



**UNITED STATES MARINE CORPS**  
HEADQUARTERS BATTALION  
TRAINING AND EDUCATION COMMAND  
2006 HAWKINS AVENUE  
QUANTICO, VIRGINIA 22134-5000

BnO 1601.2D  
B 07-1

**NOV 18 2020**

BATTALION ORDER 1601.2D

From: Commanding Officer, Headquarters Battalion  
To: Distribution List

Subj: UNACCOMPANIED HOUSING DUTY NONCOMMISSIONED OFFICER  
AND ASSISTANT DUTY NONCOMMISSIONED OFFICER INSTRUCTIONS

Ref: (a) BnO 1601.4H, "Officer of the Day and Assistant  
Officer of the Day Instructions"  
(b) BnO P11101.5H, "Unaccompanied Housing Manual"

Encl: (1) 11 General Orders

1. Purpose. To publish policy and procedures for the Headquarters Battalion (HQ Bn) Unaccompanied Housing (UH) Duty; commonly referred to as barracks duty.

2. Cancellation. BnO 1601.2C

3. Situation. The Duty Noncommissioned Officers (DNCO) represent the Company Commanders responsible for UH. The DNCO is responsible for the handling of all administrative and emergency matters that occur after normal working hours in the absence of the Company Commanders. After normal working hours, the DNCO reports to the HQ Bn Officer of the Day (OOD) and Assistant Officer of the Day (AOOD).

4. Mission. To promulgate policies and procedures applicable to the HQ Bn DNCO/ADNCO in order to ensure the safety, welfare, good order and discipline, and accountability of the personnel that reside in UH, it's Areas of Responsibility, and the security of government property.

5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide detailed instruction on the requirements and responsibilities for all UH duty personnel. All members of the command to include the posted OOD/AOOD are required to enforce.

(2) Concept of Operations. UH duty personnel shall be guided in the performance of their duties by the instructions contained in this Order. All company leadership and the OOD/AOOD shall familiarize themselves with this Order, along with the references and enclosures.

b. Tasks

(1) Company Commander

(a) Coordinate between supported commands and activities to provide a roster of those scheduled to stand UH duty to the HQ Bn Adjutant each month.

(b) Ensure that the personnel assigned to DNCO are Noncommissioned Officers and the ADNCO is a Corporal or below. In circumstances where Marines are of the same grade, the senior Marine will be assigned as DNCO.

(2) Battalion Sergeant Major

(a) All duty binders, references, access rosters, and recall rosters will be maintained by the sergeant major.

(b) Brief the DNCO/ADNCO with basic and special instructions.

(c) Ensure assigned DNCO/ADNCO arrive on time to assume their post per chapter 1 of this Order.

(d) Make changes, as necessary.

(3) S-1/Adjutant. Maintain and update all duty turnover binders and provide the appropriate log books as required to the Company First Sergeants.

(4) Battalion S-4

(a) Ensure the duties have clean linen available to them for the sleeping post.

(b) Provide the duties with the necessary cleaning and sanitary supplies required to maintain a clean and healthy duty area.

(c) Updated the duty binder with a copy of the Bachelor Enlisted Quarters (BEQ) room assignment roster on a monthly basis and as needed.

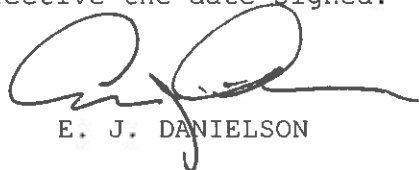
(d) Ensure inclement weather materials are on hand.

6. Administration and Logistics. None.

7. Command and Signal

a. Command. This Order is applicable to all HQ Bn personnel.

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



E. J. DANIELSON

Locator Sheet

Subj: UNACCOMPANIED HOUSING DUTY NONCOMMISSIONED OFFICER  
AND ASSISTANT DUTY NONCOMMISSIONED OFFICER 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

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## Chapter 1

Assignment, Posting, and Tour of Duty

1. General. This Order provides instructions for carrying out duties when assigned as the DNCO for HQ Bn UH. The DNCO is the subordinate duty post for HQ Bn. The DNCO is required to report critical and serious information/incidents to the HQ Bn OOD/AOOD.

2. Assignment and Replacements

a. Assignments. Duty quotas will be allocated to each company proportionate to their number of eligible duty standers. Eligibility criteria are as follows:

(1) DNCO. All noncommissioned officers.

