



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD AVENUE
SAN DIEGO, CALIFORNIA 92140-5199

IN REPLY REFER TO:
BnO 1601.8E
6A

MAR 15 2004

BATTALION ORDER 1601.8E

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: ORDERS FOR THE HEADQUARTERS AND SERVICE BATTALION OFFICER
OF THE DAY (BOOD)

Ref: (a) BnO 1601.9
(b) BnO 1050.1
(c) DepO 1740.11
(d) DepO 1601.15

Encl: (1) Special orders and instructions for the BOOD
(2) Sample Officer of the Day Logbook Entries
(3) Area of Responsibility
(4) Red Cross Notification Form
(5) Bomb Threat or other Threatening Calls Checklist
(6) Military Suspect's Acknowledgment and Waiver of Rights
(OPNAV 5527/3)
(7) BOOD instructions for changes in the Force Protection
Condition
(8) Consent to Search
(9) Competence for Duty Examination

1. Situation. The Battalion Officer of the Day (BOOD) is the direct representative of the Commanding Officer, Headquarters and Service Battalion, after normal working hours. As such, the BOOD must be thoroughly familiar with the references listed above in order to effectively discharge the duties of the position, as published in this Order.

2. Cancellation. BnO 1601.8D.

3. Mission. To establish special orders and instructions for the BOOD.

4. Execution

a. Commander's Intent. To ensure that personnel assigned as the BOOD are cognizant of all orders and procedures contained and

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referenced in this Order and are fully capable of adjudicating and reporting any situation that arises during their tour of duty.

b. Concept of Operations

(1) Duty Hours. The Battalion Duty Watch is a 24-hour post, from 0715 to 0715. The BOOD is permitted to return to work on weekdays but must be prepared to assume duty at 1600, or earlier as determined by the Sergeant Major. Refer to enclosure (1) for specific post and relief instructions.

(2) Place of Duty. The duty room is located in Building 15. The BOOD will remain at his/her place of duty except for meals and when official duties require his/her presence elsewhere.

(3) Uniform. The uniform for the BOOD is Camouflage Utilities with duty belt for Saturday through Wednesday and Summer Service Charlies Thursday and Friday if there is a recruit graduation on Friday.

(4) Sleeping Post. The Battalion Duty is a sleeping post. The BOOD is permitted to sleep from 2200 to 0530. The BOOD is required to be awake and on post by 0530 daily.

(5) Alcohol Consumption. Duty personnel are strictly prohibited from consuming any alcoholic beverages within eight hours of posting.

(6) Special Orders and Instructions. Special orders and instructions are contained in the enclosures contained in this Order and the binders located in the duty room.

5. Administration and Logistics

a. Watch assignments are as follows:

(1) All Gunnery Sergeants assigned to Headquarters and Service Battalion (HQSVCBn), who are stationed aboard the Depot, are eligible to stand BOOD.

(2) Sections will provide monthly non-availability rosters to the Company First Sergeants by the tenth day of each month.

(3) Non-availability rosters will include the Marine's current phone number, section, and periods of non-availability, with a brief explanation.

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(4) The Company First Sergeants and Recruiters School Administrative Chief will provide the list of Gunnery Sergeants for duty to the Battalion Administrative Chief. The Battalion Adjutant will publish Battalion Bulletin 1601, the monthly duty assignment roster, by the 20th day of each month.

(5) Supernumeraries

(a) Supernumeraries will be used only in an emergency and shall be fully prepared to assume duty. The Battalion Sergeant Major will approve the assignment of supernumeraries.

(b) Supernumeraries will notify the Battalion Administrative Chief prior to any weekday absences.

(c) Supernumeraries will notify the BOOD prior to any absences in excess of 4 hours on weekends and holidays.

(6) Watch Assignment Changes. Individuals requiring a change to their duty assignment will contact their Company First Sergeant. The BOOD is responsible for arranging for his/her own replacement. If a change is made, both individuals will notify the Battalion Sergeant Major, in writing, of the change.

b. The Battalion S-4 will ensure the cleaning gear locker is fully stocked, coordinate linen for the duty room, and ensure the key locker is maintained.

c. Information and recall binders will be maintained by the Battalion Adjutant. The Battalion Adjutant will maintain current copies of orders pertaining to the duties of the BOOD in the Information Binder.

6. Command and Signal

a. Command. This Order applies to HQSVCBn.

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


A. R. SMYTHE

DISTRIBUTION: A
Copy to: BOOD Binder

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SPECIAL ORDERS AND INSTRUCTIONS FOR THE BOOD

1. General. The BOOD, as the direct representative of the Commanding Officer, shall exercise authority and control over Headquarters Company and Service Company to ensure that normal operations are accomplished in accordance with directives and policy. The BOOD will supervise the performance of the Barracks DNCO and ADNCO. The BOOD will immediately contact the Executive Officer (XO) concerning matters that may require action. These matters include, but are not limited to, force protection condition changes, casualties, and any incident that might attract media attention.
2. Post and Relief
 - a. Weekday Watch Standers. The BOOD will report to the Sergeant Major at 0715 on normal workdays. Both the off-going and oncoming BOOD will be present for post and relief. If either BOOD cannot be present, prior arrangements must be made with the Sergeant Major.
 - b. Weekend and Holiday Watch Standers. On Fridays or the day prior to a holiday, all weekend BOODs will report to the Sergeant Major at 0715 for instructions covering the weekend or holiday. If a BOOD cannot be present, prior arrangements must be made with the Sergeant Major. An informal posting and relief will occur at 0730 on all non-working days.
 - c. Special Instructions. The BOOD will report to the Sergeant Major at 1600 on the day of duty to receive any special instructions. After reporting to the Sergeant Major, the BOOD will pick up the duty keys from the Battalion Adjutant. Upon posting for duty, the BOOD will contact the DOOD for any special instructions pertaining to Depot operations and force protection conditions. The BOOD will also contact PMO to confirm the force protection condition.
3. Security of Building 15. At 1800 the entrance to all offices will be checked and the front entrance will be locked. When departing the building to tour, the BOOD will ensure the duty hut is secured as well as the rear entrance if after working hours or on weekends to prevent unauthorized entrance. A doorbell is located at the rear entrance for personnel on official business.
4. Security of Keys. The BOOD, upon posting, will take responsibility for the Duty Key Ring, key to the S4 key locker, keys to the duty vehicle, and gas card.

