



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 555300
CAMP PENDLETON, CA 92055-5300

I MEFO 3003.1
G-3/CDO

NOV 28 2017

I MARINE EXPEDITIONARY FORCE ORDER 3003.1

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE OPERATIONS CENTER DUTY REQUIREMENTS

Ref: (a) I MEF Chief of Staff Command Duty Officer Notification Letter dtd
18 November 2014
(b) Memorandum for the Record "I MEF Operation Center Entry Control
Point Guard Mount"

Encl: (1) I MEF CDO Turnover Checklist
(2) I MEF ACDO Turnover Checklist

1. Situation. The I Marine Expeditionary Force Operations Center (MOC), located at building 210723, is the focal point for operational planning for the I Marine Expeditionary Force (I MEF). Within the MOC Combat Operations Center (COC), the I MEF Command Duty Officer (CDO) and Assistant Command Duty Officer (ACDO) serve as the I MEF Commanding General's (CG) direct representatives, responsible for ensuring the timely and proper reception, validation, and reporting of information to higher, adjacent, and subordinate commands. Access control for the MOC is maintained at Post-1, located at the entrance for the MOC. The I MEF Command Element (CE) Staff shares the responsibility of providing personnel to serve as MOC Duty Standers; the CDO, ACDO, and Post-1 Stander.

2. Mission. Upon publication of this Order, I MEF CE provides all eligible officer and enlisted personnel with the requisite training and knowledge to perform the duties of the I MEF CDO, ACDO, and Post-1 Stander in order to provide the CG with appropriate situational awareness to meet time-sensitive reporting requirements and to ensure that only authorized personnel enter the MOC.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To ensure the command has qualified, competent, and trained personnel to stand as CDO, ACDO, and Post-1 Stander, as identified in tasks and coordinating instructions, to represent the CG within a persistently manned center for command and control during both working and non-working hours.

(b) Method. I MEF G-3 maintains cognizance over the MOC duty program and ensures all newly joined personnel that meet the prerequisites are trained and qualified for CDO, ACDO, and Post-1 Stander duties.

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

(c) Endstate. Only authorized personnel enter the MOC. Competent and trained personnel provide 24-hour situational awareness from within the MOC COC. Pertinent and time-sensitive information is relayed to the Command Deck and/or to I MEF Major Subordinate Commanders and Major Subordinate Elements for appropriate action/decision making.

(2) Concept of Operations

(a) CDO

1. Members of the I MEF CE Staff Sections in the ranks Master Sergeant (E-8), Chief Warrant Officer 4 (W-4), Captain (O-3) by exception only (see below), Major (O-4), and Lieutenant Colonel (O-5); and U.S. Armed Forces equivalents, including Staff Section Deputies, are eligible to serve as CDO. Primary Staff Section Officers-in-Charge (OICs) are excluded from the CDO pool. Deputies are excluded only when acting in the place of the Primary Staff Section OIC. Exceptions for Captains (O-3)/ U.S. Armed Forces equivalents: Individual Mobilization Augmentees (IMAs), COPS CDO Trainer/Administrators, and those not required/eligible to stand I MIG CDO.

2. Eligible CDO duty standers are required to attend one initial training event before assuming their first duty. They are also required to complete at least one daytime shift during a weekday before standing any night, weekend, or holiday shift. CDO refresher training is required every six months, which ensures currency by updating all CDOs on recent developments in processes and procedures. Training dates are broadcast via the I MEF G-3.

3. CDO training consists of the following topics: Roles and Responsibilities, Commander's Critical Information Requirements (CCIRs), Significant Actions/Significant Events, the Operations Event/Incident Report (OPREP-3) Serious Incident Report (SIR), account set-up, logbook/reporting requirements and procedures, points of contact, post and relief procedures, locking and unlocking the MOC Post-1 door, the use of "Quick Steps" on the Non-classified Internet Protocol Router (NIPR) Outlook program, the CG's daily Situational Report, and the Chief of Staff's Weekly Non-CCIR Roll-up.