(2) ADNCO. All corporals and below. In cases where two Marines of the same rank are assigned to DNCO and ADNCO, the senior Marine will be assigned as the DNCO.

(3) Supernumerary. The respective supported commands are required to provide their company office four alternate duty names each month in the event that the primary duty stander becomes unavailable. All supernumeraries will provide a valid cell phone number in the event that they are called upon to stand duty after hours or during the weekend. Each of the four supernumeraries are assigned one week during the month. Supernumeraries will remain within a 50 mile radius and will not consume alcohol during the week they are assigned this duty.

b. Replacements. Following the monthly publication of the HQ Bn duty roster, personnel who are unable to stand duty must be approved by their respective chain of command and will coordinate a suitable replacement. The Marine's chain of command must notify their Company First Sergeant no later than 24 hours in advance of any changes. Individuals assigned as supernumeraries will be used only in a bona-fide emergency situation involving last minute situations whereby assignment of another individual to stand the assigned duty is not possible.

3. Exemptions. The company commander will grant or deny all requests for exemptions from UH DNCO/ADNCO.

4. Restrictions. The following personnel will not be assigned to this duty:

- a. Students attending formal schools.
- b. Personnel pending legal action or administrative separation.
- c. Pregnant Marines.

d. Personnel with medical conditions that preclude them from walking or standing for prolonged periods of time. This exemption must be verified by the Marine's First Sergeant.

e. Personnel assigned to Force Preservation level of medium or high risk.

#### 5. Posting and Relief

a. There will be one DNCO and one ADNCO posted in Building 2046 from 0730 to 0730 the following morning. At no time will the DNCO/ADNCO return to their workplace while assigned to duty.

b. On regular business days, the oncoming and off-going DNCO will report to their respective Company First Sergeant to which they are assigned at 0730 in order to receive a post and relief brief.

c. On weekends and holidays, the ongoing and off-going DNCOs will report to the HQ Co First Sergeant at 0730 to receive a post and relief brief.

d. Upon assuming the duty, the oncoming DNCO will conduct a joint barracks tour with the off-going DNCO and review the detailed instructions contained in the UH duty binder.

#### 6. Tour

a. The normal tour of duty for the DNCO/ADNCO is from 0730 to 0730 the following day, or until properly relieved.

b. The DNCO is responsible for ensuring the barracks is physically toured and a report of such tours will be made in the duty logbook. A minimum of five barracks tours will be conducted and annotated in the duty logbook and on the DNCO Required Check Sheets (see Appendix 6) of locations within the barracks that are considered important for security, safety and police (i.e. lounges, laundry rooms, storage rooms, building exits and ladder wells). There shall be a minimum of one tour each hour between the hours of 0800 and 0700 the following morning.

c. Tours shall focus on all passageways, lounges, laundry rooms, and common areas, ensuring the immediate surrounding grounds are secured, orderly, and kept in a high state of police. Should any area require policing, the DNCO will take appropriate action by having available personnel police the area.

d. During non-sleeping hours, the duty desk area will be manned. When one duty must leave the desk as required/allowed by this Order (e.g. touring, executing rest plan, making a head call, etc.), the other will remain posted at the desk. The ADNCO will post when the DNCO is required to step away from the duty desk. A sign with point

of contact information will be left at the duty desk during sleeping hours when the DNCO/ADNCO leaves the desk as required/allowed by this Order.

e. The on-coming and off-going DNCO will conduct a joint walk-through and inspection of the responsible areas. ADNCOs will post when DNCOs report for the post and relief brief.

f. Personnel checking out of transient rooms after normal working hours will turn in their linen and key to the DNCO. Prior to accepting such items, the DNCO will inspect the room for cleanliness and/or damages; only assigned UH furniture is authorized to remain in the room. An appropriate duty logbook entry will be made. *If the DNCO accepts a room that was not adequately cleaned, he or she will be recalled to field day the room.*

7. Property Control. All property of the DNCO/ADNCO will be controlled and documented in accordance with this Order and the references. Damaged or missing property will be annotated in the duty logbook.

a. The DNCO is provided the following items: orders binder, duty logbook, master logbook, phone logbook, gear check in/out logbook, and two duty belts.

b. The barracks master keys are maintained by the UH Managers and the OOD/AOOD. The master keys may be utilized in the case of a lost or misplaced room key. During normal working hours the DNCO will report to the S-4 UH Manager in order to sign for a barracks master key. After working hours, on weekends, and holidays, the DNCO will report to the OOD/AOOD to sign for a master key. The DNCO will not relinquish custody of the master key under any circumstance. Once the designated room is unlocked the master key will be immediately returned to the issuing section, S-4 or OOD/AOOD.