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5. Logbook. A logbook will be maintained in accordance with the instructions contained in enclosure (2).
6. Tour Requirements. During the tour of duty, the BOOD will ensure completion of the following tasks:
 - a. On workdays, the BOOD will inspect the DNCO in the BEQ at least once between 0800-1230 and once between 1230-1600.
 - b. On workdays between the hours of 1700-2200, the BOOD will conduct a minimum of three tours of the Battalion area (depicted in enclosure (3)). On weekends and holidays, a minimum of five separate tours will be made by the BOOD between the hours of 0730-0100. One tour of the Battalion area will be conducted daily by the BOOD between the hours of 0100-0500.
 - c. During all tours, ensure that all unnecessary utilities are turned off.
 - d. During all tours, the BOOD will inspect and check on the DNCO and ensure that all billeting areas maintain proper discipline, are in good state of police, and are secure. Particular attention should be given to unsecured pilferable items. Such items should be turned over to the DNCO. Particular attention should also be paid to ensure appropriate noise levels are observed.
 - e. Check the Locker Room and the Recreation Center prior to closing.
 - f. On weekends and holidays upon assuming the duty, immediately check the area for proper police.
 - g. Subsist at and tour Mess Hall #620 once during your tour of duty. The BOOD will locate the Mess Hall manager and be given a tour of the facility. Ensure the Mess Hall checklist is completed and turned in at the end of the tour. A detailed logbook entry concerning the quality and quantity of food served as well as the state of police at the mess hall will be made.
 - h. Command Visits to the Brig. On Wednesdays, during the workday and prior to 1600, the BOOD will visit Marines from this Battalion confined at the brig at Camp Pendleton and/or Miramar. The BOOD will contact the brig and arrange a time to meet with the

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detainees. If available, the Battalion GOV can be utilized for the visit. An Officer's Visitation Report (available at each brig) must be completed and returned to the Battalion Adjutant on each confined Marine the same day. The BOOD will check in with the Battalion Adjutant's Office prior to leaving the Depot for Camp Pendleton/Miramar and upon return.

i. Police of Battalion Area

(1) The BOOD will conduct police calls on a timely basis and ensure that the Battalion area is in a high state of police at all times.

(2) Marines on Extra Police Duties (EPD) will be utilized for the areas needing police.

7. Red Cross Messages. The DOOD will notify the BOOD in case of Red Cross messages pertaining to members of Headquarters and Service Battalion. Upon notification, the BOOD will complete the Red Cross Notification form in enclosure (4). Ensure forms are accurate and complete. Make appropriate logbook entries. It is the responsibility of the BOOD to ensure that Red Cross messages are properly delivered to the Marine by notifying the appropriate Company First Sergeant per enclosure (4). The BOOD will assist the Company in contacting the Duty Chaplain, if required.

8. Emergency Maintenance. The requisite work section should submit routine requests for maintenance during normal working hours. For emergency maintenance, the BOOD will contact Facilities Maintenance at 524-5648. Emergency maintenance personnel can also be contacted via cell phone 619-572-0177.

9. Reporting and Billeting of Personnel. Marines reporting aboard for duty after working hours must first report to the BOOD for an endorsement to their orders. An endorsement showing time and date the Marine reported aboard is required. Marines who require billeting will report to the Depot Billeting Office on the 2nd deck of BEQ #625 for temporary billeting. Marines will be instructed to report to the Consolidated Personnel Administration Center (CPAC) in the Service "A" uniform at 0730 on the next working day.

10. Procedures for Marines Going on and Returning from Leave

a. Reference (b) provides leave and liberty regulations. A copy of reference (b) is maintained in the Information Binder.

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- b. Leave papers are prepared by the Company and delivered to the BOOD at 1630 daily. Leave papers for weekends and holidays will be delivered to the BOOD at 1630 on the last working day prior. Each Company will pick up their respective leave papers from the BOOD prior to 0730 on working days.
- c. Officers and SNCOs are authorized to pick up their leave papers prior to 1630 from their respective Company. They may sign themselves out on leave and back in off of leave by completing blocks 18 and 19 of the leave papers. Officers and SNCOs WILL call into the BOOD to check out/in from leave.
- d. Leave papers for Privates through Sergeants will be issued to the Marine by the BOOD at the end of the normal workday if commencing on a weekday or after 0800 on weekends and holidays. Marines will not sign out on leave prior to 1630 on workdays, or 0800 on weekends, unless the leave papers list them as a shift worker.
- e. The BOOD will ensure the Marine signs block 12. The BOOD will complete block 18, make a copy of the leave papers, and issue the original to the Marine and retain one copy. Copies are made by utilizing the facsimile machine in the Battalion Adjutant shop. If the Marine is not on comrats the BOOD will retain the Marine's meal card. The BOOD will make a logbook entry reflecting the Marine's name, SSN, section, when leave papers were picked up and whether meal card was retained.
- f. Privates through Sergeants will return from leave by checking in with the BOOD. The BOOD will complete block 19 of the leave papers, retain the original papers and the copy, and return the meal card to the Marine if previously retained by the BOOD when the Marine went on leave. If the meal card is not in the meal card box the BOOD will give the Marine a copy of the leave papers to be used by the Marine as a meal card until it is recovered. A logbook entry will be made reflecting rank, name, SSN, section, and whether or not the meal card was returned.
- g. If the Marine has lost their leave papers and the meal card was retained by the Company the BOOD will prepare a note to the Chief Cook, Mess Hall 620 saying: MEAL CARD RETAINED BY COMPANY, SNM RETURNED FROM LEAVE AFTER WORKING HOURS. CONTACT (BN OOD'S NAME) AT 4-1983 FOR FURTHER INFO. The Marine will use the note as a meal card until recovering the meal card from the company on the next workday. A logbook entry will be made

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reflecting rank, name, SSN, section, and that the papers were lost and a note issued. The BOOD will photocopy the note and retain it in the leave papers folder.

h. Emergency Leave. The BOOD will assist Marines going on emergency leave. The BOOD will contact the respective Company First Sergeant to inform them of the situation and to get an approval from the Company Commander for emergency leave. Once approval is obtained the BOOD will prepare the leave papers in accordance with reference (b).

i. Leave Extensions. If a Marine calls the BOOD requesting a leave extension, the BOOD will contact the respective Company First Sergeant/Company Commander for approval. The BOOD will then inform the Marine of the approval/disapproval and direct the Marine to pen the information in block 20 of the leave papers. A logbook entry will be made reflecting rank, name, SSN, section, who approved/disapproved the extension and new leave expiration dates.

