



UNITED STATES MARINE CORPS  
HEADQUARTERS AND HEADQUARTERS SQUADRON  
MARINE CORPS AIR STATION  
BOX 99160  
YUMA, ARIZONA 85369-9160

IN REPLY REFER  
Sqdno 1601.2E  
SQS1  
1 Jul 08

SQUADRON ORDER 1601.2D

From: Commanding Officer  
To: Distribution List

Subj: INSTRUCTIONS FOR HEADQUARTERS AND HEADQUARTERS SQUADRON  
DUTY NONCOMMISSIONED OFFICER (DNCO) AND ASSISTANT DUTY  
NONCOMMISSIONED OFFICER (ADNCO)

Ref: (a) StaO 11000.3E  
(b) StaO 5510.8F  
(c) StaO 1746.2S  
(d) Sqdno 11000.1J

Encl: (1) Example Logbook Entries  
(2) Report of Missing Government Property  
(3) Threatening Call/Bomb Threat Worksheet

1. Purpose. To publish policies, procedures, and regulations for the Squadron DNCO and ADNCO in the performance of their duties.

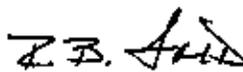
2. Cancellation. Sqdno 1601.2C

3. Background. The DNCO and ADNCO are direct representatives of the Squadron Commander. While acting in this capacity, the DNCO/ADNCO will be considered the senior Marine present for all matters pertaining to this duty.

4. Action

a. All Marines in this command will familiarize themselves with the contents of this order, and be guided accordingly.

b. All Marines in this command are directed to support the DNCO/ADNCO in the performance of their duties and will obey all lawful orders. Additional guidance is available within reference (a).

  
R. B. FORD

DISTRUBUTION: A



CHAPTER

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CHAPTER 1

PRIMARY DUTIES AND RESPONSIBILITIES

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CHAPTER 1

PRIMARY DUTIES AND RESPONSIBILITIES

1000. GENERAL INFORMATION

1. The DNCO/ADNCO is the Squadron Commander's direct representative in his absence. While in this capacity, all official business will be conducted with the utmost professionalism.

1001. TOUR OF DUTY

1. Duties will assume post at 0800 daily until 0800 the following day, except on weekends and holidays where the duty change over will go at 0730.

1002. AREA OF RESPONSIBILITY

1. The DNCO/ADNCO is responsible for the following areas:
  - a. Headquarters and Headquarters Squadron building 722.
  - b. Headquarters and Headquarters Squadron barracks building 720, to include the courtyard and adjacently located parking lots.
2. Primary duties and responsibilities of the DNCO/ADNCO are as follows, but not limited to:
  - a. Ensure that all orders and directions contained within this document are properly followed.
  - b. Ensure the personal appearance and conduct is as it should be, by enforcing all rules and regulations pertaining to this post.
  - c. Report all events of consequence, in a legible, accurate, and chronological order, to include actions taken. (See paragraph 1005. of this chapter for proper logbook entries.)
  - d. Safeguard the personnel, buildings, grounds, and contents of barracks 720, and Squadron Headquarters building 722.

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e. Preserve good order and discipline among the occupants of barracks 720 and building 722.

f. Sound the alarm in case of emergency.

g. The DNCO will pass on appropriate orders when posting the ADNCO.

h. Request support and instructions, as appropriate, from Station Officer of the Day (OOD) at 269-2252.

i. Notify the Sergeant Major and Commanding Officer, via the Station OOD, in all cases of injury or death to personnel, damage to the buildings or facilities, or any other situation deemed as an emergency.

j. Enforce key control procedures contained within chapter 4 of this order.

k. Ensure all restriction matters and extra duties (ED) are completed in a timely manner in accordance with chapters 2 and 3.

l. The DNCO/ADNCO will NOT at any time conduct early wake up calls for any Marines residing in the barracks.

