



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LA 70146-5400

ForO 1601.2F

Adj

SEP 26 2003

OFFICIAL COPY

FORCE ORDER 1601.2F

From: Commander

To: Distribution List

Subj: INSTRUCTIONS FOR COMMAND DUTY WATCH

Ref: (a) MCO P3040.4D w/Ch1 (MARCORCASPROC MAN)
(b) MCO 5740.2F (OPREP-3SIR, Serious Incident Report)
(c) ForO 3061.2 (Frost Call System)

Encl: (1) Telephonic Threat Complaint Form
(2) DSM Message and System E-mail Procedures
(3) MARFORRES CDO Instructions For Casualty/Serious Reporting
(4) MARFORRES CDO Instructions For 4th MAW Aircraft Incident/Mishap Reporting

1. Purpose. To promulgate instructions for the Marine Forces Reserve (MARFORRES) Headquarters Command Duty Officer (CDO) and Command Staff Duty Officer (CSDO).

2. Cancellation. ForO 1601.2E.

3. General

a. The Command Duty Watch will be comprised of the CDO and CSDO, hereafter collectively referred to as "Watchstanders." The CSDO will assist the CDO in the execution of his duties.

b. Watchstanders are direct representatives of the Commander, MARFORRES (COMMARFORRES). They are the focal point of and conduit for any and all information received after hours to enable COMMARFORRES and his staff to command and control Marine Forces Reserve.

c. Watchstanders will exercise full authority in all routine matters concerning MARFORRES. Should any matter arise which is within established policy but requires action prior to the commencement of working hours the following day, it will be

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referred to, in order; the cognizant staff officer; Department or Major Subordinate Command (MSC) Assistant Chief of Staff (AC/S) or Special Staff Officer; or the Force Chief of Staff (C/S).

d. The CDO/CSDO will be used during normal peacetime operations. When operations require, the AC/S G-3 will direct the manning of the Command Center to full capacity, ceasing the use of the CDO/CSDO.

e. Per grammatical convention, the word "his" refers to both male and female personnel throughout this Order and its enclosures.

4. Assignment to Duty. The Force adjutant will promulgate duty assignments (Watchbill) by a Force Bulletin on a monthly basis. Exchange of watches may be made upon agreement between the personnel concerned and approval by the Force adjutant. Personnel on the published watch list will not be granted annual leave or liberty that will conflict with the dates they are assigned duty.

a. Eligibility. The following depicts assignment criteria by rank.

(1) CDO. Officers in the grade of Major and Lieutenant Colonel. Exceptions are the Aides-de-camp for the COMMARFORRES and Deputy COMMARFORRES, the MARFORRES Staff Secretary, the Commanding and Executive Officers of Headquarters Battalion, and AC/S's.

(2) CSDO. Staff noncommissioned officers in the grade of Gunnery Sergeant and Master Sergeant.

(3) Additionally, all personnel in appropriate grades performing Active Duty Special Work (ADSW) orders at the MARFORRES or MSC's headquarters for periods of 31 days or more are eligible and may be assigned.

(4) All personnel assigned command duty must possess a SECRET security clearance and will be granted access to secret material as required in the performance of their duties.

b. Supernumerary

(1) Supernumeraries are assigned to the Duty Watch to stand duty in the event of an emergency (e.g., assigned Watchstander's emergency leave or illness).

(2) Four supernumeraries will be assigned each month: A CDO/CSDO pair for the 1st through the 15th of each month and a second pair for the remaining days in the month.

(3) Supernumeraries will check in with the Force Adjutant, or the MARFFORRES Staff Secretary in the Adjutant's absence before the commencement of the first day of the duty period. They will provide the Force Adjutant (or Staff Secretary as required) with a recall number where they can be reached at all times during their period of assignment.

5. General Instructions

a. Tour of Duty. The Watchstanders' tour of duty is from 0730 the day of duty until 0730 the following day.

b. Place of Duty. Watchstanders will stand watch in their normal work spaces during working hours and in the MARFORRES Command Center, fourth deck, building 601, after the normal work day, or on weekends and holidays.

c. Posting and Relief. The outgoing CDO and oncoming Watchstanders will report at 0730 to the C/S. If the C/S is unavailable, they will report to the Staff Secretary or Force Adjutant. The oncoming Watchstanders will be posted and report to the AC/S G-3, or the Deputy AC/S G-3, for a situational brief, after which they will return to their daily routine until 1630. Watchstanders will arrive at the Command Center by 1630 for any additional special instructions and/or situational awareness briefings. Watchstanders for Saturday, Sunday and holidays will report at 0730 on the last working day prior to the liberty or holiday period.

d. Logbook. Both Watchstanders are authorized to make official logbook entries. The CDO will review and sign the logbook prior to posting/relief.

e. Uniform. The uniform for the Command Duty Watch is the uniform of the day.

f. Messing. The Naval Support Activity, Westbank, Dining

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Facility is open on a limited basis after hours. Watchstanders are permitted to subsist there, coordinating with the HqBn OOD for transportation.