11. Receipt for Marines who are UA/Deserters. The local Shore Patrol and police agencies will turn over Marines who are in an unauthorized absence/deserter status to the Depot PMO. After processing at PMO, these Marines will be turned over to the BOOD. The Battalion Sergeant Major will be contacted. The Marine will remain in Building 15 under the watch of the BOOD until further instruction.

12. Bomb Threats. Record the bomb threat message on the telephonic threat complaint contained in enclosure (5). Precise recording of the information is essential to the threat response and to evaluate the credibility of the message. Do not hang up the phone on which the call was received. Call, on another phone, the Military Police Desk Sergeant (x4202), and report the call. Notify the DOOD and BN XO as well.

13. Queries From Representatives of the Civilian News Media

a. All queries received from representatives of the civilian news media will be referred to the DOOD.

b. The BOOD will not speculate, comment, or offer any information to the requester.

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14. Watch Property. The BOOD is accountable for the following gear:

- Duty Keys (2 outdoor hatches, duty hut key)
- Information Binder
- Recall Roster Binder
- Key to S4 key locker
- Keys to Duty Vehicle and Gas Card
- EPD and/or Restriction Papers
- Leave Papers
- Meal Card Box

15. Advice to Persons Suspected of an Offense. Before questioning any Marine who is suspected of or accused of having committed an offense, the BOOD will advise them of their rights using enclosure (6).

16. Search and Seizure. The Battalion Commander may authorize a search and seizure of areas under his/her control. Should the need arise, the BOOD will contact the Battalion XO.

17. Serious Incident Reporting Procedures

a. Incidents of critical nature or of "immediate command interest" will be reported immediately to the Battalion XO, Adjutant, or Sergeant Major. After one of these individuals has been notified, ensure the DOOD is notified. The following are considered serious incidents.

- a. Military, civil, or political disorders
- b. Serious aircraft accident/incident
- c. Fires or grounds accidents
- d. Accidents involving ammunition or explosives
- e. Serious crimes, mishaps, or disturbances
- f. Natural disasters
- g. Acts of sabotage
- h. Operational or training incidents
- i. Serious injuries or heat casualties
- j. Suicide attempts
- k. Arrests by either civilian or military authorities

b. The Adjutant will be responsible for submitting all reports. The following information will be required:

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- a. Nature/time/date and location of incident
- b. Identification of individual making the report
- c. Number of personnel and units involved
- d. Brief description of incident
- e. Point of contact for additional information

c. The BOOD is responsible for making sure the chain of command is informed of all developments concerning the incident.

18. Solicitation and Sales. Solicitors and/or salesman desiring to see members of this Command must be authorized to do so per reference (c).

19. Casualty Reporting. Upon notification of a casualty, contact the Battalion CO, XO, Sergeant Major, Company Commander, Battalion Adjutant or, in his/her absence, the Battalion Admin Chief, and the DOOD. The term casualty, as used within this order, includes individuals who are dead, seriously ill, seriously injured, attempt suicide, or are incapacitated. The BOOD will gather as much information as possible, and the Adjutant will submit the required reports. Under no circumstances will the BOOD notify any primary next of kin (PNOK), or any other family members.

20. Hospitalization. Upon notification of hospitalization, appropriate log entries will include rank, initials, last name, SSN, section, where, when, why, projected length of stay, and diagnosis. The Battalion CO, XO, or Sergeant Major will be notified first, followed by the DOOD and the Company Commander or First Sergeant. The BOOD will continue to make follow up reports if significant changes occur.

21. Telephone Calls

a. The BOOD is authorized to place telephone calls out of the San Diego area when necessary and as required in the performance of his/her duties. All calls that can be placed via DSN (dialing 80 and desired number) will be dialed as such. All commercial calls require an entry in the BOOD's logbook with number called and person contacted.

b. Home phone numbers, addresses, or personal information should never be released. The Marine should be called and allowed to contact the individual seeking his/her number or information.

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22. Key Locker

a. The key locker is located in the Battalion S-4. Keys currently in use are tagged, numbered, and listed on the locator sheet. The contents of the key locator will change. The Battalion S-4 will ensure that the key locker is up to date.

b. The key to the S-4 office is located in a sealed envelope given to the BOOD upon posting. If access is required, ensure the key is resealed in the envelope after use, initialed and a logbook entry made.

c. After normal duty hours, the BOOD is responsible for the security of all keys and will make a logbook entry of all keys issued.

d. The key to Recruiter's School, Bldg 27, will be maintained by the Director of Recruiting School. The Recruiters School Sergeant Major will pass the key to the Recruiters School DNCO at the formal post/relief of the DNCO daily.

23. Ground Security Force (GSF). A standing GSF exists to help respond to force protection conditions, emergencies, and disasters. Procedures covering changes in the Force Protection Condition are located in enclosure (7).

24. Command Recall Roster. A binder labeled Recall Rosters contains all recall rosters and will be turned in at the end of duty.

25. Heat Conditions. After duty hours and on weekends, the Regimental OOD will contact BOOD if a heat condition is in effect. Under a green flag (80-84.9 F) all permanent personnel training is authorized. Under a red flag (88-89.9 F) all strenuous activities for all unacclimatized personnel and outdoor activities for recruit working parties are suspended. Under a black flag (90 F or above) all strenuous activity for **all** personnel is canceled. The BOOD will notify the DNCO and make a log entry as heat conditions change.