8. Duty Logbook. The duty logbook is under the control of the DNCO and will be maintained consistent with Appendix 1. The ADNCO will make entries in the duty logbook when directed to by the DNCO and while posted in their absence. All entries will be made in ALL CAPS. The duty logbook must be closed out each morning prior to duty change over at 0730. The DNCO will have the duty logbook available for review at the post and relief brief. At a minimum, log book entries will be made for the following:

- a. Post and relief.
- b. Equipment inventories.
- c. Barracks inspections.

d. Hourly tours of each deck; initial the appropriate forms verifying the tour was conducted. (See Appendix 6)



e. Restriction and EPD musters.

f. Receipt of official phone calls.

g. Incidents of fire or disorder, to include but not limited to: fire in the barracks, destruction of property, apprehension of Marines by the Provost Marshal's Office (PMO) or civilian authorities, telephone reports of Marines in need of assistance. These entries will include disposition of the action taken and/or final result.

h. Visits or inspections by Officers, Staff Noncommissioned Officers, OOD/AOOD and any other Duty Officers or Staff Duty Officers that come on deck.

i. All visitors, anyone not assigned to reside in the barracks.

j. When emergency maintenance is contacted, is on deck, and off deck.

k. Any significant activity not covered.

9. Rest Plan. The HQ Bn barracks duty is a sleeping post. If there is no significant activity between required touring hours, listed above, the DNCO or ADNCO may sleep. The only authorized area for the duty to sleep is the designated duty hut; NO EXCEPTIONS. One duty will remain on post while the other duty sleeps. The sleeping hours for the DNCO are 2200-0200 and the sleeping hours for the ADNCO are 0200-0600. The DNCO will be posted during these hours of increased risk to deter misconduct. The DNCO is responsible for the conduct of the rest plan.

10. Uniform of the Day. Unless otherwise specified, the uniform of the day is normally the seasonal Marine Corps Combat Utility Uniform (MCCUU) with duty belt, arm brassard, and cover.

11. Messing. Meals will be taken within the confines of Marine Corps Base Quantico (MCBQ). Duties will not leave the base during their tour of duty. Duties may patronize at any of the on-base food service establishments (Subway, McDonald's, 7-Day Store, and the Main Exchange Food Court), but will not patronize off-base food service establishments to include those in the town of Quantico. There will be one posted duty at all times.

12. Physical Training (PT). PT is not authorized during this tour of duty.

13. Responsibilities. Refer to chapter 2 of this Order for the DNCO and chapter 3 for the ADNCO.

## Chapter 2

DNCO Responsibilities

1. General. This chapter covers all other duties while on post.
2. Incoming/Outgoing Phone Calls. The telephone located at the duty desk is for official use only.

a. Calls to the Command. In the event the DNCO/ADNCO receives a telephone call requesting the phone number of, or wanting to speak to anyone in the command, or UH, adhere to the following:

(1) Duty standers will be prompt and courteous in answering all telephone calls, and will answer in the following manner:

"Headquarters Battalion, Training and Education Command Unaccompanied Housing Building 2046 Duty - Marine Corps Base Quantico (grade and name). How may I help you, sir or ma'am?"

(2) Home phone numbers and cell phone numbers will not be released to the caller.

(3) Callers requesting assistance with matters routinely handled by HQ Bn staff, to include UH Managers, shall be instructed to contact those agencies the next business day. A logbook entry shall be made reflecting the caller's name, telephone number, and reason for the call. When the nature of the call is of such urgency that it cannot wait for the next working day, the OOD/AOOD will be notified by the DNCO.

b. Other Phone Calls. Any calls from parents, family members, or significant others shall be dealt with in a professional manner. Under no circumstances will home or cell phone numbers be given to anyone. Work phone numbers are releasable under the Privacy Act of 1974.

c. Sexual Assault (SA) Help Line. The Sexual Assault Prevention and Response office has their own 24-hour duty officer. In the event of a phone call reporting a sexual assault, the duty shall make a note of it in the logbook and refer the caller to the MCINCR-MCB Quantico Sexual Assault Support Line (see DNCO binder). In order to protect the caller's option of making a restricted report, the Duty will not inquire into the identity of the caller nor the circumstances of the caller's request. SA Support Line number is 703-432-9999.

d. Commercial Long-Distance Telephone Calls. All commercial long-distance telephone calls are charged to MCBQ and are a matter of record by logbook entry. Collect calls will not be accepted.