4. Other training requirements are (in order of completion): Staff Section-led informal familiarization walk-through of the COC prior to conducting any CDO shift, conducting a left seat/right seat CDO shift of no less than one hour and no more than one full shift period before standing a shift alone, and the completion of one weekday-daytime shift before standing a weekend/holiday daytime or any nighttime shift.

5. The CDO must have an active Secret Clearance or greater, and a Secret Internet Protocol Router (SIPR) Alt Token with associated SIPR account. Additionally, the G-6 must authorize the use of the I MEF CDO organizational mailbox no less than three business days prior to standing duty.

6. CDO shifts are divided amongst Staff Sections per fair share; accounting for days, nights, and holidays. Fair share is based on the number of eligible Watch Standers within each Staff Section, regardless of their training statuses. Each month, Staff Sections provide the current operations (COPS) CDO Trainer/Administrator with an updated number of eligible standers and periods of non-availability for the whole Staff Section. Non-availability is defined as periods during which the entirety of

the Staff Section is unavailable; a list of individual Marines' non-availability is not required. For example, non-availability would be valid for a case in which the entire Staff Section is going to be deployed to training in support of an exercise. In cases where Staff Sections do not submit the number of eligible Watch Standers and non-availability by the deadline provided by the COPS CDO Trainer/Administrator, the total number of eligible personnel in the Staff Section will be requested from the MEF G-1 in order to generate the Staff Section's fair share allocation. In cases where a Staff Section is limited in its availability to the point that it cannot fill all of its required CDO shifts, the COPS CDO Trainer/Administrator reassigns the CDO shifts to another Staff Section and notes this in the following month's fair share allocations in order to ensure those duties are made up for in the subsequent month.

7. Shifts are thirteen hours, 0700-2000 and 1900-0800. During weekdays, the off-going CDO remains on hand to participate in the Current Operations Update Brief, which is executed at 0800. There is a deliberate one-hour overlap to provide enhanced situational awareness to the on-coming CDO and benefit from the experiences of the off-going CDO.

8. A formal post and relief is conducted over a one hour period, allowing for the on-coming CDO to have overlap coverage by the off-going CDO. These periods are 0700-0800 on weekdays and 1900-2000 on weeknights, supervised by the Deputy COPSO and the COPS Senior Watch Officer (SWO) in conjunction with the CDO Turnover Checklist, enclosure (1); which is signed by the on-coming CDO, off-going CDO, and the COPS SWO. Reliefs are executed without the Deputy COPSO and COPS SWO on Saturdays, Sundays, and holidays; all else remains the same.

9. The CDO is the primary coordinator with Camp Guard during Area-wide security exercises, drills, or other identified security concerns.

10. IMAs are managed by their assigned Staff Sections and may serve as CDOs through coordination with and assignment by their Deputy. IMAs do not have a direct line to the COPS CDO Trainer/Administrator. As with all CDO Standers, they are required to execute one drill prior to posting to receive necessary CDO initial/refresher training.

11. IMA duty standers unable to come in for a formal post and relief due to their location must call the Current Operations Officer the day before their shift or last workday before a weekend or holiday period to receive special instructions.

(b) Assistant Command Duty Officer/Post-1 Stander

1. Members of the I MEF CE Staff Sections in the rank Sergeant (E-5) and below are eligible to serve as ACDO and Post-1 Stander.

2. Eligible active duty Assistant ACDOs/Post-1 Standers are required to receive initial training before assuming their first duty. As required, refresher training is provided, which ensures currency by updating all ACDOs/Post-1 Standers on recent developments in processes and procedures. Training dates are broadcast via the I MEF G-3.

3. ACDO/Post-1 Stander training consists of familiarization with the following topics: Roles and Responsibilities, CCIRs, Significant Actions/Significant Events, the OPREP-3 SIR, required reports, points of

contact, post and relief, locking and unlocking the MOC Post-1 door, and a Staff Section-led informal familiarization walk-through of the COC.