3. If a serious incident takes place involving squadron personnel the DNCO/ADNCO should notify the following personnel in the order shown below:

a. Squadron Gunnery Sergeant

b. Sergeant Major

c. Executive Officer

d. Commanding Officer

#### 1003. UNIFORM AND EQUIPMENT

1. The DNCO/ADNCO will remain in the uniform of the day with duty belt and cover for the duration of their post. The DNCO and ADNCO will evenly alternate watches throughout the night in order to sleep.

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Only then, the DNCO and ADNCO will be authorized out of uniform. The watch may be alternated from 1900 until 0600.

1004. DAILY POST AND RELIEF

1. Posting and relieving of the DNCO and ADNCO will be effected by the Squadron Sergeant Major or his representative at 0800 in building 722 Monday through Friday. An informal relief between oncoming and off going DNCOs and ADNCOs will be effected on weekends and holidays at 0730.

2. Duty personnel on weekends and holidays will report to the Squadron Sergeant Major or his representative for instructions at 0800 on the last working day of the week prior to their weekend or holiday duty.

3. A logbook entry will be made at the time of posting and relief. (See paragraph 1005 for proper logbook entries.)

4. Prior to relief, the off-going DNCO will ensure the following:

a. The duty hut is in a good state of police.

b. A military rack is properly made in the designated DNCO sleeping room with clean linen.

c. Morning Police Call has been properly conducted and logged into the DNCO logbook.

1005. LOGBOOK ENTRIES

1. The duty logbook is to be considered an official document containing all pertinent information when conducting business after working hours. The DNCO will maintain a duty logbook and will be the only person to make logbook entries. A Visitor Logbook will also be maintained. All entries will be printed legibly in black ink.

2. The DNCO should use his/her best judgment when determining if a logbook entry is warranted. Logbook entries should state all the facts necessary. All information deemed necessary by the DNCO will be logged in the logbook. The following are a list of required logbook entries, but are not limited to such:

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a. Record all official or emergency phone calls, at the time they were received and the appropriate message. Include the name, grade, and unit of caller. The DNCO will make every reasonable attempt to locate the individual and relay the message. In the event the individual cannot be located in a reasonable amount of time the DNCO will place a note on the individual's door and make a logbook entry indicating the action taken to notify the individual. Under no circumstances will a collect call be accepted. The duty telephone is restricted to "official calls only". Personal calls will be made/received on the commercial phones provided.

b. All discrepancies noted during tours of the barracks will be recorded in the DNCO logbook.

c. Restricted Marines and Marines placed on extra duties (ED) will be logged into the DNCO logbook in accordance with chapter 2.

d. Frequent inspections of the BEQ and responsible areas will be conducted (at least once every hour). At which time, the DNCO will make an appropriate logbook entry.

e. All official visitors will be logged in and out, (i.e., OOD, etc.). Any actions taken as a result of an official visit will be recorded.

f. All visitors must be logged in the "Visitor's Log" provided in accordance with chapter 7 of this order.

g. Once morning clean up has been completed, the DNCO will ensure that an appropriate logbook entry is made, to include, the individual's name, rank, and work section.

3. Examples of appropriate logbook entries are listed in enclosure (1).

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CHAPTER 2

PERSONNEL ASSIGNED TO RESTRICTION

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## CHAPTER 2

### PERSONNEL ASSIGNED TO RESTRICTION

#### 2000. GENERAL INFORMATION

1. As punishment, the Squadron Commander may restrict personnel to specific confinements. This chapter contains pertinent information to properly manage and account for Marines placed on restriction.

#### 2001. LIMITS OF RESTRICTION

1. When assigned to restriction, each restricted Marine will be restricted to room 107 and will receive a copy of restriction papers. These papers will state the dates of restriction, times of required check in, and areas in which the Marine is restricted from.

2. Restricted personnel are not to visit any other rooms within the barracks. Individuals on restriction are highly encouraged to utilize their time productively, i.e. CMC Reading List, uniform maintenance, MCIs, etc.

3. Restricted personnel will subsist in the mess hall. They are not authorized to utilize the food court (Subway, Burger King, or Godfather's Pizza).