### 3. Identification (ID) Card Check

a. ID Checks. At any time during the day, the duty watch stander can ask for ID when circumstances warrant it (e.g., when someone comes into the building whose manner leads the duty watch stander to believe that he/she does not belong in the building). Ensure that key personnel, listed below, are recognized on sight, whether in uniform or civilian attire:

- (1) Commanding General, TECOM
- (2) Chief of Staff, TECOM
- (3) Sergeant Major, TECOM
- (4) Commanding Officer, HQ Bn
- (5) Executive Officer, HQ Bn
- (6) Sergeant Major, HQ Bn
- (7) Commanding Officer, HQ Co
- (8) Company First Sergeant, HQ Co
- (9) Commanding Officer, M&R Co
- (10) Company First Sergeant, M&R Co
- (11) Commanding Officer, CD Co
- (12) Company First Sergeant, CD Co
- (13) Commanding Officer, S Co
- (14) Company First Sergeant, S Co

#### b. Visitor Control

(1) The DNCO/ADNCO will not permit any visitor, non-resident, or civilian, to enter the building without first checking their ID and ensuring the person will be escorted by the Marine they are visiting at all times. Visitors are not authorized prior to 0500. If the following day is a work day, visitations will terminate at 2200 and at 0000 on weekends and holidays. If authorized access, an appropriate entry will be made in the logbook and will reflect the following:

- (a) Time of entry and departure
- (b) Visitor's name and grade (if civilian, the division they work for)

(c) Reason for entry and destination

(2) When the Marine being visited is not in the building, the visitors are required to wait in the lounge area within the view of the DNCO/ADNCO. The visitor(s) is not permitted to wait longer than 15 minutes.

(3) Visitors are not permitted in the building while field day is being conducted, unit formations are being held, fire drills are taking place, or any other event that requires the attention of the DNCO/ADNCO.

(4) At no time are visitors authorized to stay overnight in UH.

(5) Personnel residing in UH are permitted in other rooms with the permission of the room resident(s). If the person(s) visiting the room is asked to leave, the individual will comply; common courtesy is expected. Overnight stays are not authorized.

(6) A logbook entry will be made recording Command Staff NCO and Officer visitation in UH.

4. Transient Billeting. Personnel, sergeant and below that are not married, arriving to the command after normal working will be billeted in a temporary room. Procedures for assigning Marines to a temporary room are outlined in reference (a) and (b). Each of these rooms will be supplied with clean linen which will be neatly folded and staged on the rack. The temporary rooms located in barracks 2046 are rooms 321 and 325.

5. Federal Express (FedEx)/United Parcel Service (UPS) Deliveries

a. The DNCO/ADNCO will not sign for deliveries.

b. The DNCO/ADNCO will assist the delivery person in their attempt to contact the intended recipient of the package. Usually the shipping label will show a specific addressee and/or phone number.

c. If a package is delivered during non-working hours, weekends or holidays, the DNCO/ADNCO will not accept receipt of the package. The delivery person will be advised to return during normal working hours.

6. Solicitors. Solicitors are not permitted in or around UH at any time. The duty will immediately notify the OOD/AOOD of any solicitors who fail to comply with this Order.

7. Maintenance Requirements. All maintenance issues, routine, urgent, or emergency, will be annotated in the duty logbook. All maintenance issues will be reported to the duty; the UH Manager will be informed at the earliest opportunity. Facility Maintenance

employees who require entry to rooms will be escorted by the DNCO/ADNCO. The DNCO/ADNCO are the maintenance representatives after working hours. For emergency or urgent maintenance issues contact the facilities help desk at (703)784-2072 once Battalion OOD is notified. (See Appendix 3 and 4)

a. During normal working hours, the DNCO/ADNCO will immediately report to the UH Manager to check out the master key to allow access to required areas.

b. After hours, the DNCO/ADNCO will immediately report to the OOD to check out the master key to allow access to required areas.

