



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE HEADQUARTERS GROUP
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GruO 1601.2A
CO
1 Apr 14

GROUP ORDER 1601.2A

From: Commanding Officer
To: Distribution List A

Subj: DUTY NON-COMMISSIONED OFFICER FOR BARRACKS 2160

Ref: (a) ALMAR 106/98
(b) Area Order P11101.8
(c) Barracks Campaign Plan 2006

1. Purpose. To publish instructions for barracks 2160 and building 2160 Duty Non-Commissioned Officer (DNCO).

2. Cancellation. GruO 1601.2

3. Information. Reference (a) is Commandant's guidance on Quality of Life, Good Order and Discipline, and Transformation implementing reference (b). Reference (b) is the 21 Area Commanders Standing Operating Procedures for 21 Area Bachelor Enlisted Quarters. Reference (c) is the Marine Corps Base Camp Pendleton Interim BEQ Regulations. Reference (d) provides general reference and policy direction regarding Bachelor Enlisted Quarters (BEQ).

4. Instructions. All Command Duty Watch (CDW) personnel will familiarize themselves with the contents of this order and its related instructions before assuming their assigned duty.

5. General Duties. The DNCO and ADNCO are direct representatives of the Group Commander and the Command Duty Officer/Assistant Command Duty Officer (CDO/ACDO). Their actions will be in accordance with the orders and directives specified in Group Order 11101.1 and this SOP. The DNCO and ADNCO are responsible for maintaining good order and discipline by consistently enforcing all Marine Corps and Unit regulations in the Bachelor Enlisted Quarters (BEQ) building# 2160, as well as ensuring a proper state of police of the BEQ and surrounding grounds is adhered to at all times. The DNCO/ADNCO is responsible for reporting all safety, security and other incidents to the CDO/ACDO and the appropriate chain of command as necessary.

6. Duty Assignment. The I MHG DNCO and ADNCO is the primary duty for the assigned individuals and constitute a 24-hour post, commencing daily at 0800.

a. Sergeants and Corporals will be assigned as DNCO.

b. Lance Corporals and below will be assigned as ADNCO. Corporals may be assigned as ADNCO, as required, due to limitation of available personnel.

7. Uniform. The uniform for CDW personnel will be in the designated seasonal uniform Service Uniform "C" or "B". Additionally, the DNCO and ADNCO will be required to wear their covers, duty belts, and DNCO brassard around upper left arm at all times. The only exception is removal of cover while eating.

8. Place of Duty. Upon assumption of duty, the DNCO and ADNCO will be posted in the DNCO duty office in building 2160. During normal working hours, either the DNCO or ADNCO will be present in the duty hut at all times. After normal working hours and until 2200 on weeknights or 2400 on weekends, both the DNCO and ADNCO will be posted. After 2200 there will be a minimum of one duty on post, with the other duty readily available if needed.

9. Post and Relief

a. Prior to conducting formal changeover with the Headquarters Company 1stSgt, the on-coming DNCO and ADNCO will conduct an informal turnover with the off-going duty personnel at 0730. At this time both on-coming and off-going duties will tour the BEQ, surrounding grounds, and parking lot to ensure a good state of police.

b. The DNCO and ADNCO formal post and relief will be conducted by the HQ CO 1stSgt at 0800 daily. All DNCOs and ADNCOs for weekend and holiday duties will muster at 0800 on the last working day before the weekend or holiday to receive instructions. The formal post and relief will take place in the HQ Company 1stSgt's office located in building# 210700, 2nd deck. Both the on-coming and off-going duties will be present with the Duty Logbook and all assigned gear.

c. The off-going DNCO will enter first followed by the on-coming duty who will post to the left of the off-going duty. The off-going will come to the position of attention, salute, render the appropriate greeting and report as follows:

(1) "GOOD MORNING 1STSGT, SGT/CPL '(LAST NAME)' REPORTING AS THE OFF-GOING DNCO, BLDG#2160 ALL SECURE, THERE IS NOTHING UNUSUAL TO REPORT AT THIS TIME." (or report unusual incidents)

(2) The on-coming duty will render the appropriate greeting and state "SGT/CPL '(LAST NAME)' REPORTING AS THE ON-COMING DNCO FOR BARRACKS 2160.

d. Immediately after posting, the DNCO will inspect, brief, and post the ADNCO.

e. The posted DNCO and ADNCO will have in their possession: (1) DNCO duty binder, (1) Official DNCO logbook, (2) duty belts, (2) DNCO/ADNCO arm brassards and (1) Visitor logbook.

f. Upon relief of duties, the DNCO and ADNCO will report back to their sections. It is up to their sections' discretion to determine and allow duty recovery.

