



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:
StaO 1601.6S
CO
28 Jan 14

STATION ORDER 1601.6S

From: Commanding Officer
To: Distribution List

Subj: STATION COMMAND OFFICER OF THE DAY (OOD)

Ref: (a) U.S. Regulations, Articles 0701 and 0703
(b) MCM par 1007
(c) MCO P3040.4E
(d) MCO 3504.2

Encl: (1) MCAS Yuma Commander's Critical Information Requirements (CCIR)
(2) Special Instructions for the Command Duty Officer
(3) Information Regarding Service Members Detained in Mexico
(4) MCAS Yuma Flash Report Procedures
(5) Station Department Head Contact Reference
(6) Use of Force Brief

1. Situation. To publish instructions for the Marine Corps Air Station (MCAS) Command Officer of the Day (OOD) in accordance with the references. This revision contains a substantial number of changes and should be reviewed in its entirety.

a. Reference (a) authorizes the Commanding Officer (CO) to detail an officer as the OOD. Per reference (b), the OOD is the direct representative of the Station CO while in the performance of their duties except as limited by law, regulation, or instructions. Reference (c) provides instruction for Marine Corps Casualty Procedures. Reference (d) lists all required reportable events for OPREP-3 Serious Incidents Reports. As such, the OOD will exercise full authority in all routine matters concerning MCAS Yuma, Arizona.

b. The duties of the OOD are designed to provide instructions to support the CO during non-working hours. Any matter that arises which requires action during normal working hours will be referred to the appropriate station department or tenant command.

c. The position of the Assistant Officer of the Day (AOOD) is to assist the OOD in the performance of duties.

d. The enclosures are included to aid the OOD and AOOD in the performance of their duties.

2. Cancellation. StaO 1601.6R.

3. Mission. To promulgate instructions for officers assigned as the OOD, SNCO's assigned as AOOD, and the responsibilities of MCAS Yuma Staff Departments to the Station Commanding Officer primarily during non-working hours.

4. Execution. The post is comprised of the OOD and AOOD. The normal place of duty is station headquarters, building 980.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose. To provide command presence and situational awareness both aboard MCAS Yuma, as well as off-station involving personnel assigned to MCAS Yuma.

(b) Method. Develop systems, processes and procedures to monitor operations aboard the station and share continuous situational awareness through open lines of communication with the Station CO, Station Staff Departments, Tenant Commands, Transient Commands, and Federal, State, County and City Agencies as required.

(2) Concept of Operations. The OOD shall maintain continuous situational awareness and share timely information with the CO, per enclosure (1) as well as other affected commanders and organizations aboard MCAS Yuma. The guiding principle for all station command duty personnel is to promptly manage any significant matter arising that requires action by the station commander or staff, and to notify command duty personnel from higher, tenant and transient commands.

b. Subordinate Element Missions

(1) H&HS and All MCAS Yuma Departments

(a) Ensure timely notification to the OOD when applicable law enforcement, emergency services, and Commander's Critical Information Requirements (CCIRs) are met.

(b) H&HS Adjutant will ensure the OOD is notified by 0900 each Friday of any H&HS personnel confined, either in the brig or in hands of civilian authorities.

(c) Department Heads are required to ensure your departments maintain an updated key and essential personnel recall roster with the OOD.

(2) S-1 Department

(a) Publish Station Bulletin 1601 for OOD/AOOD assignments by the 25th of each month for the following month.

(b) Ensure H&HS and all staff sections update key and essential personnel recall roster information no later than the last Wednesday of each month.

(c) Ensure OOD duty binder is properly maintained and current.

(d) Perform duties as the Station Senior Duty Officer (SDO), to include, but not limited to, conduct proper Post and Relief, provide vehicle, supplies, and any additional necessities in the performance of their duties.

(3) Operations Department

(a) Notify the OOD on any situations limiting or preventing air field and/or range operations.

(b) Notify the OOD daily with any significant weekly highlights and any associated unit training issues.

(c) Notify the OOD on any General Officer or SES arrival or departure.

(4) Mission Assurance Department

(a) Furnish the OOD necessary information concerning Force Protection conditions.

(b) Provide training and certification as required for the OOD to ensure they understand their responsibilities during emergency situations.

(c) Provide training for the OOD on the MCAS Yuma Emergency Operations Center (EOC) SharePoint intranet web site.

(5) Installation and Logistics Department. Advise the OOD of any significant events disrupting facilities operations aboard MCAS Yuma, and anticipated facilities related matters that may occur during the duty period.

(6) Public Affairs Office (PAO). Advise the OOD of any significant media events occurring or that may occur during the duty period.

(7) CO's Secretary. Advise the OOD of any significant VIP/distinguished visitor arrivals and/or departures that may occur during the duty period.

(8) Station Chaplain. Publish the Duty Chaplain roster and provide it to the Station Adjutant.

(9) Tenant and Transient Commanders. Request your command provides timely notification to the OOD when applicable CCIRs within enclosure (1) are met.

(10) Branch Medical and Dental Clinic. Publish the Duty Medical and Dental contact phone numbers including emergency contact information as required and provide them to the Station Adjutant.

(11) S-6. Provide immediate resolution for complications with computer, sound system or any electronic issues that occur.

c. Coordinating Instructions

(1) Duty Assignment

(a) OOD. All officers assigned to H&HS and MCAS Yuma are eligible for assignment as OOD. Exemptions may be granted by CO, H&HS as mission may demand.

(b) AOOD. All E-5 to E-8 personnel assigned to H&HS and MCAS Yuma are eligible for assignment as the AOOD.