#### 8. Room Access

a. Tenants who are locked out of their rooms should be verified by their military ID and on the barracks occupancy roster prior to allowing access. Once they are verified, the duty will report to the UH Manager (OOD after normal working hours) to check out the master key to allow access to tenants room. The DNCO will not relinquish custody of the master key under any circumstance. Once the designated room is unlocked the master key will be immediately returned to the issuing section, UH Manager or OOD/AOOD. If the Marines are missing or have an issue getting into their room, they should be advised to contact the UH Manager for assistance immediately.

b. The duty will log in the logbook and accompany any Marine that is requesting access to another Marines room for inspections. The duty will report at a minimum: inspector's rank, name, work section, and contact number. The duty will remain in the presence until the inspection is completed. Any concerns should be reported IMMEDIATELY to the Company leadership of that Marines Company.

9. Destruction of Government Property. Any time a resident or visitor is discovered damaging UH property the DNCO/ADNCO will:

- a. Identify the individual(s).
- b. Attempt to stop the destruction.
- c. Immediately notify the OOD/AOOD, and PMO as required.
- d. Make an appropriate logbook entry.

10. **Misconduct.** The DNCO represents the company leadership after hours, and must take charge of their post, observe all that occurs within sight or hearing, and report all violations of orders. Implicit in these duties is the responsibility to prevent misconduct from occurring by timely and firm intervention. Intervene when you observe Marines abuse alcohol, become disruptive, mistreat other Marines, or in any other way put themselves and others at risk. All reports of misconduct will be reported to the OOD/AOOD immediately and

**an appropriate logbook entry will be made. Misconduct includes but is not limited to sexual misconduct, drug use, breaking and entering, calls or visits from PMO or CID, and any conduct that degrades good order and discipline.**

11. Emergency Response

a. Bomb Threat Plan. The DNCO/ADNCO will take the following actions upon discovering an object(s) in which it is suspected to be a bomb, or if information is received that a bomb has been placed in or around the barracks:

- (1) Cordon off the area and allow no one to enter.
- (2) Contact 911 and the OOD.
- (3) Complete the telephonic bomb threat form. (See Appendix

5)

b. Fire. The DNCO/ADNCO are responsible for the safety of all personnel in UH. In the event of a fire the duty will ensure the alarm is passed throughout the building and all personnel are evacuated. The duty will call 911 in order to report the fire; the duty will then notify the OOD. If possible, attempt to extinguish the fire with locally available fire apparatus. The duty will make an appropriate logbook entry.

12. Snow Removal

a. The DNCO/ADNCO is responsible for ensuring the sidewalks surrounding the building and the walkways to the front and rear of the building remain clear of snow and ice.

b. If the outside temperature is below freezing at 0515, the chemical deicer will be used on any patches of ice that developed on the walkways surrounding the barracks. The deicer and shovel are located in the barracks storage locker. Use the deicer sparingly; a little goes a long way.

c. Should an accumulation of snow develop overnight that does not require the activation of the battalion snow brigade, the DNCO will ensure the snow is removed utilizing the ADNCO and available barracks personnel. Shovels and the chemical deicer are in the barracks storage closet.

13. Lost and Found. Items found adrift or unsecured in UH will be placed in a bag and turned over to the OOD/AOOD. Exceptions will be made for laundry in designated laundry rooms. Laundry found unattended will be briefed during field days. If there are no claims presented, the laundry will be disposed of after 24 hours. This action will be annotated in the duty logbook.

14. Restriction and EPD. The DNCO is responsible to the respective Company Commander(s) for the enforcement of all conditions imposed at NJP on restricted and EPD Marines.

a. The DNCO will be provided a copy of all restriction and EPD orders and special instructions by the company; these documents will be maintained in the duty binder.

b. Restricted and EPD Marines will report to the DNCO, in the appropriate uniform of the day, as outlined in their orders. The DNCO will march the Marines to and from the command post to ensure they check-in with the OOD at the appropriate times.

c. Restricted Marines are required to remain in their assigned barracks room in the uniform of the day or boots and utilities until after their final check in at which point they may changeover to green on green physical training gear as outlined in their orders.

d. The DNCO or ADNCO will escort restriction Marines to and from the chow hall.

e. Smoke breaks for restriction Marines will be taken as a group periodically. The DNCO/ADNCO will supervise and ensure they will last NO LONGER than 10 minutes.

f. Restriction Marines will be escorted to the 7-day PX by the BEQ ADNCO as a group on Saturday. At this time, hygiene gear will be purchased, NO other items are authorized. Male Marines will get a haircut at the barber shop located near the 7-day PX, building 3048. Females Marines requiring a haircut will coordinate through their First Sergeant.

g. The DNCO is required to report any violations of these Orders to the OOD/AOOD immediately.