4. Restricted personnel are authorized to utilize the following:

a. 7-day store (only for health and comfort items and must be accompanied by a NCO).

b. Station Chapel.

c. Medical and Dental facilities.

d. Barbershop.

e. Other mandatory meetings that require their presence.

f. Station library. Restricted personnel will be authorized to check out professional reading material only.

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5. In all instances, restricted personnel are to be escorted and marched either by the DNCO/ANDCO, an NCO, or SNCO, preferably from this chain of command.
6. Televisions, stereos, video games, computers and other personal electronics are not authorized in the restriction rooms.
7. Uniforms, military linen, hygiene gear, professional books and magazines, and an alarm clock are the only items authorized in the restriction room.
8. Restriction rooms will be kept clean at all times. A military made rack will be maintained at all times. If at any time a restriction room is found in a poor state of police, the individual on restriction will be directed to field day the room.
9. After the last scheduled check-in, the blinds and curtains may be closed. At all other times, the curtains will remain fully open with the mini-blinds at half mast and opened.

#### 2002. USE OF RESTRICTED PERSONNEL

1. Only the Commanding Officer is authorized to assign extra duties (ED), however, the DNCO may use restricted personnel with routine police call duties.

#### 2003. CHECK IN PROCEDURES

1. The DNCO/ADNCO will make frequent unannounced inspections of all restriction Marines rooms to ensure accountability and compliance with orders.
2. When placed on restriction, each Marine will receive a set of restriction papers identifying the dates and times of restriction. The OOD will also maintain a copy of these restriction papers. These papers will also specifically state the times when the Marine is to physically check in with the OOD.
3. When checking in, the DNCO will send the restricted Marine to building 980. The restricted Marine will exchange restriction papers with the OOD. Then, the individuals will initial each other's papers in the date and time provided.

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4. The DNCO will notify the OOD when the restriction Marine departs and arrives back from building 980. By calling 269-2250.

5. Restricted Marine is required to check in/out with the OOD. Failure to do so will result in an appropriate logbook entry. The OOD will then circle the hour on the Marine's restriction paper in which they failed to check in. UA will be marked on both sets of restriction papers.

2004. AUTHORIZED UNIFORMS FOR INDIVIDUALS ON RESTRICTION

1. Marines assigned to restriction will remain in a full uniform of the day. After their last check in of the day, Marines are authorized to properly hygiene and obtain sleep. At that time, they may remove their uniform.

2005. LOGBOOK ENTRIES

1. The DNCO is required to make appropriate logbook entries regarding the location and check in times of Marines placed on restriction.

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CHAPTER 3

MARINES ASSIGNED EXTRA DUTIES (ED)

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CHAPTER 3

MARINES ASSIGNED EXTRA DUTIES (ED)

3000. GENERAL INFORMATION

1. As punishment, the Commanding Officer may impose a period of time when a Marine is to conduct Extra Duties (ED). The following guidelines are established to maintain proper control of the EPD program.

3001. AUTHORIZED LIST OF EXTRA DUTIES

1. Extra duties are as follows, but not limited to:
  - a. Police call around barracks 720, the courtyard between buildings 720 and 722, as well as, all HQHQRON parking lots.
  - b. Rake all rocks around the barracks, and in front of building 722 (S-1).
  - c. Field day the duty room.
  - d. Clean the windows and windowsills or rooms 101-106.
  - e. Sweep the common areas between the barracks and S-1.
  - f. Clean the windows on the outside of building 722.
  - g. Empty all of the trashcans in the common areas and the catwalks.
  - h. Clean and sweep around the dumpsters.
  - i. Clean the laundry rooms.
  - j. Any duties deemed necessary by the DNCO, Squadron GySgt, or Barracks NCO.
  - k. Scrub and rinse the barracks' bulkheads, and sidewalks, and walkways.

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3002. SUPERVISORY PERSONNEL

1. Either the DNCO or ADNCO will be physically present when EPD is conducted. The DNCO/ADNCO will ensure that assigned tasks are correctly completed within a timely manner.