26. Marines on Restriction/EPD

a. Marines assigned restriction/EPD by the Battalion CO will be supervised by the BOOD. The restriction/EPD papers will be

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given to the BOOD during posting.

b. Marines assigned restriction/EPD by the Company Commander will be supervised by the DNCO.

c. Marines on restriction are assigned to rooms in BEQ 619 and are restricted to the limits of the place of mess, billet, duty, dispensary, dental, and worship. The restriction papers will provide further guidance.

d. The Commanding Officer that imposed the restriction may grant married Marines or single parent Marines visitation with their family. The visitation will be conducted at Building 15.

e. For Marines assigned to company restriction, the Company Commander will notify the Battalion Adjutant in writing giving specific times and dates for visitation. The Adjutant will inform the Sergeant Major/Admin Chief who will pass the information to the BOOD during posting.

f. For Marines assigned to Battalion restriction, the Company Commander will submit a request to the Battalion CO requesting visitation. If approved, the BOOD will be informed during posting.

27. Suicide Awareness. The BOOD will be especially alert for Marines with signs of depression or that are suicidal (e.g. a Marine that says "its not worth it anymore, " talks about "taking his/her own life, " says "you'll miss me when I'm gone"). Any such talk, suicidal ideation, gesture or attempt will be reported to the Battalion CO, XO, Sergeant Major, Battalion Chaplain, Company Commander, or First Sergeant.

28. Competency for Duty

a. In cases of possible intoxication, suspected drug use, motor vehicle accidents, or bizarre behavior, there may be a need to determine a person's competency for duty.

b. The BOOD will contact the XO. The XO will coordinate with the CO to make a probable cause determination.

c. The following procedures will be followed:

(6)). (1) Advise the suspect of Article 31 rights (enclosure

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(2) Determine whether the suspect is willing to submit to a consent search. If so, complete enclosure (8) and continue on with the procedures below. If not, continue with the procedures below.

(3) Complete blocks 1-12 of enclosure (9), photocopy one copy, and escort the suspect to the Branch Medical Clinic.

(4) After returning from medical, the suspect will be detained at the Battalion Headquarters until the BOOD contacts the Battalion XO or CO for disposition.

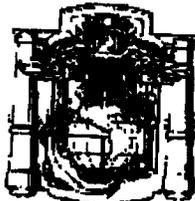
29. Confinement. The BOOD must have approval of a commissioned officer before confining an enlisted person. Temporary confinement will take place at the detention cell of the Provost Marshal's Office if the circumstances justify it. Contact the Battalion CO, XO, Sergeant Major, Company Commander and DOOD upon determining there is a need to confine a Marine. Ensure proper entries are made in the BOOD's logbook concerning the circumstances of confinement.

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Logbook Entries

The BOOD will maintain a chronological record of events that occur during the watch. The logbook is an electronic format kept on the computer in the duty hut. Upon relief from duty, the BOOD will post the log for his/her duty electronically. When making entries concerning individuals, enter grade, initials, last name, SSN, work section, and enough detail so appropriate follow-up action may be taken. Here are the instructions to access and send the logbook:

- Login to the computer with the following info:
Login: bnood
DOMAIN: mcrdsd
PASSWORD: Marines226!
 - Click on the "Shortcut to Duty template" icon.
 - Once the Duty Log is open, click "File", then "Save As".
 - Name the file with the date, i.e. 040301.
 - Save it to the desktop in the "Duty Folder".
 - Make all the correct entries during your tour, then save it at the end.
 - To post the log, open outlook and prepare a new message. The To: line should be HSBNOD. Add the saved file as an attachment, and send the email.
- (Sample Log)



COMMANDING OFFICER: COL A. R. SMYTHE
BATTALION OFFICER OF THE DAY: GYSGT WHOEVER

0730/DATE	I, GYSGT WHOEVER, HAVE ASSUMED ALL DUTIES AS H&S BNOOD. I HAVE IN MY POSSESSION ONE KEY RING WITH (5) KEYS, ONE KEY FOR THE GOVERNMENT VEHICLE, ONE GOVERNMENT CREDIT CARD, ONE ENVELOPE (OPEN) MARKED WITH ARRIVE ALIVE CARDS NUMBERED FROM 247815558-247815567 TOTAL 10, AND ONE ENVELOPE MARKED WITH S-4 KEYS. I HAVE READ AND UNDERSTAND ALL ORDERS PERTAINING TO THIS POST.
0744	BNOOD CALLED PMO THREAT CON IS STILL ALPHA.

ENCLOSURE (2)

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0800 PFC TROUBLE REPORTED IN FOR RESTRICTION.

0820 CPL SQUARED AWAY/4790/HQ CO SIGNS OUT ON LEAVE, NO MEAL CARD.

0845 BNOOD TOURS AREA, ALL SECURE AND BRKS IN GOOD STATE OF POLICE.

1210 BNOOD ON TOUR OF MCRD. ALL SECURE.

1255 BNOOD RETURN TO DUTY DESK NO MESSAGES.

1610 BNOOD ON TOUR TO INSPECT DUNCAN HALL CHOW HALL. MR. JOHN CORRADETTI IS THE MANAGER ON DUTY TONIGHT. THE MENU WAS SALMON OR ROAST BEEF, RICE AND BAKED POTATOES WITH BROCCOLI, CARROTS, AND CORN ON THE COB. ALTHOUGH I HAVE HAD BETTER MEALS THERE THE FOOD WAS HOT AND PLENTIFUL. THE LINE WAS WELL STOCKED AND THE STAFF WAS VERY POLITE AND HELPFUL. VERY FEW PATRONS THIS AFTERNOON, THE ONES I DID SPEAK TO WERE MOSTLY SATISFIED. ONLY ONE MARINE SAID HE DIDN'T CARE FOR TONIGHT'S MENU AND EXPRESSED THEY HAD THE FAST FOOD LINE OPEN ON THE WEEKEND. EVERYTHING APPEARED CLEAN AND THE HEADS WERE CLEAN AND STOCKED. ONE OF THE REFRIGERATORS THERMOMETER WAS AT 40 DEGREES IF NOT OVER (BREAKFAST PREP). BNOOD VISITED BKS 619, ALL QUIET.