4. Post-1 Standers must have—at a minimum—an adjudicated Secret Clearance with Security Badge issued from the I MEF Security Manager and access into Joint Personnel Adjudication System (JPAS). Standers cannot have any pending legal or disciplinary issues.

5. The ACDO/Post-1 fair share is based on number of eligible Watch Standers regardless of training. Staff Sections respond with the names of personnel assigned to their respective Staff Sections and under the control of I MEF CE. In cases where a Staff Section is limited in its availability to the point that it cannot fill all of its required ACDO/Post-1 Stander Shifts, the COPS Watch Chief reassigns the Shifts to another Staff Section and notes this in the following month's fair share allocations in order to ensure those duties are made up for in the subsequent month.

6. Post-1 is an access control position for the I MOC. The Post-1 Stander ensures all personnel attempting to enter the MOC have a current security badge—as issued by the I MEF Security Manager—and have been properly cleared through JPAS or appropriately logged and escorted into the facility.

7. The COPS Watch Chief uses MEF Bulletin 1050 to identify holiday periods and the I MEF G-3 Spaces and Van Reservation SharePoint tool to identify specific periods during which Post-1 is to be manned.

8. On weekdays, shifts are 0600-1200 and 1200-1800 for Post-1 Stander, and 1800-0600 for the ACDO. Following the final weekday relief, weekend ACDO shifts are 1800-0600 and 0600-1800. Weekend ACDO shifts terminate at 0600 on the day returning to normal work. Turnover is supervised by the CDO in conjunction with the ACDO Turnover Checklist, enclosure (2); and is signed by the on-coming ACDO, off-going ACDO, and CDO.

9. Personnel Temporary Additional Duty to the I MEF Movement Coordination Center for the purpose of standing watch are exempt from assignment as ACDO/Post-1 Stander.

b. Tasks

(1) CDO

(a) Report for duty by 0645 for the 0700-2000 shift/1845 for the 1900-0800 shift. 1900-0800 Standers remain on hand through the morning COPS update brief in order to provide perspective on their preceding shift.

(b) Read this Order and review the CDO Binder in its entirety prior to assuming duty. The ideal time for the initial review of the CDO Binder is during the left seat/right seat shift. This information is also available as a digital copy on the I MEF CDO's SharePoint page.

(c) CDOs with weekend/holiday duty report to the MOC COC for special instructions from the COPSO at 0745 on the last workday preceding their duty.

(d) Provide timely and proper dissemination and appropriate reporting of information to higher, adjacent, and subordinate commands. This specifically includes the collection of inputs for and distribution of the I

MEF CG's "Daily COPS Update" via SIPR e-mail, and properly formatted, chronological logbook entries via the NIPR CDO SharePoint page.

(e) Review current I MEF CCIRs. In the event a situation occurs that meets the threshold of a CCIR and requires CG notification, contact the I MEF CoS first for instructions.

(f) Prior to assuming post, contact I MEF COPS to receive information regarding current I MEF operational and training dispositions and current evolutions that may occur during the night and/or over weekends/holidays. Contact the I MEF G-4 Strategic Mobility Officer (SMO) for a listing of inbound and outbound I MEF unit movements.

(g) Supervise the post and relief of the ACDO and Post-1 Standers.

(2) ACDO

(a) Report to the CDO at 1800 on weekdays, and at 0600 and 1800 during the weekends or holidays.

(b) Read this Order and review the CDO Binder in its entirety prior to assuming duty. The ideal time for the initial review of the CDO Binder is one hour prior to assuming initial shift, under the supervision of the COPS Watch Chief and on-shift CDO. This information is also available as a digital copy on the I MEF CDO's SharePoint page.

(c) Assist the CDO in the timely and proper dissemination and appropriate reporting of information to higher, adjacent, and subordinate commands.