3003. AUTHORIZED UNIFORMS FOR INDIVIDUALS ASSIGNED EXTRA DUTIES

1. Marines assigned extra duties will remain in a full uniform of the day. DNCO/ADNCO may authorize the removal of the blouse if it interferes with the assigned task.

3004. LOGBOOK ENTRIES

1. The DNCO is required to make appropriate logbook entries regarding the check in, tasks assigned, and completion of extra duties.

CHAPTER 4

KEY CONTROL

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CHAPTER 4

KEY CONTROL

4000. KEY CONTROL AND DUPLICATION

1. The BEQ manager will make initial room key issues to all BEQ personnel.
2. In the event a room key is lost or stolen, replacements can be provided upon completion of the following:
  - a. Complete a key replacement request. (See enclosure (2))
  - b. Complete a counseling sheet by an officer not in the individual's chain of command.
  - c. Purchase a money order in the amount of \$10.00.
  - d. Deliver the completed key replacement request, counseling sheet, and \$10.00 money order to Marine Corps Property, building 324.
3. If three keys to the same lock have been lost, the lock setting will be changed using the same procedures as mentioned above. Individuals may be subject to disciplinary and or administrative actions for the negligent loss of BEQ room key(s).
4. In the event of an inadvertent lockout, the individual will contact the DNCO, who will verify identification prior to accompanying the individual to the room for the purpose of unlocking the door. After doing so, the DNCO will make appropriate logbook entries of such actions.
5. If an emergency arises that would require the DNCO/ADNCO to enter a room when the occupants are not present, the DNCO/ADNCO will contact the OOD, Barracks Manager, and/or Deck NCO in advance prior to entering. A logbook entry is required and will contain the rank and name of the individuals entering the room with an explanation for why the room was entered, as well as that the OOD was notified.

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6. In the event of a lost key the DNCO/ADNCO will immediately make a logbook entry and the Barracks Manager will fill out the inventory worksheet. The logbook entry will contain the following:

- a. Name
- b. Rank
- c. Last four of SSN
- d. Time
- e. Place lost key
- f. Room number

7. The BEQ Manager will be notified of the lost key as soon as he reports to work.

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CHAPTER 5

USAGE AND ACCOUNTABILITY OF RECREATIONAL EQUIPMENT

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CHAPTER 5

RECREATIONAL EQUIPMENT

5000. USAGE AND ACCOUNTABILITY OF RECREATIONAL EQUIPMENT

1. Within the barracks there are (2) pool tables, (2) 52" screen televisions, and (1) foosball table. These recreational items are for personal use within the BEQ. Recreational items will be cared for and maintained during morning clean up, as well as, field day.

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CHAPTER 6

MORNING CLEAN UP, POLICE CALL, AND FIELD DAY

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CHAPTER 6

MORNING CLEAN UP, POLICE CALL, AND FIELD DAY

6000. MORNING CLEAN UP

1. Morning clean up of the barracks and associated adjacent areas, to include parking lots, will be conducted every morning without exception.
2. The DNCO is held responsible for ensuring that morning clean up is conducted every morning, to include weekends and holidays.
  - a. Monday through Friday, morning clean up will be conducted and completed by 0730.
3. Section Staff NCOIC will assign individual Marines to morning clean up. Each section is noted on the DNCO/ADNCO roster.

6001. POLICE CALL

1. Police call is a continuous event in the barracks. Anytime any debris is found in or around areas of responsibility, to include emptying trashcans, those items will be picked up immediately, without hesitation.
2. Marines assigned to restriction may be utilized for police call. However, restricted Marines will be continually supervised by either the DNCO or ADNCO.

6002. FIELD DAY

1. Every Wednesday of each month at 1730, the Barracks Manager will hold a field day formation. The DNCO will make a logbook entry of the formation.
2. The Platoon Sgt's will account for the Marines in their assigned sections. He/She will then assign common area tasks accordingly.
3. Prior to the completion of field day, the Barracks Sergeants will physically inspect each area.