10. Reporting Procedures. General orders apply during the tour of duty. The DNCO/ADNCO will report their post to the CDO/ACDO and any other SNCO or Officer that steps on deck at the BEQ, as follows:

a. Come to the position of attention, salute, render the proper greeting and state:

b. State, "I MHG DNCO/ADNCO (RANK AND NAME), REPORTS THE BEQ IS ALL SECURE AND THERE IS NOTHING UNUSUAL TO REPORT AT THIS TIME SIR/MA'AM", or report unusual incidents.

c. The DNCO will always offer to take the CDO/ACDO on a tour of the area and accompany the CDO/ACDO until he departs the area. All command visits will be appropriately logged in the duty logbook.

11. Official Logbook. The DNCO Logbook is an official record. All significant events will be printed legibly and recorded chronologically in the duty logbook. The following items will be logged:

a. Assumption of and relief from duty, acknowledgement this order has been read and understood, and a listing of all items in their possession. Entries will also be made on the state of police and any maintenance discrepancies noted upon posting.

b. Any significant events that occur during the tour of duty involving I MHG personnel, material or the BEQ facility, i.e. theft or defacing of property, abuse, hazing, disorderly conduct, physical confrontations, etc.

c. Reports of fire, accidents, deaths, illnesses and other incidents which should be a matter of record, to include Personnel Casualty Reports and/or Serious Incidents Reports.

d. For Marines locked out of their rooms, after positive identification is made, the DNCO/ADNCO will provide escorted entry into their registered BEQ room per the BEQ room rosters.

e. All calls to and from the Officer of the Day.

f. Inquiries from press or other public media personnel.

g. All Command visits, along with any comments made as well as when they arrived and departed the area.

h. All tours of the area conducted by the DNCO or ADNCO.

12. Official Logbook Entries. All entries will be neat and legible and will contain, at a minimum, who, what, when and where of the incident or event. The entry will also contain who was notified and what action was taken. Logbook entries relating to personnel will include rank, title, name (first, middle initial, and last), last four of SSN, MOS, section, company and general nature of the incident or problem.

a. All logbook entries are official in nature and should be treated as such. All entries will be accurate, concise, neat, and will contain pertinent facts. Entries will be made in black ink only, written in all capital letters and will be kept in chronological sequence. When in doubt, simply make an entry.

b. The DNCO is the only person authorized to make entries into the DNCO logbook. The ADNCO will keep a noted log of checks, restrictions and occurrences on a separate notepad which will be utilized by the DNCO to make entries.

c. At the commencement of duty the following entry will be made by the on-coming DNCO:

DATE (YYMMDD)	
CO	COL NAME
SGTMAJ	SGTMAJ NAME
CDO	NAME
DNCO	NAME
ADNCO	NAME

0800 "I, (rank, last name), HAVE ASSUMED ALL DUTIES AND RESPONSIBILITIES AS THE I MHG DNCO. I HAVE READ AND UNDERSTAND ALL ORDERS PERTAINING TO THIS POST. I HAVE IN MY POSSESSION: (All property identified in paragraph 6e) - (1) DNCO BINDER, (1) OFFICIAL DNCO LOGBOOK, (2) DUTY BELTS, (2) DNCO/ADNCO BRASSARDS AND (1) VISITOR LOGBOOK."

d. After making an entry, the DNCO will draw a line in the middle of the space from the end of the period to the end of the page, leaving enough space at the end of the page to put their initials.

e. Corrections can be made by crossing out the incorrect entry with a single, solid line and initialing near the cross out. Late or corrected entries made out of chronological order will be entered as a new entry and will start with "LATE ENTRY:" or "CORRECTED ENTRY:" underlined (no parenthesis). At no time will a page be removed from the logbook, nor will it be defaced in any manner. All entries will be followed by the DNCO's initials.

f. Upon conclusion of the tour of duty and after the DNCO has conducted a changeover with the HQ's Company 1stSgt and the on-coming DNCO, he/she will make the following entry:

(1) 0800: "I, (rank, last name), HAVE BEEN PROPERLY RELIEVED OF ALL DUTIES AS I MHG DNCO BY (rank, and last name of on-coming DNCO)."