(c) Duty Rosters. Station Bulletin 1601 is published by the 25th of each month by the Station Adjutant.

(2) Duty Assignment Changes

(a) Each duty section is responsible to notify Station S-1 for roster changes.

(b) Individuals who will not be available on the day of their assigned duty are required to work with their respective OIC and/or SNCOIC to find a replacement.

(3) Posting and Relief of OOD and AOOD

(a) The Station Officer of the Day will execute a formal posting and relief at 0800 on working days with the Station Executive Officer. All weekend and holiday OOD's will conduct post and relief with the Station XO at 0800 on the last working day prior to the weekend or holiday they are assigned duty. An informal PR will be conducted between duty officers at 0800 on Saturdays, Sundays, and holidays.

(b) On working days, the on-coming and off-going OOD will meet at bldg 980 at 0730 and proceed to the H&HS armory, bldg 480, to conduct a weapon turnover. The off-going OOD will clear and turn the weapon into the armory for inspection. The off-going and on-coming OOD will conduct an ammo count. The armory will then issue the weapon to the on-coming OOD.

(c) On working days, the on-coming and off-going AOOD will meet at bldg 980 at 0715. Both AOOD's will then proceed to the H&HS armory, bldg 480, to conduct a weapon turnover. The off-going AOOD will clear turn the weapon into the armory for inspection. The off-going and on-coming AOOD will conduct an ammo count. The armory will then issue the weapon to the on-coming AOOD.

(4) Posting of Supernumerary. The supernumerary will only be posted in the event of an emergency (i.e. hospitalization, SIQ, etc.) or operational contingency affecting the assigned duty. The supernumerary will remain within three hour driving distance during their seven day period of recall or will notify the OOD by phone as necessary when circumstances arise. The supernumerary will also maintain an immediate readiness to assume the OOD at all times during the 7 day period.

(5) Uniform. The assigned uniform will be the appropriate seasonal Service Uniform with cover for Marines and equivalent uniform for Navy personnel.

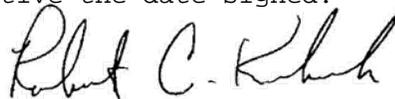
(6) OOD's and AOOD's will coordinate with their respective duty sections for further directions for their working hours the following day after duty. For safety concern, it is generally recommended that duty standers are not to work more than a 1/2 day following their duty.

5. Administration and Logistics. Directives issued by MCAS Yuma are published and distributed electronically. Electronic versions of Station directives can be found at:
<https://intranet.mciwest.usmc.mil/yuma/Station%20Orders/Forms/AllItems.aspx>.

6. Command and Signal

a. Command. This order is applicable to all commands, organizations, units and activities located aboard MCAS Yuma.

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


ROBERT C. KUCKUK

MCAS Yuma Commander's Critical Information Requirements

If any of the following events occur ensure that the Commanding Officer or Executive Officer, MCAS Yuma is notified immediately (* denotes items require notification regardless of time of day or night).

1. *Any significant matter which, in your judgment, requires immediate action by the Commanding Officer.
2. * Events that will generate significant media interest in MCAS Yuma or the United States Marine Corps.
3. * A mishap occurring on the Station, any range, or off-base that involves a military aircraft or that has resulted in death or serious injury. This includes discovery of deceased remains on the ranges.
4. * Use of deadly force aboard MCAS Yuma, a range, or by any military personnel off-base
5. * Elevation of the Force Protection condition by higher headquarters
6. * Any degradation of critical infrastructure or disruption of the airfield resulting in significant impact to the air station e.g. power substation, radar, fuel farm, etc.
7. * Environmental mishaps or any serious HAZMAT incident.
8. * Penetration of MCAS Yuma by unauthorized, armed personnel.
9. * A request by a General Officer or Flag Officer to speak to the Commanding Officer.
10. Any Operational Security violation revealing valuable friendly information.
11. Successful virtual attack or physical intrusion in the MCAS Yuma C4I systems to include NMCI, SIPR, DMS, and voice that may isolate, impede, or compromise MCAS Yuma operations.
12. *Any incident/accident occurring on MCAS Yuma resulting in the death or serious injury of any person, to include hazing, sexual assault and suicide or suicide attempt. All workplace accidents will be reported to the CO within 2 hours by the department head.
13. Any group demonstrations directed against MCAS Yuma.
14. Potential environmental protection violations on the Station or ranges.
15. Marine in the hands of civilian authorities or commission of a serious crime by a Yuma Marine, sailor, or civilian employee.
16. Any actions by an MCAS Yuma Marine, sailor, or employee that may adversely affect civilian's off-base or impact the local community.
17. Unscheduled VIPs (07/SES and above) traveling to or through MCAS Yuma.
18. MCAS Yuma staff is not going to meet a higher headquarters timeline.

SPECIAL INSTRUCTIONS FOR COMMAND DUTY PERSONNEL

1. General. As a representative of the CO, the OOD is responsible for ensuring that all routine matters falling within the cognizance of the CO are handled in a prompt and efficient manner after normal working hours. All duty personnel will maintain a proper dignified military atmosphere during their assigned tours. OODs will provide coordination, guidance and assistance to tenant command duty personnel, effectively communicate with station leadership and staff sections, and provide supervision on non-routine matters. While performing duties as OOD, the OOD will wear the Officer of the Day (OOD) armband. This post is a sleeping post and a cot is provided in the legal office area by the heads for short periods of rest and sleep, however all **OODs** are required to be awake from **0100-0500** during their tour.

