



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

BnO 1601.4H
B 07-1

DEC 04 2020

BATTALION ORDER 1601.4H

From: Commanding Officer
To: Distribution List

Subj: OFFICER OF THE DAY AND ASSISTANT OFFICER OF THE DAY
INSTRUCTIONS

Ref: (a) MCO 5530.15 U.S. Marine Corps Interior Guard Manual
(b) MCO 3574.2K Marine Corps Combat Marksmanship Programs
(c) BnO 3574.2M Combat Marksmanship Program
(d) MCO 5500.6H Arming of Law Enforcement and Security Personnel and the Use of Force
(e) BnO 1500.60 Force Preservation Council
(f) 18 U.S.C., Section 922(g)(9)
(g) MCO 1720.2 Marine Corps Suicide Prevention Program
(h) BnO 1050.1H Leave and Liberty Regulations
(i) BnO 11101.5G Unaccompanied Housing Manual
(j) MCINCR-MCBQO 1601.4A Marine Corps Base Quantico Duty
(k) CD&I/MCCDCO 1601.2D Combat Development and Integration/Marine Corps Combat Development Command (CD&I/MCCDC) Duty Order
(l) MARCORSYSCOMO 1602.1B Marine Corps Systems Command Officer of the Day and Assistant Officer of the Day Standard Operating Procedures
(m) Manpower and Reserve Affairs Staff Duty Order
(n) BnO 1601.2 Duty Noncommissioned Officer (DNCO) and Assistant Duty Noncommissioned Officer (ADNCO) Instructions
(o) MCO 3504.2A Operations Event/Incident Report (OPREP-3) Reporting
(p) MCINCR-MCBQ 3504.2 Reporting Procedures
(q) Commanding General, Training and Education Command Commander's Critical Information Requirements
(r) Commanding Officer, Headquarters Battalion, Commander's Critical Information Requirements

Encl: (1) Duty Change Request
(2) Service Pistol Weapons Condition Codes
(3) Electronic Logbook and Computer Login Procedures
(4) Linen Exchange Procedures
(5) Reporting Binder (CCIRs, Rosters, and Reporting Procedures)
(6) TECOM Laydown
(7) HQ Bn Organizational Chart
(8) HQ Bn Laydown
(9) Use of Force Binder
(10) 11 General Orders

1. Situation. The Officer of the Day (OOD) and the Assistant Officer of the Day (AOOD) are direct representatives of the Commanding Officer, Headquarters Battalion (HQ Bn) and are charged with the execution of all orders of the Commanding Officer which concern the security of the area and personnel within the assigned jurisdiction.

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2. Cancellation. BnO 1601.4G

3. Mission. To promulgate policies, procedures and instructions for the HQ Bn OOD/AOOD in order to preserve order, protect property, and enforce regulations.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The HQ Bn OOD and AOOD will be properly staffed, trained, equipped and armed to ensure the safety and security of battalion personnel and facilities in the area.

(2) Concept of Operations. The HQ Bn duty post, located on the quarterdeck within building 2006, will be manned by an OOD or AOOD at all times (24/7). The OOD and AOOD will serve as the personal representative of the battalion commander after-hours. The OOD and AOOD will be armed, conduct rounds of the HQ Bn Area of Responsibility (AOR), ensure safety and security, maintain good order and discipline, and receive and pass along reports. The OOD and AOOD will be governed in the performance of their duties by the references and this Order. Throughout the tour of duty, the OOD/AOOD is expected to take charge, exercise good judgment and initiative, and keep appropriate personnel in the chain of command informed, as required.

5. Tasks

a. Battalion XO. Brief the OOD/AOOD daily with basic and special instructions.

b. Company Commanders

(1) Assign eligible Officers and Staff Non-Commissioned Officers to stand duty. Ensure that eligible officers are qualified, not exempt, and complete Use of Force training via MarineNet.

(2) Ensure duty standers are aware of their reporting requirements.

(3) Ensure duty standers are aware of any special instructions that pertain to personnel assigned to their company.

c. S-1/Adjutant

(1) Provide monthly duty quotas to the Company Commanders.

(2) Provide the HQ Bn XO with the completed monthly watch stander bulletin no later than the 28th of each month.

(3) Assign appropriate MOL permissions, as required.

(4) Serve as the alternate token custodian for the duty computer.

(5) Maintain, and update, all duty turnover binders and provide the appropriate log books as required.

(6) Brief the OOD/AOOD with basic and special instructions in the absence of the HQ Bn XO, as required.

(7) Maintain all logbook entries

d. S-4 Officer

(1) Monitor supplies for duty officer and quarters.

(2) Ensure barracks manager appropriately manages linen exchange and has sufficient clean linens and blanket for each OOD and AOOD.

(3) Provide an updated copy of the UH roster on a monthly basis.

(4) Ensure inclement weather materials are on hand.

(5) Ensure weapons, ammo, and computers are available.

(6) Provide transportation for brig visits and hospital runs.

e. SACO. Serve as the Arrive Alive custodian.

6. Coordinating Instructions

a. Quotas. The HQ Bn S-1 assigns duty quotas to each company proportionately based on the number of eligible Marines assigned to the company.

(1) Company Commanders assign OOD/AOOD duty personnel and ensure assigned personnel are aware of their assignment to duty.

(2) OOD and AOOD assignments for the month following are published by HQ Bn S-1 in HQ Bn Bulletin 1601.

(3) Requested changes to a published duty roster must be routed to the HQ Bn Adjutant via the Marine's company chain of command no later than two working days prior to the date the duty is to take place (see enclosure (1)). Requests to change the duty roster less than two days prior will require justification to be submitted with the request.

b. Eligibility

(1) All Marines administratively assigned to HQ Bn in the grades of Staff Sergeant through Master Sergeant, Warrant Officer through Chief Warrant Officer-3, and Second Lieutenant through Major are eligible to stand duty.