15. Other Duties. The DNCO will perform other duties as may be assigned by the Company Commanders, OOD/AOOD, or their designated representatives.

Chapter 3

ADNCO Responsibilities

1. General. The ADNCO supports the DNCO mission and is responsible for internal security for the barracks and general administration.
2. Absence of the DNCO. The ADNCO will be present at all times during the absence of the DNCO.
3. Tours. The ADNCO will continually tour the barracks; at a minimum of one tour per hour.
4. Police Call
  - a. The ADNCO will ensure that the duty hut and the lobby are maintained in a good state of police at all times during their tour of duty, and that no one is permitted to loiter.
  - b. Trash will be removed from the duty hut prior to being relieved.
  - c. Dirty linens are to be turned into the UH Manager.
  - d. Replace dirty/used linen with clean linen.
5. Other Duties. The ADNCO will perform other duties as may be assigned by the DNCO, Company Commanders or designated personnel on his/her behalf.



**DNCO LOGBOOK ENTRY EXAMPLE**

OOD  
 AOOD  
 DNCO  
 ADNCO

CAPT BILLS  
 GYSGT MOTO  
 SGT PULLER  
 LCPL JONES

0730	I, SGT SMITH, I.M. HAVE ASSUMED ALL RESPONSIBILITIES AS DNCO FOR UH 2046. I HAVE IN MY POSSESSION (1) DUTY LOGBOOK, (1) VISITOR LOGBOOK, (1) GEAR LOGBOOK, (1) DUTY BINDER, (1) MAINTENANCE LOCKER KEY, (1) PILLOW, (1) PILLOW CASE, (1) BLANKET, (2) SHEETS, AND (2) DUTY BELTS. I HAVE TOURED AND INSPECTED THE AREAS THAT ARE ASSIGEND TO MY POST AND HAVE NOTHING SIGNIFICANT TO REPORT.----- IMS
0800	DNCO DEPARTS TO TOUR THE AREA, ADNCO IS POSTED.----- IMS
0900	DNCO RETURNS, AREA ALL SECURE.-----IMS
0930	GYSGT TAYLOR (S4) IS ON DECK. INSTRUCTS DNCO TO CONTACT HER ONCE UH MANAGER IS ON DECK. GYSGT TAYLOR TOURS UH.-----IMS
1030	GYSGT TAYLOR COMPLETES TOUR AND IS OFF DECK.-----IMS
1100	DNCO CONTACTS GYSGT TAYLOR TO INFORM HER THAT THE UH MANAGER IS ON DECK.-----IMS
1130	ADNCO DEPARTS FOR CHOW.-----IMS
1200	ADNCO RETURNS FROM CHOW. DNCO DEPARTS FOR CHOW; ADNCO POST.-----IMS
1230	DNCO RETURNS FROM CHOW. DNCO TASKED (3) MARINES WITHIN THE AREA TO CLEAN TRASH AROUND THE SMOKING AREA. -----IMS
1300	BASE MAINTENACE IS ON DECK TO FIX 2 <sup>ND</sup> DECK AC. -----IMS
1500	BASE MAINTEANCE IS OFF DECK.-----IMS
0700	ONCOMING DNCO/ADNCO SGT TURNER & CPL DAVIS ON DECK.-----IMS
0705	OFF GOING AND ONGOING DNCO CONDUCTS JOINT TOUR OF THE AREA. ADNCO IS POSTED; CONDUCTS BRIEF WITH ONCOMING ADNCO.-----IMS
0720	DNCO RETURNS, AREA ALL SECURE.-----IMS
0725	DNCO DEPARTS TO CONDUCT CHANGEOVER WITH THE COMPANY OFFICE. (OOD IF WEEKEND OR HOLIDAY)-----IMS
0755	DNCO RETURNS FROM CHANGEOVER BRIEF.-----IMS
0756	I, SGT SMITH, I.M. HAV BEEN PROPERLY RELIEVED AS DNCO BY SGT TURNER, I.M.-----IMS
<p><b>"NO FURTHER ENTRIES"</b> <i>John H. Signature</i></p>	

