

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

BnO 1601.9B
6A
17 MAY 2009

BATTALION ORDER 1601.9B

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS DUTY NONCOMMISSIONED OFFICER AND
ASSISTANT DUTY NONCOMMISSIONED OFFICER WATCHES

Ref: (a) BnO 1601.8D

Encl: (1) Availability/Nonavailability Roster Format
(2) Sample DNCO/ADNCO Logbook Entries
(3) Casualty Procedures
(4) Bomb Threats or Other Threatening Call Checklist

1. Purpose. To establish the Bachelor Enlisted Quarters (BEQ) Duty Noncommissioned Officer and Assistant Duty Noncommissioned Officer Watches and provide instructions in accordance with the reference and enclosures (1) through (4).
2. Cancellation. BnO 1601.9A
3. Summary of Revision. The revision contains a substantial number of changes and should be completely reviewed.
4. Tour of Duty. The tour of duty is from 0730 to 0730 daily. During normal work days both the DNCO and ADNCO will be posted at 0730. After posting they will both remain on duty in the BEQ. Either the DNCO or ADNCO may sleep between 2200 - 0530, but both may not sleep at the same time. When sleeping, the rack in the DNCO office will be used. The DNCO/ADNCO will not sleep in their BEQ room.
5. Eligibility for Assignment to the Battalion Duty Watch
 - a. DNCO. All noncommissioned officers permanently assigned to Headquarters and Service Battalion (HqSvcBn) and all noncommissioned officers permanently assigned to the Recruit Training Regiment (RTR) who are not 8511's in a recruit training battalion or special training company are eligible to stand duty.
 - b. ADNCO. All Lance Corporals assigned to HqSvcBn and RTR are eligible to stand duty as ADNCO.

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c. Newly joined Marines will not be assigned to BEQ Duty Watch until they have been aboard the Depot for 30 days.

d. Marines assigned duty will attend Guard School. The battalion bulletin that assigns the duty roster will provide the date, time, and place for Guard School.

6. Assignment to Watches. Assignments to the watch bill will be made monthly by a Battalion Bulletin.

7. Availability/Nonavailability Rosters

a. Headquarters and Service Battalion

(1) Sections will submit availability/nonavailability rosters by grade for Sergeants through Privates to Company First Sergeants by the 10th of each month for the following month. All Marines in those grades assigned to the section will be listed. The companies will make the assignments, annotate the rosters, and forward them to the Battalion Adjutant by the 15th of the month.

	DNCO	ADNCO
HqCo	1st - 18th* supernumerary 1 - 15	14th - 31st* supernumerary 1 - 15
SvcCo	19th - 28th* supernumerary 16 - 31	1st - 10th* supernumerary 16 - 31

* Provide Rank, Name, Initials, Work Section, Phone Number

(2) When a Marine is not available to stand duty during the following month, the reason will be indicated on the rosters, e.g., annual leave, TAD, etc. If a Marine is assigned duty, but subsequently cannot stand the duty, the Marine's section will be responsible for providing a replacement.

b. Recruit Training Regiment

(1) By the 15th of the month, RTR will provide a duty roster for the upcoming month to the HqSvc Battalion adjutant. The format listed below will be used.

	DNCO	ADNCO
RTR	29th - 31st*	11th - 13th*

* Provide Rank, Name, Initials, Work Section, Phone Number

(2) If a Marine is assigned duty, but subsequently cannot stand the duty, RTR will be responsible for providing a replacement.

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8. Changes in Watches. All changes to the BEQ Watch Bill must be approved by the respective Company First Sergeant.

9. Place of Duty. The place of duty for the BEQ DNCO and ADNCO is the duty room at the BEQ.

10. Area of Responsibility. The DNCO/ADNCO are the direct representatives of the Commanding Officer, Headquarters and Service Battalion. The area of responsibility is Building 619 (all floors) and Building 625 (1st and 2nd floor) to include the respective passageways, laundry rooms, and parking lot surrounding the buildings.

11. DNCO Property. The DNCO is accountable for the following gear:

- a. Duty Logbooks (2)
- b. Visitors Log
- c. Information Binder
- d. Duty Belts (2)
- e. DNCO Keys - Duty hut, foot locker, TV and Game Rooms.
- f. Two sets of linen (2 blankets, 4 sheets, 2 pillow cases) (6 sets on weekends)

12. Information Binder. The Company First Sergeants, HqSvc Battalion will maintain a current information binder containing pertinent directives.