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CHAPTER 7

VISITORS AND GUESTS WITHIN THE BEQ

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CHAPTER 7

VISITORS AND GUESTS WITHIN THE BEQ

7000. VISITORS AND GUESTS WITHIN THE BEQ

1. A "visitor" is anyone not assigned to quarters within the BEQ, other than personnel required to be there for official duties. Visitors entering the BEQ to conduct business (excluding food delivery) will conduct all business in the BEQ duty room.
2. A "guest" is a visitor that is present in the BEQ at the invitation of a resident. Guests may be either Military or Civilian, either male or female and must be 18 years of age or older. All guests must have a picture identification card present and on their person at all times. Guests will be logged in/out with the DNCO, regardless of the amount of time spent in the barracks. There are no exceptions.
3. No children will be allowed in the BEQ without their legal guardian. No child day-care is authorized within the BEQ.
4. Guests are permitted in the BEQ between the hours of 0800 to 0001 Friday and Saturdays. Sunday through Thursday 0800 to 2200. All guests must depart the BEQ by the appropriate time for that day.
5. When guests/visitors of the opposite sex are in a Marines room the door or window curtains must be open at all times.
6. Overnight guests/visitors are strictly prohibited. Individuals not assigned to a room and not accompanied by a resident, or not in the performance of official business will be reported to the DNCO/ADNCO and asked to leave immediately.
7. Guests may not use laundry facilities. Guests may use other facilities as long as their use does not interfere with use by residents. Residents always have priority.
8. Maintenance and contractor personnel requiring access to rooms to perform their duties will be escorted by either the BEQ Manager or DNCO/ADNCO.

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9. All visitors/guests will check in and out with the DNCO/ADNCO and will be logged in and out of the "visitor's log". This includes official visitors such as the OOD, CO, or SgtMaj.

10. No pets or animals are allowed in the BEQ, or BEQ areas. In the event animals are seen in these areas notify PMO for animal removal. Do not attempt to catch a wild or stray animal or reptile.

Chapter 8

DANGEROUS/ILLEGAL SUBSTANCES

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Chapter 8

DANGEROUS/ILLEGAL SUBSTANCES

8000. GENERAL INFORMATION

1. Illegal possession, use or distribution of controlled substances/dangerous substances will not be tolerated within the BEQ. Such violation will be immediately reported to the OOD for appropriate action.

8001. ALCOHOL

1. Consumption of alcohol in the BEQ and courtyard area is a privilege. The following criteria apply:

a. No one under the age of twenty-one may consume or have alcoholic beverages in their possession.

(1). Noncommissioned Officers, and Petty Officers may possess a maximum of (2) six packs of beer, or (1) one-liter of unfortified wine, less than 17% alcohol per person.

(2). Marines and Sailors who are not NCOs or Petty Officers may possess a maximum of (1) six-pack of beer, or (1) one-liter bottle of unfortified wine, less than 17% alcohol.

(3). Possession and or consumption of distilled spirits or hard liquors are prohibited in all BEQ areas.

2. Consumption of alcohol is not permitted on ladder wells, in laundry rooms, or walkways.

8002. SMOKING

1. No smoking is authorized within the BEQ, to include all rooms, catwalks and, ladder wells. Individuals may only smoke in the designated paved courtyard between buildings 720 and 722.

8003. WEAPONS AND FIRE ARMS

1. Weapons, firearms, and ammunitions are not allowed in the barracks or barracks area.

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2. A weapon as defined by reference (b) is anything readily capable of lethal use and possessed under circumstances not appropriate for lawful uses, (i.e., knives with blades greater than three inches, any knives mechanically operated (butterfly type), bows and arrows, dart guns and sling shots). Firearms are defined as any hand-held weapon firing a projectile or number of shots of such force sufficient to endanger life or property, (i.e., hand guns, sporting rifles, shotguns, CO2 and compressed air type weapons, to include BB guns, sport paint pellet guns and blow guns). Any types of live ammunition or explosives are prohibited. In the event that any articles of this nature are discovered contact PMO. A detailed log book entry of any violation of reference (b) will be made and the OOD will be notified of the individuals involved.