(2) Marines in the following grades shall be assigned respectively:

(a) OOD: Warrant Officer through Chief Warrant Officer-3; Second Lieutenant through Major.

(b) AOOD: Staff Sergeant through Master Sergeant.

c. Qualifications

(1) Personnel assigned to OOD/AOOD must be qualified with the M9 or M-18 pistol in accordance with reference (b).

(2) Though command duty officers are not considered law enforcement or security personnel, reference (d) governs those assigned to duties armed with weapons. Personnel assuming the duty of OOD/AOOD must have successfully completed required training on proper use of deadly force per reference (d). The Use of Force training on Marine Net (ILEUOF001A) satisfies the annual requirement for use of force training per reference (c).

d. Exemptions

(1) Marines in a light or limited duty status may stand duty but must be able to walk without the assistance of crutches, and must be able to carry and fire a weapon. Exemptions to standing duty due to medical reasons must be verified by the Marine's Company Commander.

(2) Pregnant Marines are exempt from standing OOD/AOOD.

(3) Marines assessed as medium or high risk by the Battalion Force Preservation Council or Company Force Preservation Board are exempt from standing duty.

(4) Marines filling the following billets are exempt from standing duty.

- (a) Chaplains
- (b) Personnel from other services
- (c) Aide de Camps
- (d) Commanding Officers
- (e) Staff Judge Advocates and Deputy Staff Judge Advocates
- (f) Company First Sergeants

(5) 18 U.S.C., Section 922(g)(9) makes it a felony for anyone who has ever been convicted of a misdemeanor crime of domestic violence at any time, prior to or after the passage of the law, to possess any firearm or ammunition. See reference (f). Personnel meeting these criteria are exempt from standing duty.

e. Supernumeraries.

(1) Supernumeraries serve in case of emergencies, or other unplanned and unavoidable absences of the regularly scheduled duty stander. Supernumeraries are not intended to be a permanent replacement for the OOD or AOOD. The duty being replaced, or the company responsible for the date of the duty, will make every effort to find a replacement, before requesting use of the supernumerary.

(2) Supernumeraries are not authorized leave during the period of standby assignment, must remain in the local area within a 1-hour recall radius, and may not consume alcohol on the dates for which they are the designated supernumerary. Supernumeraries shall remain in a capable standby status, on call to replace an OOD or AOOD who must be relieved due to extenuating circumstances.

(3) Supernumeraries are listed on the monthly Battalion Bulletin 1601 and will only be activated by the HQ Bn Executive Officer (XO) or Adjutant.

7. Administration and Logistics. OOD/AOOD will read and familiarize themselves with all relevant references prior to conducting their first tour of duty.

8. Command and Signal

a. Command

(1) This Order applies to all HQ Bn personnel.

(2) Recommended changes to this Order will be submitted to the HQ Bn Adjutant.

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



E. J. DANIELSON

Locator Sheet

Subj: OFFICER OF THE DAY AND ASSISTANT OFFICER OF THE DAY INSTRUCTIONS

Location: _____
(Indicate the location(s) of the copy(ies) of this Order)

Record of Changes

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

TABLE OF CONTENTS

IDENTIFICATION	TITLE	PAGE
Chapter 1	POSTING AND TOUR OF DUTY	
1.	Post and Relief	1-1
2.	Tour of Duty	1-1
3.	Electronic Duty Logbook	1-2
4.	Uniforms and Arming	1-2
5.	OOD/AOOD Accommodations	1-3
Chapter 2	RESPONSIBILITIES	
1.	Access Control	2-1
2.	Phones	2-2
3.	Reporting Requirements	2-2
4.	Red Cross Notifications	2-2
5.	Death or Serious Illness/Injury	2-2
6.	OPREP-3/Serious Incident Report	2-3
7.	Suicide	2-3
8.	Leave, TAD and PTAD	2-4
9.	Incoming and Transient Personnel	2-4
10.	Restriction/EPD	2-5
11.	After Hours Confinement	2-5
12.	Locating Marines in HQ Bn	2-5
13.	Flags	2-5
14.	Lights	2-6
15.	Power Failures	2-6
16.	Snow Removal	2-6
17.	Unaccompanied Housing Order	2-6
18.	Lost and Found	2-6
19.	Emergency Maintenance	2-6
20.	Bomb Threats	2-6
21.	Fire Alarm	2-6
22.	Anti-Terrorism/Force Protection	2-7
23.	Arrive Alive Program Procedures	2-7
24.	Linens	2-7

Chapter 1

Posting, and Tour of Duty1. Post and Relief

a. The oncoming and off-going OOD/AOOD will report to the HQ Bn XO, Sergeant Major or designee at 0800 daily to be posted and/or relieved, and to receive any special or additional instructions. All weekend and/or holiday duty standers will be briefed at 0800 on the last regularly scheduled duty post and relief prior to the start of the weekend or holiday liberty period. An informal changeover will be conducted by the oncoming and off-going OOD/AOOD during the weekend and/or holiday liberty periods.

b. Prior to assuming duty and taking custody of the M9 service pistol (and two (2) magazines containing fifteen (15) rounds each) from the armory, the oncoming OOD and AOOD will each read, initial, and sign the logbook of the "Individual's Acknowledgement of Specific Instructions for Armed Security and Law Enforcement Personnel Regarding the Use Of Force".

c. While conducting weapon hand over, the clearing barrel will be utilized to make a condition 4 weapon (magazine removed, chamber empty, slide forward, and weapon on safe). Once the M9 has been cleared and given to the oncoming duty they will place the weapon in condition 1 status (Magazine inserted, round in chamber, slide forward, and weapon on safe). See enclosure (2).

d. Due to the possession and handling of weapons, duty standers may not informally change or switch duties with other personnel without proper documented approval from the chain of command.