1845 BNOOD TOURS AREA, ALL SECURE AND IN GOOD STATE OF POLICE. CHECKED LOCKER ROOM/REC CENTER PRIOR TO CLOSING AT 1900. FEW PATRONS BOWLING, LOCKER ROOM WAS ALREADY CLOSED DUE TO NO BUSINESS.

1910 BNOOD RETURNS FROM TOUR, NO MESSAGES.

2255 BNOOD TOURS AREA, ALL SECURE

0430 BNOOD UP AND ABOUT RECEIVED NO OVER NIGHT CALLS.

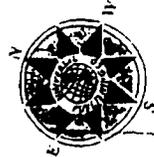
0500 TOURED AREA, ALL SECURE. DNCO HAS MORNING CLEAN UP ROSTER.

0730 I GYSGT WHOEVER HAVE PROPERLY RELIVED OF ALL DUTIES BY GYSGT WHATEVER.

ENCLOSURE (2)

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BrO 160
2 Dec 9



AREA OF RESPONSIBILITY

- BLDG 619 (BFF)
- BLDG 15 - (BNCP)
- BLDG 6 - HQCO

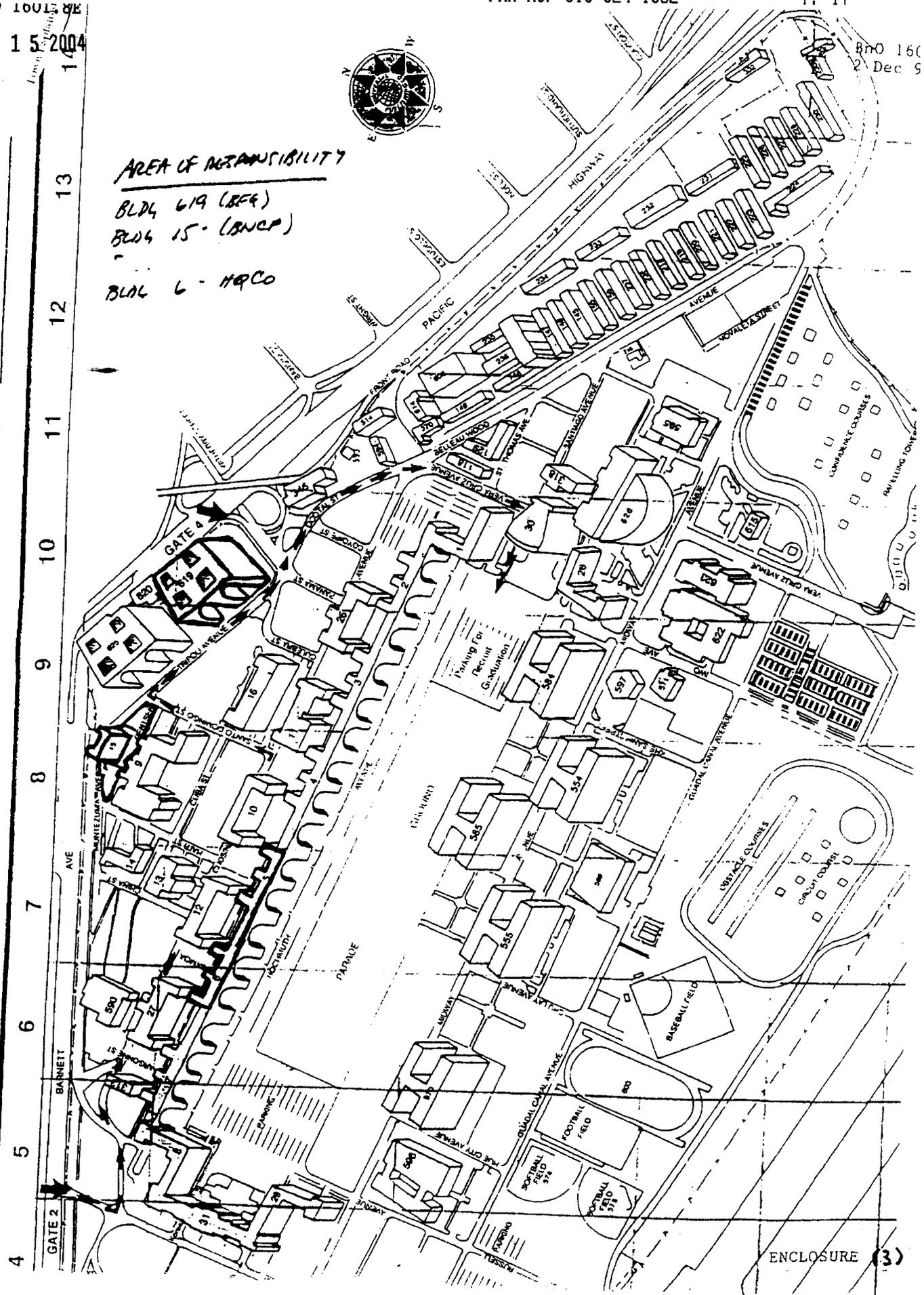
1
2
3
4
5
6
7
8
9
10
11
12
13
14

Laundry
Kitchen
(619) 239-...

1449 9TH AVE. (at Beech)
SAN DIEGO, CA 92101

2353 Pacific Hwy, San F
A 92101 (619) 232-8931

2nd San Diego Ave • 291 HOWA



ENCLOSURE (3)

DUO 1001.0E

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BOMB THREATS OR OTHER THREATENING CALLS EXACT WORDING OF THREAT

Sex of caller: _____ Race: _____ Age: _____

Length of call: _____ Number at which call is received: _____

Time: _____ Date: _____ / _____ / _____ Report call immediately to: Ext. ~~2256~~

4202

CALLER'S VOICE

- | | | |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Crying | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Normal | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep breathing |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal | <input type="checkbox"/> Cracking |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Lisp | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy | <input type="checkbox"/> Familiar |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Music | <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Local |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> House noises | <input type="checkbox"/> Animal noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Motor | <input type="checkbox"/> Clear | <input type="checkbox"/> Booth |
| <input type="checkbox"/> PA system | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Static | <input type="checkbox"/> Other |

THREAT LANGUAGE

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |

REMARKS: _____

Date _____
Name _____
Position _____
Phone number _____

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DEPARTMENT OF THE NAVY

MILITARY SUSPECT'S ACKNOWLEDGMENT AND WAIVER OF RIGHTS

Place: _____

I, _____

have been advised by _____

that I am suspected of _____

I have also been advised that: _____

- (1) I have the right to remain silent and make no statement at all;
- (2) Any statement I do make can be used against me in a trial by court-martial or other judicial or administrative proceeding;
- (3) I have the right to consult with a lawyer prior to any questioning. This lawyer may be a civilian lawyer retained by me at no cost to the United States, a military lawyer appointed to act as my counsel at no cost to me, or both;
- (4) I have the right to have my retained civilian lawyer and/or appointed military lawyer present during this interview; and
- (5) I may terminate this interview at any time, for any reason.