13. Supernumeraries. Supernumeraries will provide their Company First Sergeants with home phone number and work extensions by the first day of the month.

a. Supernumeraries will notify their respective Company First Sergeant prior to any weekday absences.

b. Supernumeraries will notify the HqSvc Battalion Officer of the Day (BOOD) prior to any absence in excess of 4 hours on weekends and holidays.

14. Post and Relief

a. HqSvc Battalion

(1) The DNCO and ADNCO will be posted and relieved by their Company First Sergeant.

(2) The DNCOs and ADNCOs assigned duty on weekends and holidays will report to the Company First Sergeant at 0730 on the last workday prior to their watch for special

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instructions. They will effect an informal post and relief at 0730 on the day they are assigned duty.

b. RTR

(1) Marines from RTR will be posted by the Company First Sergeant of whichever company the off going Marine comes from. (e.g. if the new DNCO is from RTR and the old DNCO is from Hq Co, the Hq Co First Sergeant will post the RTR Marine as the DNCO. If both the old and new DNCO come from RTR, the First Sergeant from whichever HqSvc Battalion company last had DNCO will post and relieve the DNCO.)

(2) RTR Marines assigned duty on the weekend will report to the Company First Sergeant of whichever company the off going duty comes from at 0730 on the last workday prior to their watch for special instructions. They will effect an informal post and relief at 0730 on the day they are assigned duty.

15. Uniform. The uniform for the DNCO and ADNCO is the utility uniform with duty belt.

16. Duties and Responsibilities

a. The DNCO and ADNCO will be guided by their 11 General Orders, this Order, and special instructions that may be given by the Company Gunnery Sergeant, First Sergeant, or HqSvc Battalion Officer of the Day (BOOD), HqSvc Battalion Sergeant Major, Executive Officer or Commanding Officer.

b. Area Tours

(1) On weekdays between 0730 - 1600 either the DNCO or ADNCO will conduct continuous tours of the area. They will not sit around the DNCO office, but rather will continuously tour the area. From 1600 - 0730, the DNCO or ADNCO will conduct hourly tours of the area. On weekends and holidays the DNCO or ADNCO will conduct hourly tours between 0730 - 0730.

(2) Ensure that all unnecessary utilities are turned off.

(3) The DNCO or ADNCO will ensure that proper discipline is maintained, all areas are in a good state of police, and are secure. Particular attention will be paid to unsecured, pilferable items. Such items will be brought to the attention of the BOOD. Particular attention should also be paid to ensure appropriate noise levels are observed.

c. Police of Barracks Area. The DNCO or ADNCO will ensure that the barracks area is in a high state of police at all times. The DNCO office will be cleaned prior to relief.

d. Prohibited Items. The BOOD will be notified immediately when any of the prohibited items listed below are found within the BEQ area. Additionally, they will be confiscated, marked with the owner's name (if known), and turned over to the Battalion OOD.

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- (1) Firearms and explosive (to include fireworks of any type).
- (2) Switchblade knives of any size and other knives with blades longer than 4 inches.
- (3) Narcotics, drugs, and any medicine containing narcotics, unless prescribed by appropriate medical authority.
- (4) Chains, blackjacks, brass knuckles, num-chucks, or any other weapon.
- (5) Candles.
- (6) Narcotics, drugs, or any medication containing narcotics unless prescribed by appropriate medical authority.
- (7) Drug paraphernalia which includes pipes, bong, clips, etc.
- (8) Paraphernalia pertaining to extremist groups.
- (9) Hot plates, frying pans, hibachis, rice cookers, crock pots.
- (10) The type of incense that is burned.

e. Alcoholic Beverages

- (1) Alcoholic beverages are permitted in the BEQ for residents and guests who are 21 years of age and older.
- (2) If the DNCO/ADNCO suspect that a resident or guest under age 21 possesses or is consuming alcoholic beverages in the BEQ, the DNCO/ADNCO will ask the individual for an identification card to verify age. If the individual does not comply, the Battalion OOD will be notified.
- (3) The Battalion OOD will immediately be notified when any resident or guest under age 21 possesses or is consuming alcoholic beverages in the BEQ.
- (4) The Battalion OOD will investigate the situation and if warranted, contact PMO to have the individual given a breathalyzer and seize the alcohol.

f. Visitors

- (1) Visitors are defined as anyone that is not a resident of the BEQ other than someone on official business (e.g, personnel on official business include unit leaders visiting the BEQ, Duty Officers, BEQ management personnel, maintenance workers, etc.)
- (2) Visitors will be allowed in the BEQ from 0800 to 2400 (NCO's) and 0800 to 2200 (Lance Corporals and below) Sunday through Thursday. Friday, Saturday, and holiday visitors will be allowed in the BEQ from 0800 to 2400. The BEQ is defined as the entire building to

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include individual rooms, game rooms, passageways, laundry rooms, etc.