2. Tour of Duty

a. The tour of duty is 24 hours, from 0800 to 0800 the following day. Exceptions are discouraged, and must be approved by the HQ Bn XO or their designee.

b. The designated duty post for the OOD is the duty desk located on the quarterdeck of the HQ Bn Building 2006. At no time will the duty desk area be unmanned. When one duty must leave the desk as required by this order (e.g. touring, executing the rest plan, making a head call), the other will remain posted at the desk.

c. The OOD area of responsibility (AOR) includes the buildings and surrounding areas associated with HQ Bn. The OOD/AOOD will at a minimum, tour the following facilities twice before midnight and twice after midnight:

UH (Kelly Hall)	Bldg 2046
Mailroom	Bldg 2006, Rm 149
Armory	Bldg 2006, Basement
EKMS Secure Room	Bldg 2006, Rm 337
Bruce Hall (Mess Hall)	Bldg 2000
Daly Hall*	Bldg 2079
TECOM HQ*	1019 Elliot Rd

*Visual check of the building and surrounding areas and parking lots.

Notes: OOD/AOOD will tour each level of the listed buildings, as well as associated smoke pits and parking lots. OOD/AOOD will time their tours with an emphasis on being present during periods of increased risk of misconduct in order to deter misconduct to the greatest extent possible.

d. OOD/AOOD will ensure all interior and external doors/portholes of building 2006 are secured between 1800-0500 on weekdays. On weekends and holidays all interior and external doors will remain locked, except for the main hatch and the duty quarters.

e. The OOD/AOOD will ensure that all 1st floor building common access doors are opened at 0500 Monday through Friday, except scheduled holidays.

3. Electronic Duty Logbook. The OOD will utilize the electronic duty logbook per enclosure (3), to record all pertinent events and information in chronological order; include: name, grade, MOS, company, and any other pertinent information when identifying Marines in the logbook. Save the current encrypted logbook and send a copy to the distribution list saved on the duty computer after being properly relieved from the post. In the event that an electronic log cannot be kept, the OOD will ensure a traditional hardcopy written logbook is maintained. All significant events will be summarized in the body of the text of the email along with the attached electronic logbook.

4. Uniforms and Arming

a. The OOD and AOOD will wear the HQ Bn uniform of the day during their tour of duty. Unless otherwise specified, the uniform of the day is normally the seasonal Marine Corps Combat Utility Uniform (MCCUU) Monday through Thursday, and the seasonal service uniform on Fridays. Weekend duties will wear the seasonal MCCUU. A duty belt and cover will be worn at all times.

b. During inclement weather, HQ Bn XO may authorize the wear of the seasonal MCCUU if the prescribed uniform of the day is the seasonal service uniform.

c. The OOD and AOOD will be armed at all times unless otherwise authorized by this order. The OOD and AOOD will be armed with an M9 service pistol, checked out from the battalion armory. The OOD and AOOD will also be issued two magazines with 15 rounds each. Service pistols will be in condition 1 when standing duty. Use of deadly force will be governed by reference (d).

d. If and when authorized to depart the duty AOR, the OOD/AOOD will secure their weapon in the duty safe.

e. During duty changeover, the M9 service pistol will be pointed into the clearing barrel and the de-cocking/safety lever will be placed in the safe (down) position. The magazine release button will be depressed, removing the magazine. While pulling the slide to the rear, the slide stop will be pushed up ejecting any chambered round and locking the slide to the rear. The chamber will be visually and physically inspected to ensure it is empty before turning in, or exchanging the pistol.

5. OOD/AOOD Accommodations

a. Billeting is provided in the office directly adjacent to the duty desk.

b. A rest plan, mutually agreed upon by the OOD and AOOD, may be executed between the hours of 1800 and 0500. Both the OOD and AOOD shall be awake and alert outside of these hours.

c. The OOD is responsible for the cleanliness of the OOD/AOOD sleeping quarters. The OOD/AOOD will ensure the room is swept, or vacuumed, and that the trash is removed prior to relinquishing duty.

d. OOD/AOOD will ensure sufficient clean linens are present before assuming their post, to include weekend and holiday duties. Linens will be issued by the barracks manager located in the S-4 office of Building 2006 during normal working hours. See enclosure (4) for detailed linen exchange procedures.

e. There are no parking spaces reserved for the OOD/AOOD in the immediate vicinity of building 2006. The OOD/AOOD may park across Barnett Avenue adjacent to Firestone or in overflow parking behind building 1019.

Chapter 2

Responsibilities1. Access Control

a. The OOD shall inventory all keys in the key locker located in the duty office upon assuming the duty. If keys are missing, annotate the discrepancies in the logbook for S-4 notification.

b. Keys will only be signed out to authorized Marines as reflected on the appropriate access roster(s). Master keys may be checked out by Duty Non-Commissioned Officers (DNCOs) only. The electronic master key is used to open all doors in UH Building 2046. The DNCO must accompany the master keys, as they allow access to front hatches and the Marines' personal closets. The only exception to this policy is for an official battalion or company level barracks inspection.

c. It is imperative that OODs, AOODs, and DNCOs keep the master keys clear of any, and all, magnetic objects, to include computers, in order to prevent the keys from becoming demagnetized. In the event that a Marine loses or demagnetizes their electronic room key, the OOD/AOOD/DNCO shall provide access to that Marine after properly checking their identification card and room roster. Lost and demagnetized key cards will be recoded/reissued the following business day by the Barracks Manager, S-4 Section. In the event of a lost or demagnetized key card, an appropriate logbook entry will be made. In the event that the OOD/AOOD master key becomes demagnetized, the Barracks Manager may be recalled during reasonable hours to recode the key.

d. The OOD/AOOD must use the access rosters located in enclosure (5) to verify that personnel are authorized access to identified spaces. In the event the individual is not on the access roster and have provided proper identification, the OOD/AOOD will call the HQ Bn XO.