2. Facilities Inspections

a. Once per day, the OOD is required to enter and tour the dining facility, ordnance compound, and H&HS barracks and inspect other station facilities if able. Ensure proper security of all installation facilities during the inspection. Report any issues observed via logbook entry and turnover debrief.

b. The vault located in building 980 will be checked for security twice during each tour and the container checklist initialed by the OOD and annotated in the duty log.

c. A brig visit will be conducted each Friday if H&HS personnel are confined, either in the brig or in hands of civilian authorities. The OOD will contact H&HS Adjutant each Friday by 0900 for this information.

d. A monthly armory inventory will be conducted in conjunction with station armory personnel. The inspecting OOD will be identified on the monthly duty roster.

e. During weekends and holidays, the OOD will be present at the Enlisted Club at least twice during their tour to include the period of 15 minutes prior to closing until closed or all patrons have left the area. The OOD will not initiate contact with patrons, but will assist club staff with issues involving H&HS assigned personnel. The OOD will ensure that logbook entries are made in all circumstances.

3. Communications. The OOD will retain the ability to be reached by the duty phone or cell phone anytime, or to respond by phone within fifteen minutes. When the seriousness of the situation requires, the OOD will respond in person. PMO notifications concerning personnel assigned to tenant commands must be passed to duty personnel assigned to those commands.

a. Visitors/Telephone Calls for the CO. In order to ensure the CO and the Executive Officer (XO) receive only bona fide personal calls and visitors the OOD/AOOD will adhere to the following procedures:

(1) Visitors. During working hours, the OOD/AOOD will direct the visitor to the CO's Secretary. After working hours, the OOD/AOOD will directly inquire with the CO/XO before forwarding the visitor to the command suite. It is the responsibility of the OOD/AOOD to screen those persons who may not have a valid reason for being in and around the headquarters building. This requires judgment, tact and attentiveness on the

part of the OOD/AOOD. All persons who do not appear to have a valid reason for seeing the CO will be referred to the Station Sergeant Major (SgtMaj).

(2) Distinguished Visitors (DV). Occasionally, a DV will arrive unannounced. Should the OOD be notified that a General or Flag Officer is to arrive on station; the OOD will attempt to determine if a tenant unit is sponsoring the officer. If unsuccessful, contact the Station Adjutant or XO. If no one from the station is available for greeting the DV, or when directed by the Station Adjutant, XO or CO, proceed to the flight line at least fifteen minutes prior to the scheduled arrival time in order to welcome the DV to MCAS Yuma. The OOD is the CO's representative and is responsible for ensuring that all transportation, billeting and other requirements are met.

(3) Calls. Occasionally during the course of the day and after working hours, the CO's and XO's phones will be forwarded to duty personnel. It is the responsibility of the OOD/AOOD to screen calls to ensure that the call is either official or a personal call the CO/XO wishes to take. If the CO/XO is on deck, knock on their hatch and ask them if they wish to take the call. Ask them for their number and forward the call. To forward a call, press "Conf 3" on the phone, then dial in the number, press "Conf 3" again, and hang up when the person picks up the phone.

4. Duty Log. The OOD will maintain a chronological record of the events occurring during the tour of duty.

a. All logbook entries will be legible and complete, to include:

(1) Name, rank, last four of social security number and unit of all personnel concerned. Do not include names of individuals involved in domestic violence or sexual assault type cases. In these cases, the COD will only log the individual's rank and unit.

(2) Name, rank and unit of all personnel notified of specific incidents and who notified the OOD/AOOD.

(3) Date, time and location of incidents as well as the date and time OOD/AOOD was notified.

(4) Entries should answer the questions: who, what, when, where, why and how. If it is worth noting on a piece of paper to pass on, then it is worth putting in the logbook.

5. Customs and Courtesies. The OOD will supervise morning and evening colors and operate the audio equipment. Ensure the duty clock is set to the correct current time. The United States Naval Observatory can provide a time hack by calling DSN 762-1401 or via their website: <http://www.usno.navy.mil/USNO/time/master-clock>.

a. The OOD will ensure the General/Flag Officer flags are properly displayed on the short flagpole in front of building 980 upon arrival of such officers and removed upon their departure. The points of contact for protocol matters are the Station SgtMaj or Adjutant.

b. Automobile plates for General/Flag Officers are stored in the closet in the OOD area/quarterdeck, and are to be placed on any vehicles utilized for transport of these officers.

c. The OOD will ensure the church pennant is properly displayed on the short flagpole at 0900 each Sunday and removed at 1200. In the event that a General/Flag Officer flag is being displayed, the church pennant will not be displayed.

6. Personnel Check-in. All personnel are required to check-in in the Service Alpha uniform. Personnel that arrive after 1630 on weekdays, Saturdays, Sundays, and holidays for duty with MCAS Yuma and all tenant commands will have their orders endorsed by the OOD utilizing the "Memorandum Endorsement Stamp" located in the duty desk. The OOD will complete the required information indicated on the stamp which will direct the Marine or Sailor to further report to the Installation Personnel Administration Center (IPAC), building number 507. Tenant unit Sergeants and below will be turned over to their inbound unit duty personnel for billeting. The OOD will direct the H&HS DNCO to assign a temporary room and linen to Station/H&HS assigned personnel in the appropriate barracks. Staff NCOs and Officers will normally report to Central Billeting in building 1058 (there is a charge for these rooms). E-6 and below personnel who will reside in single government quarters are authorized to use their PCS/PCA orders to subsist in the dining facility until check in at the IPAC. Personnel reporting in after hours on TAD Orders for WTI will be referred to MAWTS-1 duty personnel. Make the following entry in the logbook for all personnel reporting in: (time reported aboard, grade, first name, middle initial, last name, last four of social security number/MOS), "reported in for duty at MCAS Yuma with" (name of unit assigned).

