

(1) With trigger finger straight and along the receiver, insert the pistol muzzle into clearing barrel.

**PROCEED**

(2) Visually and physically ensure the pistol is on safe. **PROCEED**

(3) Remove the magazine. **PROCEED**

(4) With the non-firing hand lock the slide to the rear and eject the round into your hand, retaining it.  
**PROCEED**

(5) Visually and physically check the pistol to ensure it is clear. **PROCEED**

(6) Engage the slide release, sending the slide to the forward position. **PROCEED**

(7) Holster the weapon.