e. Keys to the HQ Bn Armory will be maintained in an ammunition can in the safe located in the OOD/AOOD sleeping quarters. The safe will be secured by a 5200 series lock at all times. Ammunition will be secured by a green leaf combination lock and serialized band. Only HQ Bn Armory personnel, whose names are on the access roster, are authorized to access the safe and remove the keys. The duty will verify the identity of the armorer by checking their military identification card before allowing access.

f. HQ Bn Armory personnel will require daily access to the safe during the work week and will require after-hours access when recalled. A duty armorer will remove the keys from the safe each workday morning and return the keys at the conclusion of the workday. The OOD should make appropriate log entries when the keys are removed and returned.

g. After-hours access to the basement gym is authorized. For access after-hours, Marines will see the OOD/AOOD for the key. During normal business hours, personnel will see the S-3 or S-4 for access to the basement gym.

h. The OOD/AOOD are to ensure that during non-working hours, 1800-0500 on weekdays and all day on weekends and holidays, all personnel entering building 2006 present proper identification and are logged in the logbook.

2. Phones. The OOD/AOOD will answer phone number 703-784-6424 and intercom #336 at all times, and all other phone lines commencing at 1630 weekdays and throughout their tour of duty during weekends and holidays.

3. Reporting Requirements

a. Commander's Critical Information Requirements (CCIRs) contain information the Commanding Officer needs to know in order to facilitate timely decision making. It is imperative to read and understand both HQ Bn and TECOM CCIRs (references (q), (r), and enclosure (5)).

b. HQ Bn reporting requirements: In the event a HQ Bn CCIR, or a reportable incident occurs, call the HQ Bn XO, Adjutant, Sergeant Major, and the appropriate Company Commander or First Sergeant. In turn, those individuals will inform the Bn CO in a timely manner. If those individuals cannot be reached, call the Bn CO directly.

c. Higher Headquarters (HHQ) reporting requirements: HQ Bn's HHQ is TECOM. TECOM does not maintain a duty post. Should any of TECOM's Major Subordinate Commands (MSC) be unable to reach TECOM leadership after hours, the HQ Bn OOD may be notified. Enclosure (6) is the TECOM's organizational laydown, including its MSCs. Enclosure (5), the Reporting Binder, contains the current after-hours recall rosters and procedures for contacting TECOM leadership. The OOD/AOOD will call the HQ Bn XO or CO in the event an MSC reports a TECOM CCIR.

4. Red Cross Notification. Upon receiving a Red Cross notification concerning members of HQ Bn, the OOD/AOOD will do the following:

a. Enter all pertinent information on the Red Cross Message Worksheet located in enclosure (5), as well as in the duty logbook (i.e., grade, name, EDIPI, company, date of incident/illness, the Red Cross case worker's name, and telephone number).

b. Contact the service-member's Company Commander and First Sergeant using the HQ Bn recall roster located at the OOD duty desk. Contact should be made during normal working hours, or during a reasonable hour during the weekends. If contact cannot be made prior to 2200 on weekdays or weekends, then attempt to make contact after 0730 on the following day.

c. Notify the Duty Chaplain in cases involving the death of a member of the Marine's immediate family (i.e., father, mother, brother, sister, spouse, or child). The Duty Chaplain will determine if he/she needs to be present for notification. When it is determined that a chaplain is needed, the Company Commander and Duty Chaplain will arrange to be present at notification. In the absence of the Company Commander, either the Company XO or First Sergeant will accompany the Duty Chaplain.

d. Complete the Red Cross verification cycle by notifying the Red Cross point of contact after the Marine has been contacted.

5. In the Event of Death or Serious Illness/Injury of a Service Member. When the OOD/AOOD receives information about the death or serious illness/injury of a Marine or Sailor assigned to HQ Bn, take the following actions:

- a. For serious illness or injury call 911.
- b. Immediately notify the HQ Bn XO, service-member's Company Commander, Company First Sergeant, and the S-1/Adjutant, and Duty Chaplain. Company leadership and the S-1/Adjutant will draft and release the Personnel Casualty Report.
- c. In a death case, notify Headquarters Marine Corps (HQMC) Casualty Branch at 703-784-9512 after contact has been made with the HQ Bn XO and/or Adjutant.
- d. Do not notify next of kin (NOK), or other relatives, unless directed to do so by HQMC Casualty Branch.
- e. Ensure HQ Bn leadership and subsequently TECOM senior leadership is informed before notification of the Marine Corps Base Command Duty Officer (CDO) at 703-784-2707.

6. OPREP-3/Serious Incident Report (SIR)

- a. Gather the necessary information to complete the SIR using the template found in enclosure (5); a template is also available on the duty desktop along with SIR procedures. Provide SIR information to the Adjutant or Administrative Chief for release.
- b. Refer to enclosure (5) for SIR reportable events. If an SIR event occurs, immediately notify the HQ Bn XO, Sergeant Major, Adjutant or Administrative Chief, and the service-member's Company Commander or First Sergeant.
- c. Notify HQMC Command Operation Center at 703-695-5454.

7. Suicide, Suicide Attempt, and Suicide Ideation Response Procedures

a. See paragraphs 5, 6 and enclosure (5) of this order if a member under administrative control of HQ Bn commits suicide. A suicide will require HQ Bn to release a SIR and PCR.

b. Suicide-related behavior includes any behavior or thoughts of harm to self. A verified suicidal ideation or attempt by a competent mental health provider will require HQ Bn to release a SIR. If a member under the administrative control of HQ Bn expresses a suicidal ideation or another individual thinks a member may harm him/herself, the OOD/AOOD will do the following:

(1) Escort the member to the OOD duty desk and keep under direct observation. Do not allow the member to be alone at any time, for any reason. The member is not required to remain awake.

(2) Gather 5 W's of incident.