7. AOOD Responsibilities

a. Posting and Relief. On working days, the AOOD will be posted and relieved at 0730, normally by the OOD. On weekends and holidays the AOOD will be posted and relieved at 0800 by the OOD. The AOOD will remain in building 980 or the area of responsibility until relieved by the OOD, Station SgtMaj or Adjutant. The AOOD may be absent from Building 980 only to take meals as directed by the Station Adjutant or the OOD or at such other times as may be directed by the OOD.

b. Phone Watch. The OOD will direct the AOOD to take incoming calls and contact the OOD in case of emergency calls. The OOD will ensure that the AOOD accomplishes all missions assigned by this order or by other station personnel, such as the Station Adjutant and the Station SgtMaj.

c. Additional Duties

(1) Police the area surrounding building 980 and sweep the walkways including the CO/XO's walkways outside their offices if needed.

(2) Polish the bell adjacent to the flagpole.

(3) Maintain the duty vehicle in a high state of police. The vehicle will be washed and fueled every Thursday.

8. Notifications and Incident Reporting

a. The OOD will be thoroughly familiar with the whereabouts of the Station CO/XO/SgtMaj and H&HS CO/XO/SgtMaj in order to provide notification to them regarding CCIR occurrence or other significant matters. The OOD will attempt to contact staff duty personnel or staff department heads utilizing enclosure (5) before attempting notification of any other personnel within a

station department. H&HS leadership should be contacted first for all events involving H&HS assigned Marines or Sailors.

b. The Marine Corps has, on occasion, suffered considerable embarrassment and loss of prestige through carelessness, indifference or lax handling of administrative details incident to casualty and/or serious incident reporting (SIR). Upon receipt of information regarding any casualty or serious incident, the OOD will take action by alerting the Station or H&HS Adjutant of the incident. All MCAS Yuma PCR/SIRs will be developed by the Station or H&HS adjutant. All MCAS Yuma FLASH Reports will be developed by the OOD. All reports will be authorized for release by the Station SgtMaj/XO/CO or H&HS SgtMaj/XO/CO if station leadership is not available.

c. FLASH Reports will be compiled by the OOD utilizing the form included in Enclosure (4). An electronic copy resides on the desktop of the OOD computer. All CCIR events will, at a minimum, require generating a FLASH Report. If there is a question as to whether an incident requires a FLASH Report, contact the Station SgtMaj, XO, Adjutant or Safety Officer. Upon notification of a significant incident determine the "who, what, when, where, why and how". If the incident involves personnel from a tenant or transient command, request a copy of their FLASH Report and copy their information directly into your report draft. After approval for release, forward the report via encrypted email to MCI West at the following address: mciflashreport@usmc.mil. Provide a courtesy copy to the Station CO, XO, SgtMaj, Adjutant, Safety Officer, and any other known CO or OIC involved. Confirm the arrival of the FLASH Report at MCI West via phone with the MCI West OOD.

9. Unique Situations. All command duty personnel must recognize that each situation will be unique and timely notification to appropriate units and personnel, while utilizing good judgment and coordination on all emergency and non-routine situations will be keys to success during their tour of duty.

a. The following guidance is provided for some specific circumstances.

(1) Aircraft Mishap. In most aviation mishaps, the OOD will be notified by Station Operations. In the event a call is received from the community reporting a military aircraft mishap, attempt to gather as much information as possible to confirm the incident and at a minimum notify the following individuals/departments:

- Consolidated Dispatch (PMO) by calling 911
- Affected operational tenant or visiting command (if known)
- Station CO/XO and SgtMaj
- Station Operations
- Station Safety/Aviation Safety Officer
- Public Affairs Office (PAO)
- Station Environmental
- Mission Assurance Director

Refer all media queries to the Public Affairs department and continue to provide assistance as directed by station leadership.

b. Ground Mishap. In the event a call is received from the community reporting a serious mishap involving military personnel, attempt to gather as much information as possible to confirm the incident and at a minimum notify the following individuals/departments:

- Consolidated Dispatch (PMO) by calling 911
- Affected operational tenant or visiting command (if known)
- Station CO/XO and SgtMaj
- H&HS CO/XO and SgtMaj (if Station/H&HS personnel involved)
- Public Affairs Office
- Duty Chaplain (if there are fatalities or serious injuries)
- Station Safety

Refer all media queries to the Public Affairs department and continue to provide assistance as directed by station leadership. The OOD will do the following in an absolute minimum of time:

c. Apprehension of active duty personnel. The OOD may be contacted by Provost Marshal's Office (PMO) requesting the OOD take custody of H&HS personnel. The OOD will direct the applicable H&HS section to assign a SNCO or higher to accept personnel turnover from PMO.

d. Domestic Disturbances in Family Housing. Should the OOD receive a telephone call or become aware of a domestic disturbance in family housing, the OOD will call Consolidated Dispatch and request a unit to quell the disturbance and contact duty personnel for the unit of the service member involved in the disturbance.

e. Emergency Management Plans. The MCAS Yuma Emergency Management Plan is unclassified and is designed to meet a variety of contingencies that may arise at MCAS Yuma and the surrounding area. The concept of operations provides the OOD with instructions necessary to activate the Emergency Operations Center, which is located in building 460 and addresses a variety of contingencies ranging from catastrophic to minor in nature.

(1) If the OOD receives information in regards to a contingency, the OOD will immediately notify the Station CO/XO/SgtMaj and Mission Assurance Director.