**VISITOR LOGBOOK ENTRY EXAMPLE**

DATE	VISITOR NAME	AGE	RANK/MARINE	ROOM	TIME IN	TIME OUT
20190708	JESSIE SMITH	25	LCPL BURKE	125	1805	2145
201090708	TOM FIELDS	20	CPL TOWNES	201	1845	1930

**WORK REQUEST FORM**

FIRST NAME:	<input type="text"/>	DATE WRK REQ TURNED-IN:	<input type="text"/>
LAST NAME:	<input type="text"/>	DATE WRK REQ RECEIVED:	<input type="text"/>
RANK:	<input type="text"/>	SERVICE REQUEST #:	<input type="text"/>
ROOM #:	<input type="text"/>	WORK REQUEST #:	<input type="text"/>

(DO NOT FILL WORK REQUEST NUMBER OR DATE RECEIVED BOX, BEQ MANAGER ONLY)

FILL OUT DETAILED LOCATION AND PROBLEM BELOW:

\*If request is for fridge or microwave please annotate serial number along with the issue.

**Facilities Maintenance Points of Contact**

<b>Contacts</b>		
Prod. Ctrl	Al Parson	(703)784-1230
MAXIMO	Eric Prim	(703)784-1407
Reception	Maria Self	(703)784-1405
Public Works	Lt Gonzalez	(703)432-0384
Qlty Ctrl	Claude Gray	(703)784-4257
M&R Direction	David Miles	(703)784-1499
Emg./Urgent request	Help Desk	(703)784-2072

DEPARTMENT OF THE NAVY  
TELEPHONIC THREAT COMPLAINT

**IF BOMB THREAT, ASK THE CALLER**

- WHEN IS THE BOMB TO GO OFF?
- WHERE IS THE BOMB TO GO OFF?
- WHAT KIND OF BOMB IS IT?
- WHAT DOES THE BOMB LOOK LIKE?
- WHERE ARE YOU CALLING FROM?

<b>1. COMMAND</b>			
a. Name & Address	b. Phone Number		
<b>2. COMPLAINANT</b>			
a. Name			
<b>3. PERSON RECEIVING CALL</b>			
a. Name	b. Date & Place of Birth		
c. Command Name & Address	d. Phone Number (Work) (Home)		
<b>4. TELEPHONE CALL RECEIVED ON</b>			
a. Phone Number (include area code)	b. Location		
c. Phone Number Listed in ("X" all that apply)			
<input type="checkbox"/> Unlisted <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory <input type="checkbox"/> Other (list)			
<b>5. DETAILS OF CALL</b>			
a. Date	b. Day of Week	c. Time	
<b>6. CONTEXT OF CONVERSATION</b>			
a. Recipient - "			
b. Caller - "			
c. Recipient - "			
d. Caller - "			
e. Recipient - "			
f. Caller - "			
<b>7. BACKGROUND NOISES</b> (Describe street sounds, voices, music, etc. If more space is needed continue on reverse.)			
<b>8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS</b>			
a. Sex	b. Age	c. Race	d. Accent
e. Educational Level		f. Attitude (calm, nervous, serious)	
g. Other			
<b>9. WERE THERE ANY WITNESSES TO THE CALL?</b> <input type="checkbox"/> No		<b>10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?</b> <input type="checkbox"/> No	
<input type="checkbox"/> Yes (List name)		<input type="checkbox"/> Yes (List name)	
<b>11. NOTIFICATION OF AUTHORITY</b> ("X" all notified)			
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OCD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Company <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept			

DUTY NCO REQUIRED CHECKS SHEET										
LOCATION:						BUILDING NUMBER:				
CERTIFICATION										
I CERTIFY WITH MY INITIALS THAT I HAVE INSPECTED THIS ROOM / AREA AND THAT ALL GOVERNMENT PROPERTY IN VIEW IS SECURED AND IN GOOD ORDER.										
MONTH/YEAR:										
DATE (MM/DD)	0800-1200		1600-2000		2200-0700					
	INT	TIME	INT	TIME	INT	TIME	INT	TIME	INT	TIME