(3) Immediately notify the HQ Bn XO, Sergeant Major, Battalion Adjutant or Administrative Chief, the service member's Company Commander or Company First Sergeant, and the Duty Chaplain.

(4) The member's company will arrange transportation to a MTF for evaluation.

(5) If admitted and determined by a qualified medical examiner to be a bona fide suicidal ideation, gather SIR information for Adjutant to review.

(6) Notify HQMC Command Operation Center at 703-695-5454.

(7) If the member returns from the MTF without being admitted, the member's unit must return him/her to the OOD duty desk where the member will remain under direct observation until they are released to their Company First Sergeant or Company Commander. Do not allow the member to be alone at any time, for any reason. The member is not required to remain awake. Prior to duty changeover, the member's immediate leadership will make a determination regarding other or continuing risk factors and execute actions, as required. See reference (g).

8. OOD/AOOD Procedures for Leave, Temporary Additional Duty (TAD), and Permissive TAD. Per reference (h), the following applies:

a. Leave Granting Authority. The OOD administers leave on behalf of company commanders while on duty. They ensure Marines departing on leave have been authorized by competent authority. The OOD has the authority to release members of HQ Bn on emergency leave with notification to the Marine's Company Commander or Company First Sergeant.

b. Leave Check In/Check out. The OOD/AOOD will administer check out and check in procedures for Marines in the rank of sergeant and below via Marine Online (MOL).

(1) The OOD/AOOD will be given permission to administer leave via MOL by the S-1 section. Such permission allows the OOD to check Marines in and out of a leave status if the leave was requested and approved via MOL.

(2) The OOD will also have permission to approve emergency leave via MOL in the same manner as annual leave. They will notify the Marine's Company Commander or Company First Sergeant of any emergency leave granted.

(3) Log entries for leave check in/out, should only be annotated if the OOD/AOOD is unable to process the check in/out via MOL, or when emergency leave is created/approved. These entries should be highlighted in the logbook as well, so the appropriate Company Commander or First Sergeant can take action upon returning to their office spaces.

c. Leave Extensions. The OOD is not authorized to grant leave extensions to Marines who request them. The requesting Marine will direct requests for leave extensions to the Company Commander or Company First Sergeant. Marines requesting a leave extension from the OOD after normal working hours will be instructed to contact their Company Commander or Company First Sergeant the following day.

9. Incoming and Transient Personnel

a. The OOD/AOOD will follow the procedures listed below for any transient personnel who check in after 1630 on workdays and anytime on weekends/holidays.

b. Billet males and females (sergeants and below) in building 2046. Ensure linen is provided by the barracks DNCO. The OOD/AOOD does not issue

linen. Linen provided to these Marines will be turned back in once a permanent room has been issued.

c. Direct all arriving Officers and Staff Non Commissioned Officers to check in with the clerk at the Liversedge Hall Bachelor Officer Quarters (BOQ) for billeting, if required.

d. Family members of Marines in a transient status incident to permanent change of station (PCS), TAD, or temporary duty (TDY) orders who are residing in the Crossroads Inn (building 3018) may eat in the mess facility. Meals may be purchased at the established commuted ration rates.

e. Contact S-4 for any problems encountered concerning transient personnel.

10. Restriction/Extra Punitive Duty (EPD). The OOD is responsible for administering, and may assign specific duties to, personnel who are directed to perform EPD by the HQ BN Commander or company commander. Company Commanders and First Sergeants are responsible for ensuring personnel on restriction/EPD are aware of their muster requirements. Company Commanders or First Sergeants may direct personnel on EPD to perform specific tasks for EPD. In the absence of such direction, the OOD/AOOD will assign tasks. The OOD/AOOD will conduct random checks of all restricted personnel in the Bachelor Enlisted Quarters during the evening while on tour to ensure they are adhering to the limits of their restriction. The HQ Bn Legal Officer will provide a list of personnel on restriction and EPD to the OOD/AOOD.

11. After Hours Confinement. It is the responsibility of the company leadership to ensure that the detainee has the necessary hygiene items available until they are released to a competent authority.

12. Locating Marines in HQ Bn. To locate Marines administratively attached to HQ Bn, use the Unit Leaders/UMSR/Detail List or Unit Leaders/View Reports in MOL. The following first digit code represents a Marine's company:

<u>Company</u>	<u>Code</u>
Combat Development Company (CDCO)	C
Command Post	B
Education Command (EDCOM)/Marine Corps University (MCU)	T
Headquarters Company (Hq Co)	H
Joint Non-Lethal Weapons Directorate (JNLWD)	A
Manpower & Reserve Affairs (M&RA)	R
Marine Corps Operational Test and Evaluation Activity (MCOTEA)	A
Marine Corps Recruiting Command (MCRC)	A
Marine Corps Systems Command (MCSC)	S
Systems Company (S Co)	A,S,V
Manpower and Recruiting Company (MR Co)	R,S
Training and Education Command (TECOM)	T
Training Command (TRNG)	T

13. Flags

a. The OOD must ensure colors are posted at 0800 and taken down at sunset. The S-3 will ensure that sunset times are posted on the bulkhead in the OOD sleeping quarters. The colors are posted and retired from the front of building 2006. When facing the building, the American flag is flown on

the left and the Marine Corps colors are flown on the right. The colors will be stored in the OOD/AOOD sleeping quarters when not being flown.

b. During working hours, the S-3 will receive the weather flag condition status announcement from MCAF Quantico, and will post the appropriate color weather condition flag. The flags are maintained in the S-3 office. The weather flagpole is located outside the chow hall, and must be raised or changed when notified, and lowered at 1800 daily.

14. Lights. The OOD must ensure that standing lights are turned off in the evening and turned on at 0500. All lights in the heads are to be turned off in the evening.

15. Power Failure. Should a power failure occur, first check the circuit breaker box located in rooms 107 and 111. Check the breakers to see if one was tripped before calling emergency maintenance. If none of the breakers are tripped and the outage continues, contact emergency maintenance.