(3) All visitors will report to the DNCO Office upon entering the BEQ. The DNCO/ADNCO will log the person into the BEQ Visitors Log and escort the visitor to the BEQ resident's room. The DNCO/ADNCO will then turn the visitor over to the resident.

(4) The resident is responsible for ensuring that the visitor obeys all BEQ and Depot regulations, and is personally responsible for the visitor's conduct.

(5) The BEQ resident will accompany the visitor at all times while the visitor is in the BEQ. Visitors are not permitted to remain in BEQ rooms without the resident being present. Visitors are not authorized to stay in the BEQ overnight.

(6) When the visitor leaves the BEQ, the resident will personally ensure that the visitor logs out with the DNCO/ADNCO.

(7) No one under the age of 18 may visit the BEQ unless a member of their immediate family or legal guardian escorts them. If the BEQ resident qualifies in one of these categories, he/she may act as the escort.

(8) The DNCO/ADNCO will be especially watchful for anyone who does not appear to be a BEQ resident. If such persons are not logged in the BEQ Visitors Log, the DNCO/ADNCO will question them to determine their status.

(9) Any visitor previously logged in the BEQ Visitors Log that is not accompanied by the BEQ resident will be asked to leave the BEQ. A DNCO/ADNCO Logbook entry will be made reflecting that the visitor was left unaccompanied.

(10) The HqSvc Battalion OOD will be notified when any visitor becomes belligerent or does not cooperate with the DNCO/ADNCO.

(11) At 2200 the DNCO will screen the visitors log to determine if there is anyone that has not logged out. If there is anyone that has not logged out, the DNCO will find the resident to determine that visitor's status. The DNCO will make a logbook entry concerning any visitor that has not logged out by 2200.

g. Member of the Opposite Sex. Members of the opposite sex are not authorized to be in individual BEQ rooms during non-visitor hours. The DNCO/ADNCO will record a logbook entry concerning anyone found in violation of this regulation.

h. Personnel Sick in Quarters. Anyone who is sick in quarters will be identified to the DNCO and ADNCO by the Company First Sergeant when they are posted. Special instructions concerning checking on these Marines will be provided.

i. Protection of Government Property. All Marines on duty are strictly charged with ensuring the safety of government property and maintaining the condition of the building and

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grounds. Anyone who destroys, damages, or steals government property of any kind will be apprehended and taken to the BOOD.

j. Unauthorized Individuals. The DNCO and ADNCO will make every effort to identify and will promptly report suspicious or unauthorized people to the BOOD.

k. Barracks Crime Prevention. While the DNCO or ADNCO are making rounds through the area, they will pay particular attention to personal property left unsecured. The DNCO/ADNCO will inspect the bike rack for unsecured bikes. If the owner is not in the immediate area, valuables will be secured in the duty room. The DNCO/ADNCO will leave a note in the place of the valuables that have been secured and a logbook entry will be made. If the owner comes to the DNCO/ADNCO to reclaim the gear, the DNCO/ADNCO will return the gear only after the individual has correctly identified the gear. A logbook entry will be made. If no one reclaims the gear, the gear will be turned over to the Company First Sergeant upon relief.

l. Casualties. Notify the HqSvc Battalion OOD of any casualties. Enclosure (3) provides guidance on information to obtain.

m. Bomb Threats. Notify the HqSvc Battalion OOD of any bomb threats. Enclosure (4) provides a checklist.

n. Boltcutters. If a Marine needs boltcutters to cut a lock, the Marine will be referred to the BOOD. The DNCO/ADNCO will accompany the Marine to the BOOD's office to get the boltcutters. The DNCO/ADNCO will stay with the Marine while he/she cuts the lock and returns the bolt cutters to the BOOD.

o. Suicide Awareness. The DNCO and ADNCO will be especially alert to look for Marines with signs of depression or suicide. The DNCO and ADNCO will promptly notify the BOOD of any Marine showing signs of depression, talking about "taking his/her own life", "it's not worth it anymore", "you'll miss me when I'm gone", etc... Such Marines will not be left unattended and the BOOD will promptly be notified. Any suicidal ideation, gesture or attempt will promptly be reported to the BOOD.

p. Fire Extinguishers. The DNCO will inspect all fire extinguishers and make a logbook entry reflecting the results. Any uncharged or damaged fire extinguishers or fire fighting equipment will be reported to the Battalion OOD and the Billeting Manager.

q. Procedures to Report a Fire. In case of fire, notify the fire department by whatever means is available. Call by telephone or pull the nearest fire alarm. When reporting by telephone:

(1) Dial 9-911.