(2) The OOD will additionally notify the personnel designated in the respective plan. The Crisis Management Team recall roster is located in the OOD binder and should be utilized to notify the designated personnel. In all cases, the OOD will keep an accurate log containing the time, grade, name, and organization of personnel notified.

f. Requests for First Responder Support. All requests to the OOD from State, Yuma County, City of Yuma government agencies or other federal agencies requesting first responder support (MP, Fire Department, EOD, SAR) will be forwarded to Consolidated Dispatch for action. The OOD will contact the Station CO/XO and SgtMaj, Mission Assurance Department, and Public Affairs Office (PAO) for follow-up notification.

g. Handling of Absentees/Deserters. Absentees/deserters from tenant commands will be delivered to the respective command's duty officer for processing. All others shall be referred by the OOD to PMO or the appropriate H&HS section for handling and processing with a notification to the Station and H&HS leadership.

h. Response to request for Process Service. All attempts by Federal, State, or local authorities to arrest or effect service of process on military or civilian personnel aboard the installation will immediately be directed to the Joint Law Center (JLC). Under no circumstances should custody of any military or civilian personnel be surrendered to civilian

control, or any service of process permitted without prior coordination with the JLC Civil Processing Representative. Additionally, under no circumstances will delivery of any military or civilian personnel be denied or service of process refused without prior approval of the Staff Judge Advocate, MCAS Yuma. If the OOD receives a request for the custody of military or civilian personnel after normal working hours, the requesting civilian authority will be informed that he/she must present the warrant to the Civil Processing Representative, at the Yuma Joint Law Center, on the next normal working day and that custody of the individual requested will not be transferred after normal working hours. If the requesting authority needs immediate action, the Staff Judge Advocate will be contacted for direction and guidance.

i. Handling of personnel assigned to Restriction. The H&HS Duty Noncommissioned Officer is responsible for mustering all personnel assigned to restriction. The OOD will periodically tour the H&HS barracks and review the restriction muster sheets to ensure proper procedures are being exercised.

j. Key Control. The OOD is responsible for controlling the keys to building 980 and certain buildings on station after normal working hours. The OOD will ensure that only personnel authorized access to the section/buildings are allowed to enter them on official business. The keys will be in control of the OOD at all times. Prior to assuming the duties, the OOD will conduct an inventory of the key locker to ensure all keys are accounted for. Discrepancies will be noted in the logbook and the Station Adjutant will be notified. If an individual is locked out of an assigned room/building, the OOD will accompany the individual to the room/building for the purpose of unlocking the door. The OOD will maintain custody of the master key at all times. A logbook entry is required regarding name, grade, last four of the SSN, and department of individual concerned.

k. Media Inquiries

(1) Under no circumstances will information be released to representatives of the public news media by any member of the Command Duty Section. Any inquiries received from members of the media will be referred to the PAO for response. The station PAO also handles all media-related matters for tenant commands and visiting units. Members of the media are not authorized access to the air station without an escort from the PAO. Any media "walk-ins" without a PAO escort and/or prior coordination with PAO should be immediately directed off station. Media awaiting PAO escort should be directed to wait in the visitor parking lot adjacent to the main gate, unless previously directed otherwise by PAO.

(2) If the OOD receives a call from a person claiming to be a member of the PAO staff and requesting information about an incident, the OOD will obtain the caller's name, grade and phone number and check the PAO current roster in the duty binder. Only upon verification that the identification of the caller is a member of the PAO staff will the OOD discuss an incident, keeping in mind need to know and sensitivity of the subject matter over unclassified communication lines.

l. Noise Complaints. All calls concerning excessive noise and/or low altitude aircraft will be referred to the Community Plans & Liaison (CP&L) Noise Complaint hotline (269-2325) for follow-up the next working day. Should the caller refuse to call the hotline, the OOD will gather as much information as possible on the complaint to include time of the incident and

the type and number of aircraft and forward to the CP&L office for follow-up. If the caller indicates that the news media will be contacted as a result of the incident, contact PAO.

m. Red Cross Notifications. The Station OOD will occasionally be called for Red Cross matters for all personnel regardless of parent unit. If the notification involves personnel assigned to units other than H&HS, contact the appropriate unit's duty personnel. The OOD will not contact the service member directly, but will notify H&HS leadership. Follow the instructions within each Red Cross message exactly and report back to Red Cross personnel when notification has been made. Expeditious handling of all Red Cross matters is paramount and each case should be handled accordingly regardless of circumstances.

n. Suicide Threats/Ideations.

(1) If the OOD receives a call regarding a suicide threat or ideation, assume it is real and keep the individual on the line. Attempt to gather as much information as possible to confirm the incident and at a minimum notify the following individuals/departments:

- Consolidated Dispatch (PMO) by calling 911
- Duty Chaplain
- Affected operational tenant or visiting command (if known)
- Station/H&HS CO/XO and SgtMaj
- PAO (if off-base or high-profile and media attention develops or is expected)

(2) The OOD must have any suicide watch authorized by the Marine's CO, XO or SgtMaj, if practical. This does not preclude the OOD from putting a Marine on suicide watch and then asking for permission. A person who may be suicidal should never be left alone, for any length of time.

o. Temporary Lodging Facility use. There is a room available at the Temporary Lodging Facility (Dos Rios Inn, 269-2262) that can be used on an emergency basis. The room can be occupied (space available basis) at the direction of the OOD. If a Marine needs emergency lodging for the evening, find lodging aboard the base regardless of rank. If SNCO/Officer quarters need to be used and the Temporary Lodging Facility is not available, contact the billeting office at Consolidated Billeting at 269-3578. If the OOD receives a request from the Temporary Lodging Facility for assistance in directing personnel to vacate the Temporary Lodging Facility for cause, notify the Military Police.