16. Snow Removal. During the winter months, snow shovels and salt will be staged near the duty offices of UH. When snow is falling, or has ceased, or at the discretion of the OOD, the AOOD will muster a working party from UH and remove snow from all steps and entrances to building 2046 in order to maintain a safe walking surface. Salt will be spread over these areas to prevent icing, or when ice or frost are present. The OOD directs the DNCO on the snow removal from the entrance of UH. During a snow emergency, contact the S-4 Officer or S-4 Chief listed in the HQ Bn recall roster. They will be the snow removal POCs, and will muster the snow removal working parties and execute the MCBQ snow removal plan.

17. Unaccompanied (UH) Housing Order. To answer questions concerning conduct in UH, consult reference (i) of this Order. During tours, the OOD/AOOD will be particularly watchful for persons consuming excessive alcoholic beverages and will ensure no one under the legal drinking age is consuming alcohol.

18. Lost and Found. All items found will be noted in the logbook and secured in the safe in the OOD/AOOD sleeping quarters. Contact Base Lost and Found at the Provost Marshal's Office (PMO) in building 2043, room #74, at 703-784-4171.

19. Emergency Maintenance. Emergency maintenance should only be called when an emergency situation arises. This includes problems with the heat, air conditioning, or any other condition that affects Marine welfare. Minor facilities maintenance issues should be logged in, and will be addressed by the S-4 Office. Emergency maintenance can be contacted 24 hours per day at 703-784-2072.

20. Bomb Threats. The OOD/AOOD must be prepared to handle bomb threats. OOD/AOOD must read, understand, and carry out the procedures delineated in enclosure (5).

21. Fire Alarm. Under no circumstances will the OOD/AOOD touch the fire panel; this is the responsibility of the Quantico Fire Department. They can be reached at 703-784-2636. The OOD/AOOD are responsible for evacuating the building if the fire alarm is activated.

22. Anti-Terrorism/Force Protection (AT/FP)

a. Immediately notify the HQ Bn AT/FP Officer if there is any change, or anticipated change, to the Base Force Protection Condition (FPC). Contact the AT/FP Officer concerning any matters concerning AT/FP.

b. Be prepared to execute special instructions and orders from the Battalion AT/FP Officer, as required, in support of the Battalion AT/FP program.

23. Arrive Alive Program Procedures. When Marines have been transported to building 2006 using the Arrive Alive Card, OOD/AOOD will instruct the Marine to complete the Arrive Alive Card Form, found in enclosure (5), and complete an entry in the Arrive Alive Logbook with the following information: date, rank, name, company, section, phone number, and the amount of the cab fare. No entries will be made in the duty logbook.

24. Linens. Linens will be managed by the UH Manager. Should a Marine need linens during a normal duty day, they will contact the UH Manager located in the S-4 office of building 2006. For after-hours linen requirements, personnel will notify the DNCO located in building 2046. Further details on linen exchange procedures can be found in enclosure (4).



UNITED STATES MARINE CORPS

HEADQUARTERS BATTALION
TRAINING AND EDUCATION COMMAND
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO:
1601
Section
DD Mmm YY

From: Rank FName MI. LName EDIPI/USMC
To: Commanding Officer, Headquarters Battalion
Via: Commanding Officer, Company

Subj: REQUEST TO SWITCH DUTY FOR OFFICER OF THE DAY OR ASSISTANT
OFFICER OF THE DAY

Ref: (a) BnO 1601.4H

1. We, Rank LName and Rank LName, request to switch duty on dd Mmm yy and
dd Mmm yy.

a. I will report to the Battalion Executive Officer or Battalion
Adjutant when the Executive Officer is not present by 0800 on date of my
duty and if my duty falls on a weekend or holiday, I will report at 0800
on the last working day so that I can receive my duty brief.

SNM/O Signature

SNM/O Signature

Date

From: Commanding Officer, Systems Company
To: Commanding Officer, Headquarters Battalion

1. Concur.

CO or By dir

Date

From: Commanding Officer, Headquarters Battalion
To: Commanding Officer, Systems Company

1. Concur.

Adj or By dir

Enclosure (1)

M9 SERVICE PISTOL CONDITION CODES

CONDITION 1: MAGAZINE INSERTED, SLIDE FORWARD, ROUND IN CHAMBER, SAFETY ON

CONDITION 2: NOT APPLICABLE

CONDITION 3: MAGAZINE INSERTED, SLIDE FORWARD, CHAMBER EMPTY, SAFETY ON

CONDITION 4: MAGAZINE REMOVED, SLIDE FORWARD, CHAMBER EMPTY, SAFETY ON

6PMP-4-T2

Clearing Procedure for the M-9 service pistol

1. Point pistol into clearing barrel.
2. Place the de-cocking/safety lever in the SAFE down position.
3. Depress the magazine release button and remove the magazine from the pistol.
4. Pull the slide to the rear and remove any chambered round.
5. Push the slide stop up, locking the slide to the rear.
6. Visually and physically inspect the chamber to ensure it is empty.

Electronic Logbook and Login Procedures

For questions or concerns pertaining to this post contact the S-1 at (703) 784-2261/62.

To Access MOL:

- Insert Alt token into *Keyboard*
- Insert your CAC into *Laptop*
- Select "more choices"
- Select Issued ID with the greatest number (ex: issuer: DOD ID CA-42 or DOD ID CA-43, select 43)
- Enter PIN associated with *your* CAC

How to save and send the OOD/AOOD eLogbook

- Save as PDF
- Select "Tools"
- Select "Certificates"
- Select "Digital Signature"
- Drag box over signature line
- Enter your PIN
- Save eLogbook as (see below)

Create a new email prior to being relieved. Attach eLogbook PDF. DO NOT copy/paste contacts from old emails.