(2) Give location of fire, BEQ # _____, _____ deck, room _____.

(3) State your rank and name.

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(4) Do not hang up until told to do so.

(5) Stand by to direct fire fighting personnel.

r. Smoking. Smoking is not permitted in BEQ rooms, on walkways or common areas. Smoking is permitted only in the designated smoking area on the second deck. (See enclosure (2)).

s. Game Room/Lounge. The DNCO will secure game rooms and lounges from 2200 to 0800.

t. Marines on Restriction/Extra Police Duty (EPD)

(1) Marines assigned to restriction and/or EPD will muster with the DNCO in the DNCO office at the times designated on the restriction papers.

(2) The DNCO will make a logbook entry concerning anyone that fails to report at the designated time.

(3) The DNCO will assign clean up tasks to Marines on EPD.

17. Instructions on Maintenance of Duty Logbooks

a. The DNCO and ADNCO will each maintain a separate logbook.

b. The duty logbook is an official, chronological record of all significant events and items of interest occurring during a tour of duty. It shall be kept in a neat, legible manner, using black ink, block letter print, and will be dated and signed.

c. Corrections will be made by drawing a single line through the error, initialing it, and rewriting next to the correction.

(1) Late entries will be identified as such.

(2) No changes or entries will be made to the logbooks after the DNCO and ADNCO have closed out their logbooks at the end of their tour. The logbooks will not be closed until just prior to relief.

d. If personnel are involved, entries will include all names, ranks, social security numbers, organizations and work sections, as well as, complete detailed information concerning the cause and the purpose of the entry.

e. Every page will be dated. Each DNCO and ADNCO will begin his/her record of duty on a new page. See enclosure (2) for the required information to be logged at the top of the page.

f. Standard military times will be used throughout.

g. Mandatory Logbook Entries. The logbooks will be a complete daily record which will describe every circumstance of importance or interest to the command. The following are mandatory entries:

(1) Upon assuming duty, the DNCO and ADNCO will make an entry as shown in enclosure (2).

(2) Upon relief from duty, the DNCO and ADNCO will make an entry as shown in enclosure (2).

(3) The following occurrences will be entered into the logbook:

a All hourly tours of the area of responsibility

b Eating in the dining facility.

c All unusual occurrences.

d Damage or destruction to government property.

e Injury of personnel

f All communications from and with higher headquarters, (e.g., Depot OOD, BOOD, Company Commander, etc.).

g Emergency telephone calls received for personnel and disposition of information received along with action taken.

h Fire extinguisher and fire fighting equipment inspections, and results.

i DNCO to the rack, ADNCO posted, etc.

j Morning clean up completed and inspected by DNCO.

k Linen survey conducted at the billeting office.

l A Mairne on restriction/EPD fails to report at the required muster time.

18. Linen Survey

a. Linen survey will be conducted by the off going DNCO at the Billeting Manager's office on the first deck, BEQ 625.

b. On Monday through Thursday the DNCO will sign for 2 sets of linen.

c. On Friday morning the off going DNCO will sign for 6 sets of linen. The DNCO on Saturday and Sunday will sign for 6 sets of linen.

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d. The DNCO will record the linen survey in the DNCO logbook and the Billeting Manager will initial the entry.

19. Action

a. This order is punitive. Violations of this order are punishable under the punitive articles of the Uniform Code of Military Justice.

b. Section OIC's. Submit availability/nonavailability rosters to the Company First Sergeants for all sergeants through privates by the 10th of the month using the format in enclosure (1).

c. Company Commanders. Forward duty rosters and annotated availability/nonavailability rosters by the 15th of the month to the Battalion Adjutant.

d. Commanding Officer, Recruit Training Regiment. Request you submit your roster in accordance with paragraph 5b.

e. Adjutant. Publish the DNCO/ADNCO assignment bulletin by the 20th of the month.

f. DNCO/ADNCO. Comply with and enforce the provisions of this Order.

g. All BEQ Residents. Comply with the provisions of this Order.