p. Threats to the Installation. Threats are never to be taken lightly. It is incumbent upon the OOD to remain calm, attempt to keep the caller on the telephone and gather as much information as possible. At a minimum notify the following individuals/departments:

- Consolidated Dispatch by calling 911 and pass the information received. Consolidated dispatch will contact the appropriate first-responder (MP, Fire, EOD, etc.)
- Station Mission Assurance Department
- Station CO/XO and SgtMaj
- Affected operational tenant or visiting command (if known)
- Public Affairs Office

INFORMATION REGARDING SERVICE MEMBERS DETAINED IN MEXICO

1. When a service member is detained in Mexico, immediate steps must be taken to get the service member out of Mexico as quickly as possible. The following information is provided to assist commanders in affecting the release of command members who are detained in Mexico.

a. Upon notification that a service member is being held by Mexican authorities, immediate action should be taken to ascertain the information listed below. The responsible Yuma command should not immediately dispatch personnel in attempt to affect the release of the service member. It is not advisable to enter Mexico to affect a release unless the terms of such release have been coordinated with the Mexican authorities responsible for the detained service member. Assistance in this regard should immediately be sought from the Navy Region Southwest Border Shore Patrol. Additionally; no unauthorized representations or promises should be made on behalf of the United States Government, or any agency within, regarding the return of the detained service member for any future trials or hearings. If terms of release cannot be obtained by the responsible Yuma command within 24-hours of detention, respective policies regarding possible CCIR reporting to higher should be considered. Help with a Spanish-speaking interpreter can be obtained by calling the Desk Sergeant, PMO at: 269-2055. All efforts should be made to obtain the specific information below to assist the Navy Region Southwest Border Shore Patrol. Throughout this process, Yuma commands are encouraged to seek advice from the Station Staff Judge Advocate.

b. Information Required

- (1) Location in Mexico where the service member is detained
- (2) Name, description and unit of service member
- (3) Date and time of confinement
- (4) Charges pending
- (5) Nature of the incident
- (6) Names of witnesses, who have information about the incident
- (7) U.S. dollar amount of bail or fine set by Mexican Authorities

c. Important Phone Numbers

- (1) Mexican Police Department telephone numbers:
 - San Luis, Mexico PD: 011 526 53 536 4585
 - Mexicali, Mexico PD: 011 526 86 559 8090
 - Algodones, Mexico PD: Refer to Mexicali telephone number
- (2) MCAS, Yuma POC: Staff Judge Advocate, Office Phone: (928) 269-3484, Cell Phone: (928) 941-7669
- (3) Navy Region Southwest Boarder Shore Patrol: Office Phone: (619) 428-2427, Cell Phone: (619) 307-2362, Consulate: (619) 692-2154

MCAS YUMA FLASH REPORT PROCEDURES

1. Situations/Incidents requiring a FLASH Report

a. Any incident resulting in the death or serious injury, including rape, EEO or hazing, of a MCAS Yuma or Tenant Unit active duty military member or dependant residing on or off base.

b. Any incident resulting in the death or serious injury of a visitor to the base (including MCAS Yuma/Tenant Unit dependents who reside off base).

c. Any incident which might arouse negative public interest such as homicides, assaults, attempted or completed suicides, heart attacks, alcohol related incidents, and similar incidents.

d. A ny situation or incident occurring on or off a MCAS YUMA installation that could affect operations on the installation or MCAS Yuma/Tenant personnel residing on or off base, i.e., fires, protests/demonstrations, riots, terrorist attacks, power failures, etc.

e. If there is any question as to whether an incident/injury requires a FLASH Report after reading all of the above criteria, call the Station SgtMaj, XO or the MCAS Yuma Safety Officer.

2. FLASH Report Procedures

a. Upon notification of a significant incident determine:

(1) Who: Names, how many, assigned unit, etc.

(2) What: Brief summary of what happened and last known status including any/all aircraft, vehicles or significant items involved.

(3) Where: Location of incident.

(4) When: Closest estimated time of the incident.

(5) POC: Get a name, rank, unit and contact information so you can make contact if more information is needed.

b. Next, contact the station XO and SgtMaj and pass what you know. Ask:

(1) "Do I need to contact the CO?"

(2) "Do I need to contact the Safety Officer?"

(3) "Do I need to contact (by phone) anyone else (i.e. MCIW, PMO, appropriate squadron/unit etc.)?"

(4) "Who will be the releasing authority for the Flash Report (CO, XO, or Safety Officer)?"

c. Next, as directed, contact MCIW by phone. Depending on the incident, the following is a list of possible POCs:

(1) MCIW CDO: 760-725-5061

(2) Chief of Staff: 760-725-2922

(3) Staff Secretary: 760-725-2922

- (4) Operation Officer: 760-763-6404
- (5) Director of Safety: 760-763-7324
- (6) Ground Safety Manager: 760-763-6410
- (7) Aviation Safety Manager: 760-763-7323

d. Next, electronically draft the Flash Report using the MCIW 5100 Flash Report form located either on the computer desktop profile for the OOD or on the CD in the MCAS Yuma OOD Flash Report Folder.

(1) Do not wait for additional information. Provide what you have at the moment.

(2) Forward the draft Flash Report via encrypted message to the releasing authority for review and approval to send.

(3) Upon approval, email the Flash Report via encrypted message:

(a) TO: MCIWEST Flash Report (*located in the GAL*), if unable to locate, type the address as MCIWESTFLASHREPORT@USMC.MIL.