EXAMPLE: Subject Line: AOD eLogbook Entry DD Mmm - DD Mmm YYYY (01 Jan - 02 Jan 2019)

- Select "To"
- Under address book drop down select ** "Contact"
- Double Click "**HQ BN OOD AOOD Distro List DD Mmm YYYY**"
- Click "Options" and select "Encrypt"
- Unselect "Sign"
- Annotate any significant events in the body of the email
- Send

** The distribution list is maintained by the S-1, do not add or remove contacts

Linen Exchange Procedures

Linen Access:

- A 30 day supply of clean linen and mattress sanitizing supplies will be stored in the duty hut.
- The facilities/unaccompanied housing manager (S-4) will coordinate laundry cleaning services with Bachelor Housing Branch and is responsible for re-stocking linen and mattress cleaning supplies in the duty hut.
- Linen requests will be submitted when the on-hand linen supply falls below 14 days, or as needed.

OOD/AOOD Responsibilities:

- The off-going OOD/AOOD will strip the rack and place used linen in the used linen container prior to duty changeover.
- The off-going OOD/AOOD will sanitize the mattress with disinfectant spray or wipes provided in the duty hut.
- The oncoming OOD/AOOD will re-make the rack with fresh linen prior to executing the rest plan.

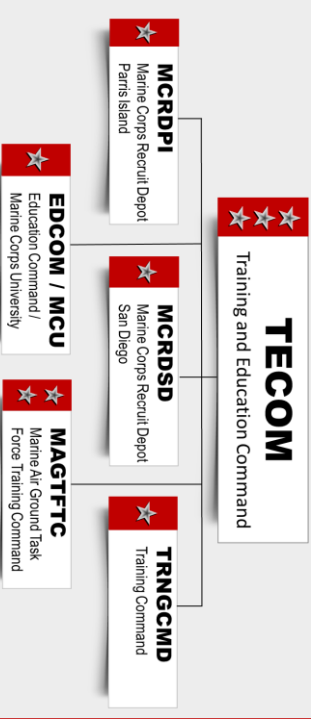
For questions or concerns pertaining to linen, contact the S-4 at (703) 784-2267.

The **Reporting Binder** is located on the
OOD/AOOD duty desk.

TRAINING AND EDUCATION COMMAND GEOGRAPHICAL LAYDOWN

Mission: TECOM leads the Marine Corps Training and Education continuum from individual entry-level training, professional military education and continuous professional development, through unit, collective, and service-level training in order to produce warfighters and enhance warfighting organizations that enable the FMF to build and sustain the combat readiness required to fight and win today and in the future.

- 14,000 Personnel: 7,000 Uniform and 7,000 Civilian
- 140K (+) Annual Training and Education Throughput
- 90 Formal Learning Centers with 35 Sister Service Installations
- 3-Star Commanding General with 5 General Officer Major Subordinate Commands
- 25 Colonel Level Commands and Schools



Enclosure (6)

MAJOR: II

▼ : Signifies Location of Students, and / or Representatives, and / or Detachments