g. Immediately below the last entry on the right side of the page, the DNCO will write "Respectfully Submitted". Below this they will place their signature and include their "RANK/USMC" on the line below signature. The DNCO will then draw a diagonal line from top left to bottom right of the remaining blank page. The DNCO/ADNCO will write "NO FURTHER ENTRIES" on the top of the line and initial underneath the line.

h. Example Entries:

1715 DNCO TOURS THE BEQ.-----MJC
1735 DNCO COMPLETES TOUR. ALL AREAS ARE SECURE.-----MJC
1930 CPL _____, LCPL _____ ARE UTILIZING 2D DECK LOUNGE.-----MJC
0200 CDO/ACDO ON DECK TO TOUR THE BARRACKS.-----MJC
0230 CDO/ACDO DEPARTS.-----MJC
0330 CORRECTED ENTRY: CDO/ACDO DEPARTED AT 0300.-----MJC

13. Tour Of Duty: All Command Duty Watch (CDW) personnel will assume duties between 0800-0800, Monday through Friday, and 0800-0800, Saturday, Sunday and holidays.

a. Duty personnel are responsible for maintaining good order and discipline on all four decks of the BEQ and the adjacent grounds. The DNCO or ADNCO is required to tour the BEQ and surrounding areas, to include the parking lot, at least once every two hours at varying times, to avoid making a visible pattern. The focus of effort is on safety, security, noise control, loitering, unauthorized visitors, proper vehicle parking and constant police of the area. All discrepancies will be logged in the DNCO logbook.

b. The DNCO and ADNCO will initiate a 50% watch between 2200-0600, Sun-Thu, and 0001-0600, Fri-Sat. Both the DNCO and ADNCO will sleep in the DNCO office, not their room; one will sleep inside the room in the duty hut during their down time, while the other stands post. Both duty personnel will be physically available to support each other during their tours of duty, with the exception of conducting official business directed by the CDO/ACDO.

c. The DNCO/ADNCO will ensure quiet hours are in effect from 2200-0800, every day.

d. When conducting a tour, the DNCO/ADNCO is responsible for physically checking all doors to storage rooms, lounges, game rooms, maintenance lockers, and laundry rooms in the building and ensuring they are locked and secure.

e. The DNCO will ensure both the DNCO and ADNCO are awake and on post no later than (NLT) 0600 and morning clean-up is completed NLT 0730. The DNCO will supervise and inspect to ensure morning cleanup is completed properly. Morning clean-up personnel are designated by the deck NCOs. The DNCO/ADNCO will notify the appropriate deck NCOs if morning cleanup is not completed on time.

f. All blinds and windows in the BEQ duty office will be open during normal working hours.

g. Should any signs of forced entry be found in the BEQ or any illegal activity be observed, the DNCO will immediately notify the CDO/ACDO and will remain on scene until the CDO/ACDO arrives. The CDO/ACDO will immediately notify the Provost Marshals Office (PMO) and also notify the Sergeant Major and Executive Officer.

h. Personnel on duty are only authorized to leave their post to conduct official business within the I MHG, to eat meals at the 21 Area Chow Hall, or to pick up food from the PX, Subway or Pizza Hut. Time away from post for these trips will be kept to a minimum.

i. Haircuts, family meals, physical training and entertaining visitors are not authorized while in a duty status.

j. The DNCO or ADNCO will subsist for a minimum of one meal in the 21 Area Chow Hall during their tour of duty. Appropriate log book entries will be made to document this. Meals from other sources may be eaten within the confinement of their post.

k. During their tour, the DNCO and ADNCO are authorized reading material associated with MCU-issued PME, military-related magazines and books annotated on the Marine Corps Reading List. At no time will pornography, general books, magazines, or questionable reading material be authorized in the duty hut or during their tour of duty.

l. During their tour, DNCOs and ADNCOs are authorized to watch or read news via the television or internet, if available. Otherwise, TVs and computers for anything other than official government use are unauthorized. At no time will personal TVs, computers, movies, games, or pornography be utilized as a source of entertainment during their tour of duty.

14. BEQ Common Room/Lounge Area. The common rooms/lounge areas will be locked at all times. Any personnel wishing to use these spaces will request entry from the DNCO/ADNCO. The DNCO/ADNCO will check the identification of all personnel requesting entry, make an entry in the duty logbook and open the lounge area. The DNCO/ADNCO will also inform the personnel requesting access to the lounge area that they will notify the duty personnel upon completion of their activities, at which time the DNCO/ADNCO will secure the lounge area, ensuring proper police of the room before personnel depart.