#### 8004. Hazardous Waste Management

1. Maintenance and illegal disposal of used petroleum, oil and lubricants (POL's) and lubrication of all privately owned vehicles is prohibited in all government owned/leased property to include the BEQ's parking lot areas. This type of maintenance is restricted and or the Auto Hobby Shop, Building 564. Occupants will not work on any vehicles in the parking lots of Barracks 722 at any time.
2. Fluorescent light bulbs that are burned out will be reported to the Barracks Manager for replacement. These lights will not be removed by the occupants without prior approval of the Barracks Manager or of the Squadron Hazardous Waste Coordinator. At no time will these lights be thrown into the trash.
3. In the event that any drums/containers are found within the confines of the BEQ or its parking lot containing oils, solvents or any unknown fluids the following procedures will be strictly adhered to by the DNCO/ADNCO:
  - a. Mark the container as do not touch or move and contact Station Environmental at 269-2936 the first available working day. Under no circumstances will the DNCO/ADCO move the container
  - b. Make an appropriate logbook entry of the storage of any containers, where they were found, the names of the individual who reported it, and any information that may help in the identification of the substance.

Chapter 9

EMERGENCY SITUATIONS

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Chapter 9

EMERGENCY SITUATIONS

9000. FIRE

1. In the event of a fire, sound the nearest alarm. Follow this up with a telephone call to the Station Fire Department.
2. If safety permits, send a person from room to room giving the alarm and ensuring that all doors and windows are secured, and all electrical switches are placed in the off position as individuals evacuate the endangered area.
3. If possible, use the fire extinguisher located in the duty hut to put out the fire. Do not endanger yourself or others in this effort.
4. Ensure an accountability muster is taken after all personnel are outside the barracks.
5. Direct the Fire Department personnel to the source of the problem as they arrive.
6. Ensure that PMO and the OOD are promptly notified. Appropriate logbook entries should reflect such.

9001. THREATENING PHONE CALLS

1. In the event that you, the DNCO/ADNCO, receive a threatening phone call, complete enclosure (4) as thorough as possible. Report such incidents to the OOD immediately. Ensure appropriate logbook entries are annotated in the DNCO logbook.

EXAMPLE LOGBOOK ENTRIES

15 July 2008

COMMANDING OFFICER	LTCOL FORD
SERGEANT MAJOR	SGTMAJ CURTIS
OOD	SSGT LANGELLA
DNCO	SGT SHUSTER
ADNCO	LCPL DUFFY
0730	I, SGT SHUSTER, HAVE ASSUMED ALL DUTIES AS THE HEADQUARTERS AND HEADQUARTERS SQUADRON DNCO. I HAVE READ AND UNDERSTAND ALL ORDERS AND DIRECTIVES PERTAINING TO THIS POST. I HAVE IN MY POSSESSION (1) DNCO LOGBOOK, (1) VISITOR LOGBOOK, (1) DUTY BINDER, (1) SET OF KEYS, AND (2) DUTY BELTS.
0800	RESTRICTED MARINE CHECKS IN AND IS SENT TO THE OOD AT BLDG 980.
0830	DNCO TOURS AREA. TWO MARINES IN SMOKE PIT ONE IN TV LOUNGE.
0900	SQDN GYSGT ON DECK. SQDN GYSGT TELLS THE ADNCO TO CLEAN THE LAUNDRY ROOM AND POLICE CALL BY THE DUMPSTER.
0930	SQDN GYSGT OFF DECK.
1000	SQDN SGTMAJ, SGTMAJ CURTIS CALLS TO INFORM DNCO THAT SQDN HEADQUARTERS BUILDING WAS LEFT UNSECURED OVERNIGHT. DNCO IN ROUTE TO BLDG 722.
1010	DNCO PROPERLY SECURED BLDG 722. ALL SECURE AT THIS TIME.
1200	DNCO TOURS AREA. TWO MARINES SPEAKING IN FRONT OF PULL-UP BARS.
1300	DNCO ESCORTS RESTRICTED MARINES TO THE MESS HALL. ADNCO POSTED.
1330	DNCO RETURNS FROM CHOW. FOOD WAS SATISFACTORY QUANTITY AND QUALITY.
1500	DNCO TOURS AREA. SIX MARINES IN REAR PARKING LOT.
1600	DNCO ESCORTS RESTRICTED MARINES TO THE MESS HALL. ADNCO POSTED.
1630	DNCO RETURNS FROM THE MESS HALL.
1800	EPD MARINES CHECK AND ARE ASSIGNED TO CLEAN ALL COMMON AREAS.
2000	EPD MARINES COMPLETED EPD DUTIES FOR THE DAY.
2200	RESTRICTED MARINES CHECK IN FOR THE LAST TIME OF THE DAY. ID CARDS OF RESTRICTED MARINES HAVE BEEN COLLECTED.
0500	ID CARDS OF RESTRICTED MARINES HAVE BEEN ISSUED TO SNM'S.
0600	LCPL GARCIA REPORTS THAT MORNING CLEAN UP FOR S-1 HAS BEEN COMPLETED. DNCO INSPECTS MORNING CLEAN UP.
0730	I HAVE SGT HICKMAN HAVE BEEN PROPERLY RELIEVED BY SGT HARDCORPS.
	-LAST ENTRY-
	RESPECTFULLY SUBMITTED,
	SIGNATURE
	R. W. SHUSTER
	SGT USMC