Text Codes

TECOM HQ

MCRDs

TRNGCMD

EDCOM / MCU

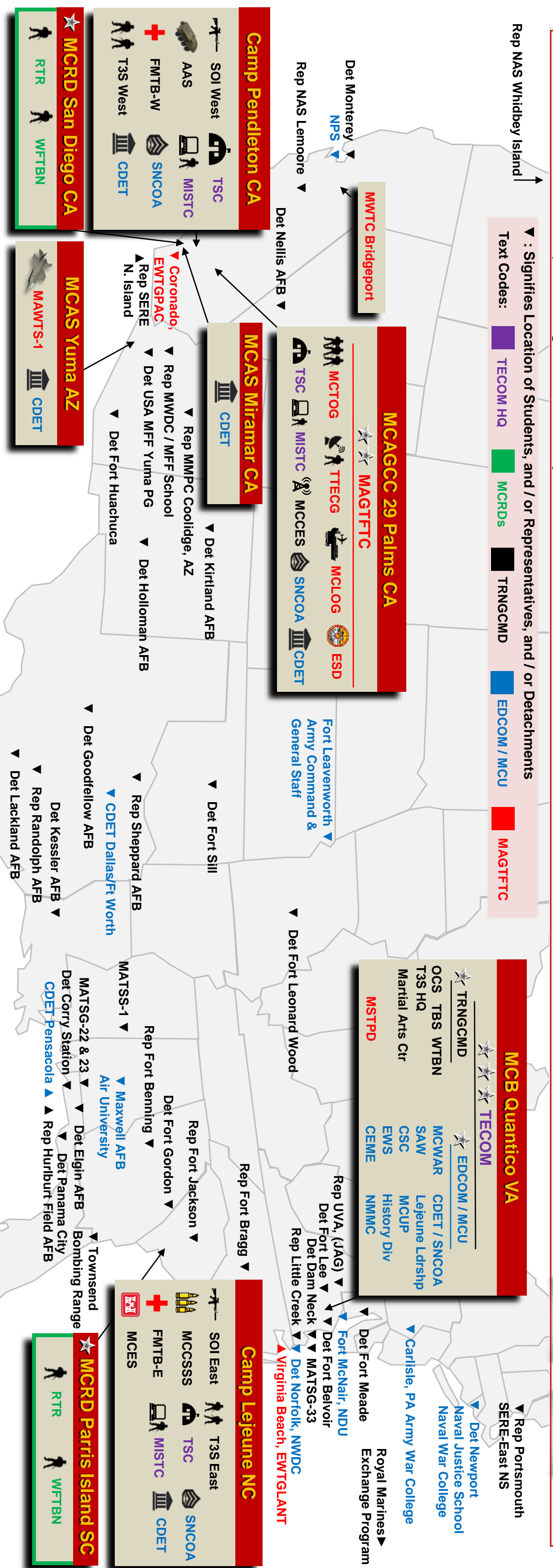
MAGTFTC

100

MICB Quant

VA

SERE-East



Okinawa

TSC

MISTO

SNCOA

CDE




MCB Hawaii



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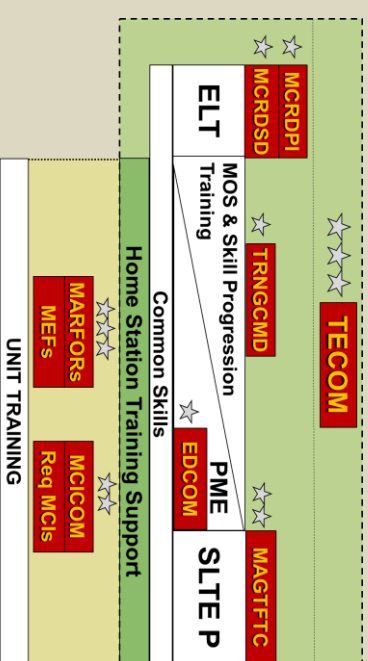


Training

and

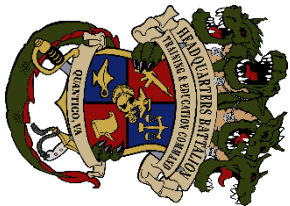
Education

Continuum



- **Rigorous and Relevant**
- **Standards-Based**
- **Warrior Ethos**
- **Learning Culture**
- **Leverages Technology**
- **Inside Naval Force**

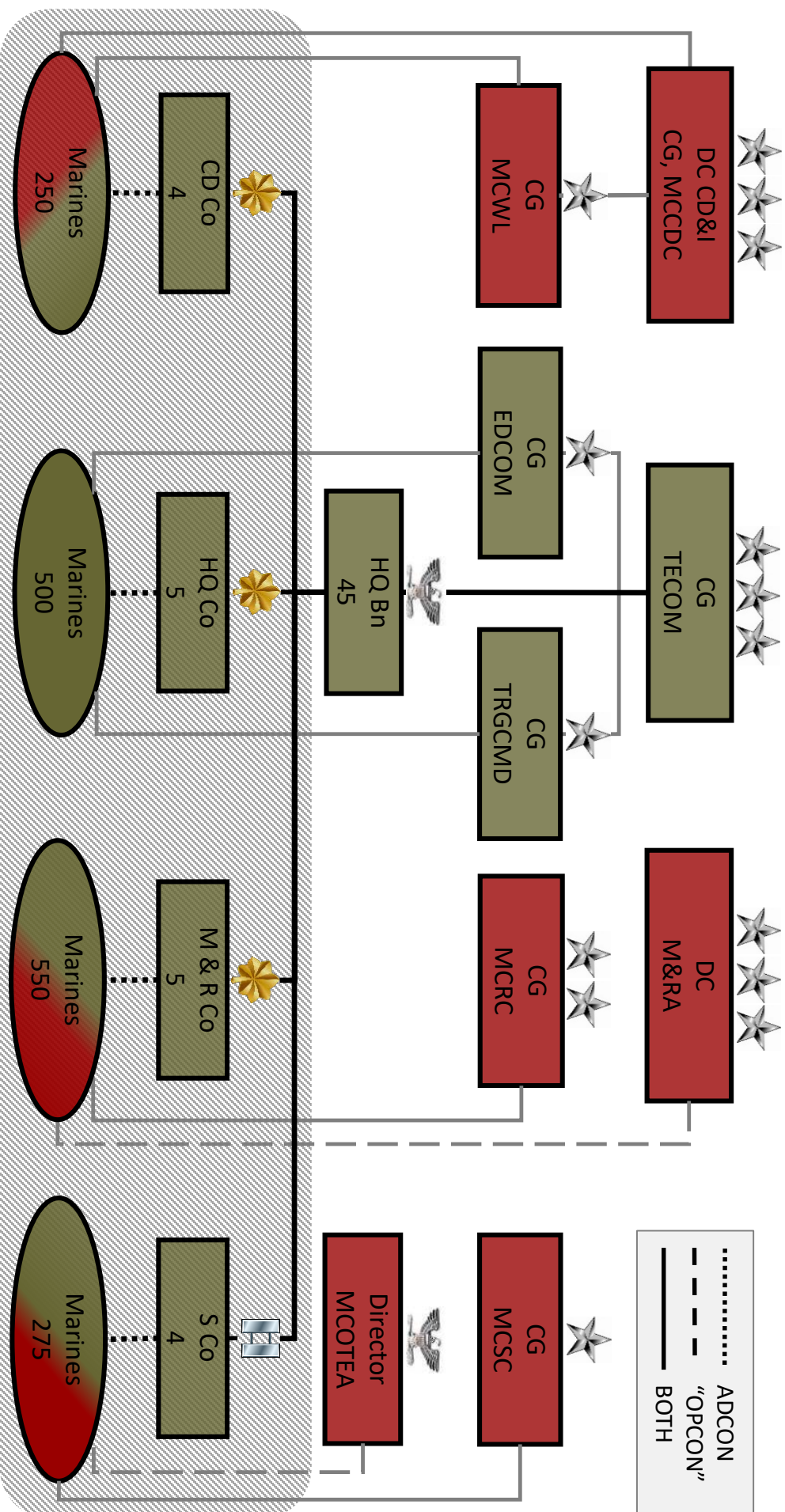
“Enables FMF to Build and Sustain Combat Readiness”



Headquarters Battalion

Training & Education Command

Quantico, VA



HQ Bn Laydown



The **Use of Force Binder** is located on the OOD/AOOD duty desk.

Eleven General Orders

1. Take charge of this post and all government property in view.
2. Walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. Report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. Quit my post only when properly relieved.
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.
7. Talk to no one except in the line of duty.
8. Give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. Salute all officers and all colors and standards not cased.
11. 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.