(b) CC: MCAS Yuma CO, XO, SgtMaj, Adjutant Safety Officer, and any other known CO or OIC involved.

(4) Confirm the Flash Report has arrived at MCI West.

e. Lastly, if updates are provided, contact the releasing authority to determine if an update Flash Report is required. It is imperative that if the situation requires subsequent reporting that you do a "thorough" pass down to the individual relieving you.

STATION DEPARTMENT HEAD CONTACT REFERENCE

Station Commanding Officer	(928)941-3611
Station Executive Officer	(928)941-3606
Station Sergeant Major	(928)941-3612
Provost Marshal	(928)941-3582
Provost Marshal (Secondary)	(928)941-7632
Business Performance Office	(928)941-7667
Comptroller	(928)941-4042
Community Plans and Liaison	(928)941-3593
Community Plans and Liaison (Secondary)	(928)941-3603
Director of Safety and Standardization	(928)750-0220
EKMS	(928)271-0560
Environmental	(928)941-7574
Environmental (Secondary)	(928)941-7618
Equal Opportunity Advisor	(928)257-0386
Fire Department	(928)941-8243
H&HS Commanding Officer	(928)941-4809
H&HS Executive Officer	(928)941-4810
H&HS Sergeant Major	(928)941-3605
H&HS Family Readiness Officer	(928)941-7415
Human Resources Office	(928)941-3573
Installation and Logistics	(928)941-3553
Installation and Logistics (Secondary)	(928)941-1658
Installation and Logistics Chief	(928)271-0221
Installation Personnel Admin Center	(928)941-7500
Joint Strike Fighter	(928)941-9741
Mission Assurance Department	(928)941-3566
Mission Assurance Department (Secondary)	(928)941-3623
Public Affairs	(928)941-7652
Public Affairs (Secondary)	(928)941-7449
Range Management	(928)941-4041
Range Management (Secondary)	(928)941-7606
Station Inspector	(928)271-0286
Station Legal	(928)941-7669
Station Operations	(928)941-3643
Station Operations (Secondary)	(928)941-7527
Station S-1	(928)941-3099
Station S-6	(928)941-3636
Station S-6 (Secondary)	(928)941-7484
Station S-6 Chief	(928)941-3597

MCAS YUMA OOD/AOOD
USE OF FORCE BRIEF

Ref: (a) MCO 5500.6H
(b) CJCSI 3121.01B, ch5

1. Use of Force:

a. Inherent Right of Self-Defense. Service members may exercise individual self-defense in response to a hostile act or demonstrated hostile intent.

b. Deadly Force. **Used only when all lesser means have failed** or cannot reasonably be employed. Deadly force is authorized under the following circumstances:

(1) Inherent Right of Self-Defense. When a service member reasonably believes that a person poses an imminent threat of death or serious bodily harm to DOD forces. Unit self-defense includes the defense of other DOD forces in the vicinity.

(2) Defense of Others. In defense of others in the vicinity, when a person poses an imminent threat of death or serious bodily harm.

(3) Assets Vital to National Security. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of properly designated assets vital to national security.

(4) Inherently Dangerous Property. When deadly force reasonably appears to be necessary to prevent the actual theft or sabotage of inherently dangerous property (i.e., explosives, weapons ammunition, etc.).

(5) National Critical Infrastructure. When deadly force reasonably appears to be necessary to prevent the sabotage of national critical infrastructure. For the purposes of DOD operations, "national critical infrastructure" is defined as President-designated public utilities, or similar critical infrastructure, vital to public health or safety, the damage to which the President determines would create an imminent threat of death or serious bodily harm.

(6) Serious Offenses Against Persons. When deadly force reasonably appears to be necessary to prevent the commission of a serious offense that involves imminent threat of death or serious bodily harm (for example, setting fire to an inhabited dwelling or sniping), including the defense of other persons, where deadly force is directed against the person threatening to commit the offense. Examples include murder, armed robbery, and aggravated assault.

c. Principles of Self-Defense. All necessary means available and all appropriate actions may be used in self-defense. The following guidelines apply:

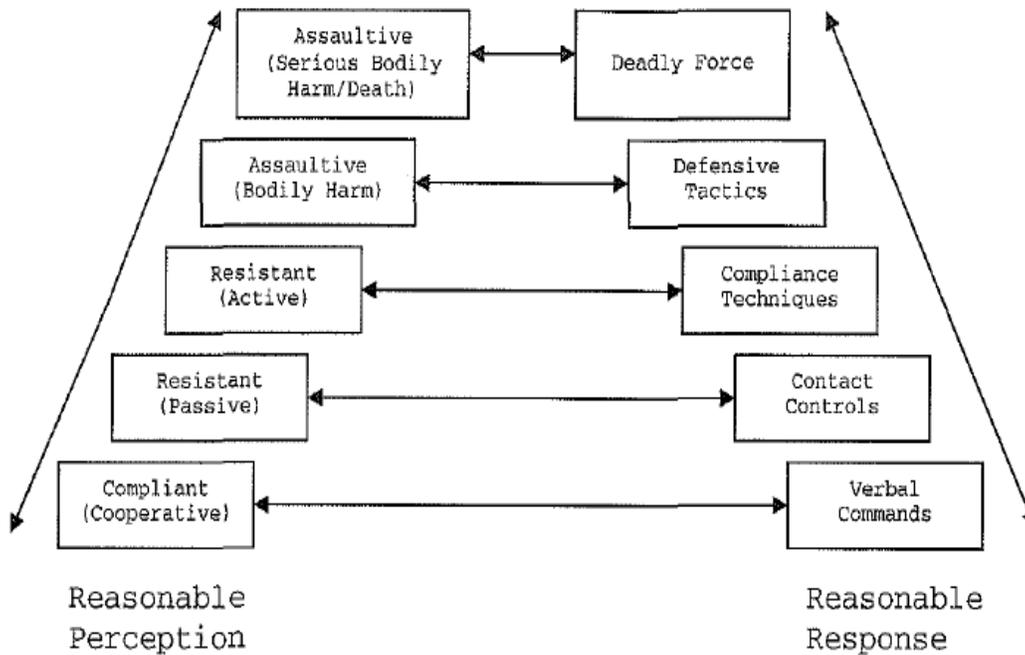
(1) De-escalation. When time and circumstances permit, the forces committing hostile acts or demonstrating hostile intent should be warned and given the opportunity to withdraw or cease threatening actions.