I understand my rights as related to me and as set forth above. With the understanding, I have decided that I do not desire to remain silent, consult with a retained or appointed lawyer, or have a lawyer present at this time. I make this decision freely and voluntarily. No threats or promises have been made to me.

Signature: _____

Date & Time: _____

Witnessed: _____

Date & Time: _____

At this time, I, _____
desire to make the following voluntary statement. This statement is made with an understanding of my rights as set forth above. It is made with no threats or promises having been extended to me.

MAR 15 2004

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood Avenue
San Diego, California 92140-5199

1500
S3/trp
26 Feb 03

From: Commanding Officer
To: Distribution List

Encl: (1) HQSvc Bn Notification Roster
(2) GSF Recall Roster
(3) Permanent Personnel Barracks Roster

Subj: OFFICER OF THE DAY INSTRUCTIONS ON THE NOTIFICATION
PROCESS IN THE EVENT OF AN INCREASE/DECREASE IN FORCE
PROTECTION CONDITION (FPCON)

1. Situation: The Bn OOD is responsible for notifying key individuals in the chain of command when an increase/decrease in the FPCON occurs. The Bn OOD must maintain a positive communications link with the HQSvc Bn Chain of Command, the Depot OOD and PMO. When standing duty as the HQSvc Bn OOD, you must be cognizant of the Force Protection Condition (FPCON). If you do not know what FPCON we are in, call the Desk Sergeant at the Provost Marshal's Office (PMO) or the Depot OOD.

2. Mission: Upon notification of an increase in the FPCON, HQSvc Bn OOD begins the notification process to ensure key members of the Bn are informed of the increase/decrease in FPCON. Notify all members in (Enclosure 1) unless otherwise directed by the Bn Cmdr, Bn XO or S-3.

3. Execution:

A. Commander's Intent: The OOD keeps situational awareness of events that occur when the Depot assumes a change in the FPCON level and maintains positive communication to ensure that key personnel are kept informed of all events. The end state desired is that the OOD has good situational awareness, positive communication

with the Depot OOD, PMO, and the ability to pass information.

B. Scheme of Maneuver: The Bn OOD meets with the Bn SgtMaj and receives any special orders concerning the FPCON when he/she assumes the post. The Bn OOD checks in with the Depot OOD for any additional instructions and current FPCON. The Bn OOD will check with the PMO Desk Sergeant on any additional force protection concerns. Any changes that occur in the FPCON level automatically mean the Bn OOD must inform the chain of command as outlined in (Enclosure 1). The Bn OOD keeps abreast of the situation and keeps key personnel informed.

C. Tasks:

(1) Bn OOD.

(a) Notify key personnel of an increase/decrease in the Force Protection Condition IAW (Enclosure 1). OOD calls the PMO Desk Sergeant to get an update on the activation of the Ground Security Force (GSF). The OOD becomes the conduit between PMO and key personnel giving information updates at a minimum every ~~three~~ ^{two} hours or when the situation changes. OOD is pro-active at all times.

Note: The Bn OOD's responsibility is to stay at the desk to answer phone calls and update key personnel. Do not leave the desk to assist PMO or the GSF unless directed by key personnel. The phone line must be kept free of unnecessary calls.

(b) The GSF has a notification/recall procedure that is run by PMO. If PMO requires any assistance from HQSvc Bn, PMO will request to the OOD to contact the Bn S-3 and/or the Bn Operations Chief for assistance.

(c) Headquarters Company and Service Company have a notification/accountability/recall procedure that is run by the Company Commanders, 1st Sgt and Company Gunnery Sergeant. The Company's are responsible for updates to the Bn OOD on the notification/accountability/recall of their Marines.

BnO 1601.8E

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(d) Be pro-active with PMO for updates.
Call them a minimum of once every two hours for situation updates.

Headquarters Company and Service Company

- (a) Ensure that all rosters are updated.
- (b) Ensure that notification/accountability/recall procedures are current and updated.
- (c) Provide updates to the Bn Cmdr and OOD every hour on personnel contacted and when the mission is accomplished.

S-1.

(a) Ensure that (Enclosure 1, 2 & 3) are current and updated on a regular basis.

(3) S-3

- (a) Ensure rosters are updated.
- (b) Be prepared to provide assistance to PMO for notification/recall of GSF when contacted by Bn OOD.

(4) PMO

- (a) Ensure that you have up-to-date GSF rosters.
- (b) Keep Bn OOD informed of any change to the FPCON level.


 T.R. Protzeller
 By direction

MAR 15 2004

Execution Checklist for Increase/Decrease of FPCON

- ___ Call PMO Desk Sergeant for FPCON Update
- ___ Call Depot OOD for special instructions
- ___ When notified of FPCON increase/decrease, immediately notify individuals in (Enclosure 1) ie: Bn Cmdr, Bn XO, Bn S-3, HQ Co Cmdr or rep, Svc Co Cmdr or rep
- ___ Co Cmdrs are responsible for the notification/accountability/recall of their Marines. Have them update you every hour with number of personnel contacted and when they complete the mission.
- ___ Call PMO Desk Sergeant for situational updates. If increase in FPCON, ask these questions then relay information to key personnel:
 - How many GSF Marines have been notified?
 - How many GSF Marines are accounted for?
 - How many GSF Marines are physically with you?
 - How many GSF Marines are manning their posts?
 - Are you implementing the Barrier Plan?
 - How long before the Barriers are in place?
 - Are you securing any of the gates to traffic?
 - When will PMO be prepared to assume all FPCON measures?
- ___ Update key personnel immediately once these questions have been answered.
- ___ Provide an update to the Bn Cmdr when the situation changes or every three hours