(3) Post-1 Stander (I MEF Operations Center Access Control)

(a) Man Post-1 every working day from 0600-1800.

(b) Man the post in two-shifts of one Marine each: 0600-1200 and 1200-1800. Post-1 Duty standers report 15 minutes prior to their shift.

(c) Refer to the ACDO and CDO for all administrative issues or concerns.

(d) Contact emergency services for any emergent situation by dialing 9-911. Contact the CDO immediately following activation of emergency services.

(e) Be prepared to conduct face-to-face coordination with the Camp Guard, as directed by the CDO. Post-1 will not be absorbed into the Camp Guard Force and will remain at Post-1 until properly relieved by the CDO or oncoming watch.

(f) Complete required training within the first thirty days of checking into the I MEF CE.

(4) COPS CDO Trainer/Administrator

(a) Enforce CDO familiarization with the post, assignment procedures, and applicable orders/directives through training of CDOs and engagement with Staff Section CDO Administrators and Deputies.

(b) In the CDO assignment process, coordinate with Staff Sections to receive information on the total number of eligible on-hand personnel of the appropriate rank, regardless of their training statuses, and Staff Section non-availability. When this information is not made available, coordinate with MEF G-1 to receive system-generated information on personnel numbers and assume there is no non-availability.

(c) Publish the monthly CDO duty roster no later than the 25th of the month preceding execution.

(d) Manage updates to the CDO Binder and CDO SharePoint pages.

(e) Receive updated recall rosters on a quarterly basis.

(5) COPS Watch Chief

(a) Enforce ACDO/Post-1 Stander training and familiarization with the posts and applicable orders/directives.

(b) Ensure Staff Section Chiefs and Staff Section Duty Assignment Representatives understand assignment procedures.

(c) In the ACDO/Post-1 Stander assignment process, coordinate with Staff Sections to receive information on the total number of eligible on-hand personnel of the appropriate rank, regardless of their current training status. When this information is not made available, coordinate with I MEF G-1 to receive system-generated information.

(d) Publish the monthly ACDO/Post-1 Stander duty roster no later than the 25th of the month preceding execution.

c. Coordinating Instructions

(1) Training is required to be completed within the first thirty days of checking into the I MEF CE. Marines assigned to CDO or ACDO, who have not completed the required training in time for their shift, are not allowed to assume duty. The owning Staff Section must supply a qualified replacement to stand in their place.

(2) Both the CDO and ACDO are required to remain in the MOC for the duration of their shifts and may not depart until properly relieved.

(3) The uniform for duty is the seasonal Marine Corps Combat Utility Uniform.

(4) There are no supernumeraries. It is the responsibility of the assigned individual and their Staff Section to ensure requirements are met and to provide a duty replacement in the event that the assigned CDO Stander is unable to stand duty. Any changes to the duty roster outside of 48 hours must be communicated to the COPS CDO Trainer/Administrator for CDO Standers or COPS Watch Chief for ACDO/Post-1 Standers, and executed in accordance with

current procedure. Any changes within 48 hours must additionally be communicated to the COPSO and Deputy COPSO for CDO Standers and the COPS Chief for ACDO/Post-1 Standers.

4. Administration and Logistics

a. Administration

(1) Lessons Learned. As the CDO addresses issues that are not specified in this order, they are to articulate their issues and make recommendations to resolve them to the Deputy COPSO, COPS CDO Trainer/Administrator, and COPS Watch Chief, as appropriate.

(2) Duty rosters for CDO, ACDO, and Post-1 Stander are maintained on the NIPR CDO SharePoint page. Physical copies are also posted on the CDO's duty board.

b. Logistics. As part of the duty, CDOs identify any resource or funding requirements affecting the CDO program to the Deputy COPSO. Examples include pens, notebooks, coffee maker, microwave, and refrigerators.

5. Command and Signal

a. Command

(1) This order is applicable to the I MEF CE.