15. Escorted Entry. Personnel requesting entry into a BEQ room must report to the DNCO/ADNCO office in the BEQ. The DNCO/ADNCO will make positive identification of the requesting person and refer to the BEQ Room Rosters. Once the person and the associated room are verified, the DNCO/ADNCO will make a logbook entry and escort the person to their room.

16. Alcohol Consumption/Possession. The DNCO and ADNCO will ensure all Marines and Sailors, who are of legal age, are exercising the privilege of consuming alcohol in a responsible manner consistent with the BEQ rules and regulations.

a. Alcohol may be consumed by Marines and visitors, 21 years or older, in the lounge, smoking area, volleyball court, BBQ area or BEQ room.

b. Alcohol may not be consumed in the stairwells, hallways, or catwalks.

c. No one under the age of 21 may consume or have alcoholic beverages in their possession.

d. The possession and consumption of alcoholic beverages in the BEQ by personnel over the age of 21 is authorized under the following conditions:

(1) E-3 and below, over age of 21, may have in their possession a maximum of one six pack of malt beverage or one bottle of unfortified wine (less than 17% alcohol by volume).

(2) E-4 and E-5, over age 21, may have in their possession a maximum of two six packs of malt beverage or two bottles of unfortified wine (less than 17% alcohol by volume).

e. Possession or consumption of distilled spirits (hard liquor) or fortified wines is prohibited in all BEQ areas.

f. Personnel found consuming hard alcohol will be logged in and reported to the CDO/ACDO. The CDO/ACDO will then confiscate the hard alcohol.

g. Personnel drinking alcohol must have identification in their possession while drinking in or near the BEQ.

h. The DNCO/ADNCO has the authority to check ID's of all persons observed drinking alcohol, regardless of status, billet or rank.

i. Violators, to include visitors, will be logged into the DNCO logbook and reported to the CDO/ACDO.

j. Use of alcoholic beverages within the BEQ must be consistent with the overriding need for readiness, discipline and Marine safety. The Group Commander can sanction individual Marines if their behavior warrants. It is the duty of residents, legally possessing alcohol, to ensure that no underage personnel consume alcohol. The Marine Corps and I MHG policy is zero tolerance of alcohol abuse.

17. Visitors. Visitation hours are between 1630-2200, Monday to Thursday, and 0800-2400, Friday to Sunday and holidays.

a. All visitors must check in and out with the DNCO/ADNCO. Visitors must be accompanied by their respective assigned Marine, at all times, and are responsible for adhering to the BEQ rules and regulations.

b. Visitors must be 18 years of age or older with a valid ID. If under 16 they must be escorted by an adult member of their immediate family or a legal guardian escorts them. If the BEQ resident qualifies in one of these categories, they may act as an escort. Visitors without a valid ID are not permitted to enter the BEQ area.

c. Visitors include: friends, family members, and Marines from other commands. Persons seeking permission to visit Marines without the Marine present are not authorized in the BEQ.

d. Persons with the intent to solicit personnel for any activity, agency or group are not authorized in the BEQ. They will be logged in the DNCO logbook and directed to the CDO/ACDO, even if they present a solicitation permit.

e. Visitors are not authorized to sleep, nap, store belongings or do laundry in the BEQ.

f. Visitors will not stay in the BEQ overnight.

g. These rules serve two basic purposes:

(1) Preserve good order and discipline in the BEQ.

(2) Ensure residents of shared rooms have certain hours each day that they may sleep, read, etc. without disruption.

18. Notification Of Chain Of Command. In the event of a personnel incident, the DNCO/ADNCO will immediately notify the CDO/ACDO. The CDO/ACDO will then contact that Marine's Company First Sergeant. If the Company First Sergeant is unavailable, the CDO/ACDO will contact the Company Commander and notify him/her of the issue. As a courtesy, the Section or Platoon Officer-in-Charge (OIC) or the Staff Non-Commissioned Officer-in-Charge (SNCOIC) of the Marine involved should be notified.

19. Phone Messages/DNCO Phone. The DNCO and ADNCO will ensure all incoming phone calls are answered with an appropriate greeting and a message is taken. The local duty phones are official communication lines and are not authorized for personal use.

a. All emergency or urgent calls will be directed to the CDO/ACDO. At no time will the DNCO or ADNCO pass on emergency contact information, except to the CDO/ACDO, regardless of the method of receipt.

b. If the DNCO/ADNCO receives a request for information about a Marine in the Group, the DNCO/ADNCO will not release any personal information (i.e. home or cell phone numbers, home address, etc.) unless the Marine is in the requesting person's direct chain of command. (The proper way to address requests for personal information is to obtain the requesting person's phone number and pass the message to the person in question.)

c. The DNCO local duty phone number is 760-763-5202.