MAR 15 2004

KEY PERSONNEL NOTIFICATION ROSTER FOR THREATCON CONDITIONS

BN CO	COL SMYTHE	H-(619)297-5142/C-(703)864-1319
BN XO	LTCOL WARKER	H-(760) 720-6261/C-(619)203-5400
BN S-3	MAJ DAVIS	H-(760) 602-0948/C-(760) 401-0779
HQCO CO	MAJ FULLER	H-(858) 385-0241/C-(858)603-1588
HQCO 1STSGT	1STSGT GONZALES	H-(858) 693-0533/C-(858)-342-1213
HQCO GYSGT	GYSGT MENDEZ	H-(619)656-4629/C-(619)549-8938
SVCO CO	CAPT O'NEILL	(619) 299-9211
SVCO 1STSGT	1STSGT DIAZ	H-(760) 430-8455/C-(760) 390-3200
SVCO GYSGT	GYSGT SOSA	H-(909) 676-9535/C-(909)551-8493

NOTIFY IN THIS ORDER:

- BN XO
- BN CO
- BN S3
- HQCO CO
- SVCO CO

MAR 15 2004

CONSENT TO SEARCH (See JAGMAN 0170)

CONSENT TO SEARCH

I, _____ have been advised that inquiry is being made in connection with _____

I have been advised of my right not to consent to a search of [my person] [the premises mentioned below]. I hereby authorize _____ who [has] [have been] identified to me as _____

_____ to conduct a complete search of my [person] [residence] [automobile] [wall locker] _____ located at _____

I authorize the above listed personnel to take from the area searched any letters, papers, materials, or other property which they may desire. This search may be conducted on _____

(date)

This written permission is being given by me to the above named personnel voluntarily and without threats or promises of any kind.

Signature

WITNESSES

ENCLOSURE (8)

INSTRUCTIONS FOR THE USE AND PURPOSE OF THIS FORM ARE CONTAINED IN BUMEDINST 6120.20 SERIES.
THIS FORM SHALL NOT BE USED FOR PROCEDURES PERFORMED FOR CLINICAL OR THERAPY PURPOSES.

MAR 15 2004

DEFINITION OF COMPETENCE FOR DUTY

PERSONS IN THE NAVAL SERVICE: The ability to perform fully the naval duties to which the individual normally would be assigned. (Note: A person who has indulged in intoxicating beverage, or dangerous drugs to such an extent as to impair sensibly the rational and full exercise of his mental and physical faculties cannot be entrusted with the duties incident to naval service. The fact that a grade is in a patient leave, or liberty status is immaterial to the determination of his competence to perform his naval duties.)
OR ALL OTHERS: The mental and physical ability to perform fully any task or service which the individual may normally be expected to perform.

INSTRUCTIONS

Items 1-12 shall be completed in duplicate by the commanding officer or other proper authority requesting examination.
Items 13-18 shall be completed by medical officer conducting examination. Under item 13, History, include information provided by examinee as to ingestion and quantity of alcoholic beverage, narcotic drug substances, or food, and time taken. Note any evidence of disease or injury (other than the condition promoting this examination) in item 16.
When conducting an examination for competence for duty and individual is accused or suspected of an offense, comply with BUMEDINST 6120.20 series.
All treatment provided at the time of examination shall be entered on form NAVMED 6150/3, Sick Call Treatment Record.

REQUEST FOR EXAMINATION

TO:		2. DATE	3. TIME (Hours)
I request that a physical examination be given the following individual to determine competence for duty.			
NAME (Last, first, middle)		5. GRADE OR RATE	6. DUTY STATION

REASON FOR REFERRAL

Check here if laboratory analysis is desired.

SIGNATURE (Requester)		9. GRADE OR RATE	10. TITLE
NAME OF REQUESTER (Typed name or print in ink)			12. DUTY STATION

PHYSICAL EXAMINATION

GENERAL APPEARANCE (Include appearance of clothing)	13. MENTAL STATE
DISEASES OR INJURIES (Other than the condition promoting this examination per inst. 2 above)	

TEMPERATURE	18. PULSE (Rate and character)
BLOOD PRESSURE	
Color (Mucous, pallid, cyanotic)	21. TONGUE
Extremities (warm, cool, moist, dry, pale)	22. BREATH
Reaction of pupils, reaction to light, conjunctivae, etc.	24. SPEECH (Thick, hurried, ability to repeat words such as <i>Marcellus, Pelentran, Peter Piper</i>)

ENCLOSURE (9)

26. OTHER CONDITIONS		27. SAMPLE OF HANDWRITING
VOMITING		
INCONTINENCE OF URINE		
INCONTINENCE OF FECES		

C. NEUROLOGICAL EXAMINATION		
28. REFLEXES		29. COORDINATION
HYPERTHETIC	FINGER TO NOSE	ROMBERG TEST
HYPOTHETIC	HEEL TO KNEE	
TREMOR	ABILITY TO APPROACH AND PICK UP OBJECT FROM THE FLOOR	
		GAIT

D. LABORATORY EXAMINATIONS (If requested in Part A):			
30. BLOOD ANALYSIS (Name of test and results expressed in plain parlance or in other standard units)	31. TIME TAKEN (HOUR)	33. OTHER TESTS (Give name, covered, used, etc.)	34. TIME TAKEN (HOUR)
	32. DATE		35. DATE

36. SPECIMEN OBTAINED BY (Name of person)	37. RESULTS VERIFIED BY (Name of person)
---	--

E. CONCLUSIONS AS TO COMPETENCE FOR DUTY		
Check the applicable "YES" or "NO" box to indicate answer.		
38. Is examinee competent to perform duty?	YES	NO
39. Is examinee's condition due to disease or injury?		
40. Is examinee's condition due to the use of drugs or alcohol?		
41. DISPOSITION:		
<input type="checkbox"/> RETURNED TO FULL DUTY	<input type="checkbox"/> ADMITTED TO SICKLIST	<input type="checkbox"/> RELEASE TO CUSTODY OF (Specify to whom)

2. REMARKS (All answers should be as brief as possible. Items requiring more space should be continued in this "Remarks" block. Specify item continued.)