(2) Necessity. Exists when a hostile act occurs or when a force demonstrates hostile intent.

(3) Normally, force is to be used only as a last resort, and the force used should be the minimum necessary.

MCAS YUMA OOD/AOOD
USE OF FORCE BRIEF

Continuum of Force Model



2. Continuum of Force

a. When confronted with a situation where force may be required, the response they select must be appropriate to the perceived threat.

b. The decision to employ a particular level of force must be predicated on a "reasonable perception" of the threat.

c. Recognizing that confrontations are often tense and fast moving, duty officers must nonetheless demonstrate the ability to apply the correct level of force to a given threat at any given time. The existence of this continuum of force does not mean duty officers must comply with each step before proceeding to the next. For instance, if the duty officer is faced with an imminent threat of death or serious bodily harm, the duty officer may respond immediately with deadly force. The figure above illustrates the continuum of force concept.

d. Confrontational situations are seldom static in nature, and that the threat level can quickly escalate or fall several times in direct response to what they do or fail to do.

e. De-Escalation. When time and circumstances permit, the threatening force should be warned and given the opportunity to withdraw or cease threatening actions.

f. Expect to encounter the following types of subjects and use the corresponding level of response when controlling a potentially dangerous situation:

- (1) Compliant (Cooperative)

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(a) Most encounters will fall into this category. The vast majority of people will cooperate with duty officers and will obey instructions given to them.

(b) Simple verbal commands used with firmness, courtesy, and tact will be sufficient to control the situation.

(2) Resistant (Passive)

(a) At this level, duty officers first encounter noncompliance/resistance. Normally, this consists of a simple refusal to obey verbal commands. There is no apparent immediate danger of physical harm to the subject or law enforcement and security personnel. Immediate application of physical force at this stage of the continuum may not yet be necessary; the appropriate response is to employ contact controls.

(b) Contact control techniques are those short of physical force which psychologically intimidate the subject and manipulate him/her into a position of disadvantage in order to eliminate the resistant behavior and establish or reestablish cooperation.

(3) Resistant (Active)

(a) At this level, duty officers encounter physical resistance on the part of the subject. Resistance at this level is normally manifested in acts such as continued refusal to comply with directions, pulling away, fighting words or threatening behavior, shouting, struggling, locking oneself in a car, or fleeing from the area. The subject remains openly defiant of commands, and is not actively attacking but is physically resisting. When verbalization and contact controls prove ineffective, compliance techniques may be necessary.

(b) Compliance techniques include those approved tactics designed to physically force the subject to comply.

(4) Assaultive (Bodily Harm)

(a) Although the subject does not present a weapon, duty officers are in imminent danger of bodily injury. The subject's behavior is characterized by combative and aggressive actions in which the subject physically attacks duty officers to prevent apprehension, facilitate escape, or cause injury. This kind of assault is normally manifested in such acts as striking, kicking, wrestling, and biting. The appropriate response is to employ defensive tactics to neutralize the threat, before you are physically attacked/assaulted. Any physical confrontation in which no weapon is involved, but where duty officers genuinely fear imminent death or serious bodily injury, deadly force is authorized.

(b) Defensive tactics are those authorized techniques duty officers use to defeat an assailant's attack, reestablish total control over the subject, and maintain control once compliance is achieved. Examples of defensive tactics include such techniques as emptyhand blocks/strikes and enhanced pain compliance procedures.

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(5) Assaultive (Serious Bodily Harm)/Death

At this level, the attacking subject will either kill or seriously injure someone if not stopped immediately and brought under control. Any attack involving a firearm or a close quarters engagement where an edged weapon has been drawn would fall into this category. While guns/firearms and knives are the most obvious examples, duty officers must not underestimate the danger posed by improvised weapons such as pipes, chains, hazardous materials, or any implement or tool capable of being used as either a bludgeon or a cutting instrument. Any physical confrontation in which no weapon is involved, but where duty officers genuinely fear imminent death or serious bodily injury also applies. This category of behavior represents the least encountered, but by far the most serious threat to the safety of duty officers. For instance, the ferocity of the subject's attack or martial skills displayed could justify the use of deadly force.

1. Example: An isolated man brandishing a knife 70 feet away bears close watching, but because he poses no immediate threat, it would be inappropriate to employ deadly force. However, if the same man suddenly charged and began slashing with his blade at a very close range, the encounter has then escalated into one where the use of deadly force would be appropriate. Conversely, if the knife-wielder suddenly submits by dropping his weapon and giving up the fight, he no longer poses an immediate threat of death or serious bodily harm. Deadly force would then no longer be appropriate because a lesser level of force can be used to control the situation.