(1) Dial "94" to make DSN calls.

(2) Dial "99" to make local calls.

20. New Join Personnel Check In. Single Marines E-1 through E-5 will secure lodging at the BEQ. The DNCO/ADNCO will provide the new join lodging in the designated transient room. The new join will be provided with fresh linen. If the transient room is at maximum capacity, the DNCO will immediately notify the BEQ manager and reference the BEQ room roster to secure an empty room, temporarily. During normal working hours, the BEQ manager will assign a permanent room for the new join(s).

21. Detention Of Suspect. In any case where there are personnel who require detention, the DNCO/ADNCO will call the CDO/ACDO for further instructions.

22. Police Department/Shore Patrol. If local authorities have a Marine in custody and the DNCO/ADNCO is contacted, they will immediately notify the CDO/ACDO. The CDO/ACDO will then coordinate the release and pick up of this individual. The CDO/ACDO will first contact the respective Company First Sergeant or Company Commander to notify them of the incident. The CDO/ACDO will then contact the section/platoon responsible for the Marine and the designated SNCO or officer will pick up the Marine and sign for custody. The CDO/ACDO will then stand by for further guidance from the company staff leadership.

23. Procedures For Handling Absentee/Deserter. If an absentee/deserter who is returned to the custody of the Marine Corps has been absent for less than 180 days, the CDO/ACDO will immediately contact the 21 Area Guard at 760-725-2176. The CDO/ACDO will sign the Confinement Order and the absentee/deserter will be turned over to the 21 Area Guard personnel. The CDO/ACDO will also notify the Adjutant and the Marine's Company First Sergeant/Company Commander of the incident.

24. Red Cross Messages. If a Red Cross Message is received, the DNCO/ADNCO will log in the pertinent information in the duty logbook. The Red Cross Message will also be recorded verbatim on the appropriate Red Cross Message form (located in the References/Forms section of this binder) and read back to the Red Cross representative for verification of information. The DNCO/ADNCO will notify the CDO/ACDO, immediately. AT NO TIME WILL THE DNCO/ADNCO PASS ANY RED CROSS MESSAGE ON TO AN INDIVIDUAL MARINE. This will be done by the individuals chain of command or, if unavailable, by the CDO/ACDO. The following information at a minimum should be recorded in the duty logbook:

- a. The Red Cross representative name and phone number.
- b. Case number
- c. Name, last four of the social security number, rank, if available, and unit assigned
- d. Event(s), persons involved
- e. What needs to occur?

25. Emergency Action Plan. In cases of an emergency requiring evacuation of the BEQ due to fire, flooding, storm or bomb threat the CDO/ACDO or PMO are the authorities and will provide guidance. In the case of identified or suspected fire in the barracks, the DNCO will immediately sound the alarm and contact the fire department. The DNCO will ensure building is evacuated and muster all Marines in the parking lot for accountability. In the case of wild fires that threaten any battalion facility, the DNCO will follow guidance passed from the CDO/ACDO and specific guidance as provided in the Battalion Fire Evacuation Plan (para 3.b.1) located in the References/Forms section of this binder.

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26. Bomb Threats. If the DNCO/ADNCO receives a telephonic bomb threat, he/she will utilize the Bomb Threat Report (located in the References/Forms section of the duty binder) in an effort to ascertain as much information as possible in regards to the threat. After the caller hangs up, immediately notify the CDO/ACDO. The CDO/ACDO will contact the Provost Marshal Office (PMO) at 760-725-5106. The Provost Marshal is responsible for handling all bomb threats aboard Camp Pendleton and notifying the Federal Bureau of Investigation (FBI) of the bomb threat.

27. News Release

a. Under no circumstances will information be released to representatives of the public news media by the DNCO/ADNCO. The Public Affairs Office on base maintains a qualified duty spokesperson that is charged with gathering facts and preparing material for release by the Commanding General. In the event of a news media query, the DNCO will refer all calls to the CDO/ACDO. The DNCO/ADNCO will not confirm, deny or make other comments. (Note: The Consolidated Public Affairs Office performs the public affairs tasks for all activities/units at Camp Pendleton.)

b. If the DNCO/ADNCO receives a call from a person claiming to be a member of the Consolidated Public Affairs staff and requesting information about an incident, the DNCO/ADNCO will obtain the caller's name, grade and phone number and notify the CDO/ACDO.



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