F. RESPONSE TO REQUESTER			
In accordance with the request in Section A, the individual has been examined as set forth above to determine competence for duty.			
A signed copy of this report is being inserted in the Health Record of the individual.			
43. THE INDIVIDUAL			
<input type="checkbox"/> HAS		<input type="checkbox"/> HAS NOT RECEIVED A COPY OF THIS REPORT.	
44. SIGNATURE (Examiner)	45. GRADE OR RATE	46. DUTY STATION	47.
48. NAME (Type/print)			TIME _____ DATE _____

ENCLOSURE (11)

MAR 15 2004

INSTRUCTIONS FOR THE USE AND PURPOSE OF THIS FORM ARE CONTAINED IN BUMEDINST 6120.20 SERIES. THIS FORM SHALL NOT BE USED FOR PROCEDURES PERFORMED FOR CLINICAL OR THERAPY PURPOSES.

DEFINITION OF COMPETENCE FOR DUTY

PERSONS IN THE NAVAL SERVICE: The ability to perform fully the naval duties to which the individual normally would be assigned. (Note: A person who has indulged in intoxicating beverage or dangerous drugs to such an extent as to impair sensibly the rational and full exercise of his mental and physical faculties cannot be entrusted with the duties incident to naval service. The fact that a person is a patient, leave, or liberty status is immaterial to the determination of his competence to perform his naval duties.)

FOR ALL OTHERS: The mental and physical ability to perform fully any task or service which the individual may normally be expected to perform.

INSTRUCTIONS

- 1. Items 1-12 shall be completed in duplicate by the commanding officer or other proper authority requesting examination.
- 2. Items 13-48 shall be completed by medical officer conducting examination. Under item 13, History, include information provided by examinee as to ingestion and quantity of alcoholic beverage, narcotic drug substance, or food, and time taken. Note any evidence of disease or injury (other than the condition promoting this examination) in item 16.
- 3. When conducting an examination for competence for duty and individual is accused or suspected of an offense, comply with BuMedInst 6120.20 series.
- 4. All treatment provided at the time of examination shall be entered on form NAVMED 6150/3, Sick Call Treatment Record.

A. REQUEST FOR EXAMINATION

1. TO:	2. DATE	3. TIME (Hours)
--------	---------	-----------------

It is requested that a physical examination be given the following individual to determine competence for duty.

4. NAME (Last, first, middle)	5. GRADE OR RATE	6. DUTY STATION
-------------------------------	------------------	-----------------

7. REASON FOR REFERRAL

Check here if laboratory analysis is desired.

8. SIGNATURE (Requester)	9. GRADE OR RATE	10. TITLE
11. NAME OF REQUESTER (Type name or print in ink)		12. DUTY STATION

B. PHYSICAL EXAMINATION

14. GENERAL APPEARANCE (Include appearance of clothing)	15. MENTAL STATE
---	------------------

16. DISEASES OR INJURIES (Other than the condition promoting this examination, per item 2 above)

17. TEMPERATURE	18. PULSE (Rate and character)
19. BLOOD PRESSURE	
20. FACE (Flushed, pallid, cyanotic)	21. TONGUE
23. SKIN (Warm, cool, moist, dry, pale) <small>(Color of pupils, reaction to light, conjunctivae, etc.)</small>	22. BREATH
	24. SPEECH (Thick, slurred, ability to repeat words such as Merciful, Pedestrian, Peter Piper)

ENCLOSURE (9)

26. OTHER CONDITIONS		27. SAMPLE OF HANDWRITING
<input type="checkbox"/>	VOMITING	
<input type="checkbox"/>	INCONTINENCE OF URINE	
<input type="checkbox"/>	INCONTINENCE OF FECES	

C. NEUROLOGICAL EXAMINATION

28. REFLEXES		29. COORDINATION	
<input type="checkbox"/>	HYPERACTIVE	FINGER TO NOSE	ROMBERG TEST
<input type="checkbox"/>	HYPORACTIVE	HEEL TO KNEE	
<input type="checkbox"/>	TREMOR	ABILITY TO APPROACH AND PICK UP OBJECT FROM THE FLOOR	GAIT

D. LABORATORY EXAMINATIONS (If requested in Part A):

30. BLOOD ANALYSIS (Name of test and results expressed in mgm per 100 ml or in other standard units)	31. TIME TAKEN (HOUR)	33. OTHER TESTS (Gamma globulin, uric acid, etc.)	34. TIME (HOUR)
	32. DATE		35. DATE

36. SPECIMEN OBTAINED BY (Name of person) _____

37. RESULTS VERIFIED BY (Name of person) _____

E. CONCLUSIONS AS TO COMPETENCE FOR DUTY

Check the applicable "YES" or "NO" box to indicate answer.

	YES	NO
38. Is examinee competent to perform duty?	<input type="checkbox"/>	<input type="checkbox"/>
39. Is examinee's condition due to disease or injury?	<input type="checkbox"/>	<input type="checkbox"/>
40. Is examinee's condition due to the use of drugs or alcohol?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to item 38 is NO, also answer items 39 and 40 and indicate in block 43 an approximate time examinee is expected to become competent to return to duty. If an answer to item 39 is YES, describe in block 16 DISEASES or INJURIES. If answer to item 40 is YES describe under block 42.

41. DISPOSITION:

RETURNED TO FULL DUTY ADMITTED TO SICKLIST RELEASE TO CUSTODY OF (Specify to whom) _____

42. REMARKS (All answers should be as brief as possible. Items requiring more space should be continued in this "Remarks" block. Specify item continued.)

F. RESPONSE TO REQUESTER

In accordance with the request in Section A, the individual has been examined as set forth above to determine competence for duty.

A signed copy of this report is being inserted in the Health Record of the individual.

43. THE INDIVIDUAL

HAS HAS NOT RECEIVED A COPY OF THIS REPORT.

44. SIGNATURE (Examiner)	45. GRADE OR RATE	46. DUTY STATION	47. TIME
48. NAME (Type/print)			DATE