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 HEADQUARTERS AND HEADQUARTERS SQUADRON  
 MARINE CORPS AIR STATION  
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 YUMA, ARIZONA 85369-9180

IN REPLY REFER TO  
 4400  
 SILD

From: \_\_\_\_\_  
 Last, First, M.I./SSN/Unit/Bks/Rm #  
 To: Commanding Officer, MCAS Yuma  
 Via: (1) OIC/Department Head  
 (2) Property Control Officer  
 Subj: REPORT OF MISSING, LOST, STOLEN, DAMAGED GOVERNMENT PROPERTY  
 Ref: (a) MCO P4400.15E  
 (b) UM 4400-124  
 (c) UM 4400.15

1. In compliance with the provisions of references (a) and (b), (72 HOURS TO COMPLETE the following item(s) of Government Property on charge to me are reported as:

( ) MISSING                      ( ) LOST                      ( ) STOLEN                      ( ) DAMAGED

QTY NSN                      NOMENCLATURE/BARCODE/SERNO                      U/P    T/P

STATEMENT OF FACTS: (to include date, location and brief explanation of circumstances)

Section 1.01 BOMB THREATS OR OTHER THREATENING CALLS  
EXACT WORDING OF THREAT

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_

Length of Call: \_\_\_\_\_ Phone Number called: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Report call immediately to ext. 2205

Section 1.02 CALLER'S VOICE

_____ Calm	_____ Crying	_____ Deep
_____ (a) Angry	_____ Normal	_____ Raged
_____ Excited	_____ Distinct	_____ Clearing
_____ Slow	_____ Slurred	_____ Deep
_____ Rapid	_____ Nasal	_____ Cracking
_____ Soft	_____ Stutter	_____ Disguised
_____ Loud	_____ Lisp	_____ Accent
_____ Laughter	_____ Raspy	_____ Familiar

If voice is familiar, who did it sound like? \_\_\_\_\_

Section 1.03 BACKGROUND SOUNDS

_____ Street	_____ Music	_____ Factory	_____ Local
_____ Crockery	_____ House	_____ Animals	_____ Booth
_____ Voices	_____ Motor	_____ Clear	_____ Long Dist.
_____ (i) PA	_____ Office	_____ Static	_____ Other
_____ System			

Section 1.04 THREAT LANGUAGE

_____ Well Spoken (educated)	_____ Irrational	_____ Taped
_____ Foul	_____ Incoherent	_____ Message Read

Remarks: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_