(2) CDOs report directly to the COPSO and Deputy COPSO during their tour of duty. They coordinate with the COPS SWO.

(3) ACDOs report directly to the CDO during their tour of duty. They coordinate with the COPS Watch Chief.

(4) Post-1 Standers report directly to the CDO and ACDO during their tour of duty.

b. Signal

(1) Points of Contact

(a) COPSO: 760-725-6644

(b) Deputy COPSO: 760-725-4237

(b) COPS CDO Trainer/Administrator: 760-725-1848

(c) COPS Watch Chief: 760-725-3382

(2) This Order is effective the date signed.


LEWIS A. CRAPAROTTA

DISTRIBUTION: I

IMEF CDO Turnover Checklist

The CDO is only considered properly relieved/posted upon the completion of the review/completion of the following:

Yes	No	N/A	Time Completed	Task
				Reviewed the General Orders of the Sentry
				Reviewed the CDO Binder, ensured general familiarity and awareness of important sections
				Reviewed the "Be On the Look Out" (BOLO)/movement tracker
				Ensured Outlook access to SWO email account and provided monitoring instructions
				Reviewed SIPR G-3 Dashboard, verified that each slide was up-to-date
				Reviewed NIPR and SIPR CDO SharePoint pages <ul style="list-style-type: none"> ▪ Focused on Logbook procedures ▪ Reviewed Special Instructions ▪ Ensured all OPREP-3 SIRs and PCRs were annotated as "SIGACT/SIGEVENT/CCIRs"
				Reviewed procedures for monitoring and sending AMHS messages
				Discussed pertinent message traffic and unresolved issues*
				* Note: Check e-mail mailbox against CDO Logbook to ensure all required logbook entries made/e-mails sent
				Passed cypher lock combination
				At 0600/1800: Conducted a proper post and relief of the ACDO/"Post 1" Stander
				NLT 0630: Verified the CG's "Daily COPS Update" sent
				At 0700: Provided direction to secure MOC lobby door at 1800 and co-locate Assistant CDO inside the MOC Combat Center
				Fridays NLT 0700: Verified the "Cos's Non-CCIR Weekly Roll-up" sent
				Weekdays at 0800: Remained on hand through Morning Current Operations Synchronization brief to provide insight and information to events that occurred during night shift
				At 1900: Directed to construct "Daily COPS Update" <ul style="list-style-type: none"> • Weekdays: Draft is due to Current Operations Officer on weekdays at 0600 for release by COPSO • Weekends and holidays: Released by CDO without review at 0600
				At 1900: Provided instruction to open MOC lobby door at 0600 and post the "Post 1" Stander
				Conducted face-to-face with COPSO/Deputy COPSO and COPS SWO

Off-going CDO

Print: _____ Sign: _____ I stand properly relieved by the G-33 SWO at _____ (time/date)

On-coming CDO

Print: _____ Sign: _____ I stand properly posted by the G-33 SWO at _____ (time/date)

G-33 Senior Watch Officer

Print: _____ Sign: _____ I have properly posted and relieved the IMEF CDO at _____ (time/date)

I MEF ACDO Turnover Checklist

The ACDO is only considered properly relieved/posted upon the completion of the review/completion of the following:

Yes	No	N/A	Time Completed	Task
				Reviewed the General Orders of the Sentry
				Received Special Instructions from CDO
				At 0600: Received instruction on how to assist the CDO in securing MOC Post-1 door at 1800
				At 1800: Received instruction on how to assist the CDO in opening MOC Post-1 door at 0600 and post the "Post 1" Stander
				Conducted a face-to-face with COPS Watch Chief

Off-going ACDO (weekends and holidays)

Print: _____ Sign: _____ I stand properly posted by the I MEF CDO at _____ (time/date)

On-coming ACDO

Print: _____ Sign: _____ I stand properly posted by the I MEF CDO at _____ (time/date)

CDO

Print: _____ Sign: _____ I have properly posted the I MEF ACDO at _____ (time/date)