R. H. Zales

DISTRIBUTION: A

CO, Recruit Training Regiment

CO, Support Battalion, RTR

CO, First Recruit Training Battalion

CO, Second Recruit Training Battalion

CO, Third Recruit Training Battalion

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SAMPLE DUTY NCO LOGBOOK ENTRIES

DATE		
COMMANDING OFFICER		COL J.J. SMITH
BATTALION OFFICER OF THE DAY		GYSGT D.D. DAILEY
DUTY NCO		SGT J. M. MARINE
ASSISTANT DUTY NCO		LCPL I. M. MARINE
Staff Action	Time	Event
	0730	I, Sgt J. M. Marine have assumed all duties and responsibilities as BEQ DNCO. I have read and understand all orders pertaining to this post. I have in my possession 1 set of keys, 1 information binder, 1 duty belt, 1 logbook. Commenced continuous tour of BEQ
	0810	Inspected all fire extinguishers and fire fighting equipment. Fire extinguisher next to room 415 is not fully charged. Notified Billeting Manager and Battalion OOD.
	0900	DNCO in office. Sent ADNCO on continuous tour.
	1200	DnCO in DNCO office. ADNCO went to chow.
	1230	Attended noon meal. The meal was outstanding in all respects.
	1300	ADNCO in office. DNCO on continuous tour.
	1500	DNCO in office. ADNCO on continuous tour.
	1600	Reported to Company First Sergeant for additional instructions. Received following instructions - that LCpl Jones, SIQ in room 302, is to be checked every 2 hours.
	1730	Attended evening meal. The meal was satisfactory.
	1800	Standing lights turned on. Checked on LCpl Jones, resting comfortably.
	1805	Toured area, all secure.
	1910	Toured area, all secure.
	2000	Toured area. Secured two wall lockers in Room #413. Checked on LCpl Jones; no problems.
	2100	Toured area, all secure.
	2200	Toured area, all secure. LCpl Jones is asleep. All visitors have logged out.
	2300	Toured area, all secure.
	2315	Posted ADNCO. DNCO to rack.
	0400	Relieved ADNCO. Toured area, all secured. LCpl Jones still asleep
	0500	Toured area, all secure.
	0600	LCpl Jones awake and resting.
	0630	Attended morning meal. The meal was outstanding. Standing lights turned off. Toured area, all secure. Police call being held.
	0645	Morning clean up completed and inspected by DNCO.
	0715	Inventoried DNCO orders, gear, and equipment, all accounted for. Conducted linen survey at Billeting Manager Office.
	0730	I, Sgt J. M. Marine have been properly relieved by Sgt J. M. Devildog.
		Respectfully submitted,
		JOHN M. MARINE
		SGT USMC

ENCLOSURE (2)

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SAMPLE ASSISTANT DUTY NCO LOGBOOK ENTRIES

<u>DATE</u>		
COMMANDING OFFICER		COL J.J. SMITH
BATTALION OFFICER OF THE DAY		GYSGT D.D. DAILEY
DUTY NCO		SGT J. M. MARINE
ASSISTANT DUTY NCO		LCPL I. M. MARINE
Staff Action	Time	Event
	0730	I LCpl I. M. Marine, have assumed all duties and responsibilities as ADNCO for HqSvcBn. I have read and understand all orders pertaining to this post. I have in my possession 1 duty belt and 1 logbook. Posted in DNCO office. DNCO touring area.
	0900	On continuous tour of BEQ. DNCO in office.
	1200	Attended noon meal. The meal was outstanding in all respects. Area in good state of police.
	1230	Posted in DNCO office. DNCO went to chow.
	1300	ADNCO in office. DNCO on continuous tour.
	1500	DNCO in office. ADNCO on continuous tour.
	1600	ADNCO in office. DNCO went to 1stSgt office
	1700	Attended evening meal. The meal was satisfactory. Toured BEQ area, all secure.
	2315	Posted by DNCO. DNCO to rack. Toured area, all secure
	2400	Toured area, all secure.
	0100	Toured area, all secure.
	0200	Toured area, all secure.
	0300	Toured area, all secure.
	0400	DNCO returns. ADNCO to rack.
	0700	Attended morning meal. The meal was outstanding. Toured Battalion all secure.
	0730	I, LCpl I. M. Marine have been properly relieved by LCpl I. M. Bulldog
		Respectfully submitted,
		I. M. MARINE
		LCPL USMC

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CASUALTY PROCEDURES

1. When you receive notification of a casualty, make a logbook entry that includes the following information.
 - a. Identify by grade, name, SSN, billet, and telephone number the person who provided you with the casualty information.
 - b. Identify the casualty by grade, name, SSN, and unit.
 - c. Identify the time, place, and location of the event.
 - d. Identify the type of wound/illness, the condition and prognosis of the casualty, and the present location of the casualty.
 - e. Identify the doctor and/or other persons knowledgeable of the details concerning the casualty.
2. Notify the Battalion Officer of the Day. Do not notify the next of kin or anyone else.

ENCLOSURE (3)

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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

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 _____