6. Special Instructions

a. Ensure that the COMMARFORRES, Deputy Commander and C/S can contact, and be contacted by any General Officer 24 hours a day, via the command duty telephone number: 504-678-1580.

b. Refer telephone calls received from higher headquarters or from local, state, or national dignitaries to the C/S. Refer calls from higher headquarters action officers that Watchstanders cannot answer to the appropriate Force or MSC AC/S's or Special Staff Officer. If the Wachstander cannot direct the call appropriately, contact the C/S.

c. Personal Calls To Members of This Command. Do not release, under any circumstances, home phone numbers of personnel in this Command to individuals outside the Command.

(1) For non-emergency personal calls, notify the member of this Command via email.

(2) For emergency personal calls, record the caller's name and telephone number and attempt to contact the individual being called.

d. Other Telephone Calls. Log all questionable and/or prank calls. Record, if possible, the name, address and, if applicable, the organization or group represented by the caller. To assist in retrieving this information, the telephone in the Command Center has Caller ID.

e. Personnel Casualty, Serious Incident and Mishap Reporting

(1) MARFORRES units are responsible for submitting a Personnel Casualty Report (PCR) and/or OPREP-3: Serious Incident Report (OPREP3-SIR) as required, following the procedures in references (a) and (b) respectively. Copies of both references are included in the Watchstanders' binder.

(2) Prior to releasing a PCR or OPREP3-SIR, units are required to notify the MARFORRES headquarters by telephone,

providing the information available at that time. During normal duty hours, the unit will notify either the Deputy AC/S, G-1, the Force Adjutant, or the C/S. After normal duty hours, the unit will notify the Command Center. The CDO or CSDO will then notify the C/S, appropriate MSC C/S and the MARFORRES ground or air safety officer. The CDO or CSDO will record the information on either enclosure (3) (Casualty/Serious Incident Worksheet) or enclosure (4) (Aircraft Incident/Mishap Worksheet) and deliver it to C/S, with a copy to the appropriate MSC C/S. Additional copies of both enclosures (3) and (4) are included in the Watchstanders' binder.

f. Bomb Threats. Record information pertaining to bomb threats using enclosure (1). Report the threat to the HqBn OOD, the Commander, Naval Reserve Force (CNRF) Command Duty and Force and MSC Chiefs of Staff. Additional copies of enclosure (1) are included in the Watchstanders' binder.

g. Frost Call. Follow the procedures provided in reference (c) relating to the Frost Call System.

h. Monitoring Email and Message Traffic. Follow the procedures provided in enclosure (2).

i. Inquiries From Press or Public Media. Do not release any information to the press or other media. Refer all inquiries to the PAO.

j. After Hours Access. Refer all personnel desiring entry into working spaces after normal working hours to the HqBn OOD.

7. Action

a. MSC and MFR Departments Chiefs

(1) Ensure that a roster of non-availability period(s) for all personnel eligible for both the MARFORRES and HqBn command duties is provided to the Force Adjutant not later than the 10th of each month. Periods of non-availability are defined as periods on which the Marine is on Temporary Additional Duty (TAD), Leave, Emergency Leave, or as directed by the Commander.

(2) Ensure that all MSC personnel eligible for Command

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Watch have, at minimum, a SECRET security clearance and may be granted access to classified material as required.

b. Force Adjutant

(1) Publish the MARFORRES Command Duty Watchbill, not later than the 15th of each month.

(2) Maintain the Watchstanders' binder.

(3) Conduct a Watchstanders' training course for newly assigned eligible personnel and a "re-familiarization" course, as required.

(4) Execute all other duties as specified in this Order.

c. Staff Secretary. Execute all duties as specified in this Order.

d. Assistant Chief of Staff, G-3. Provide daily situational awareness briefings to Watchstanders.

e. Assistant Chief of Staff, G-6. Provide communications and systems support as required for both the Force Command Watch and the HqBn Watch (i.e., secure phones, ADPE support, etc.)

f. Force Security Manager. Coordinate with the XO, HqBn, to ensure all personnel eligible for Command Watch have, at minimum, a SECRET security clearance and are granted access to classified material as required.

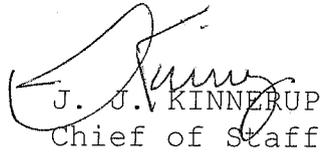
g. Commanding Officer, Headquarters Battalion

(1) Publish the HqBn Command Duty Watchbill, not later than the 15th of each month.

(2) Coordinate with the Force Security Manager to ensure all personnel eligible for Command Watch have, at minimum, a SECRET security clearance and are granted access to classified material as required.

(3) Ensure that a linen survey is available for all Watchstanders. Ensure sufficient linen is available on the last day prior to weekend, extended liberty, and holiday periods.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. J. KINNERUP
Chief of Staff

DISTRIBUTION: A/A1

Copy to: CNFR
CO, NSA
Dir 8th MCD
OIC Navy Comm Center

DEPARTMENT OF THE NAVY

TELEPHONIC THREAT COMPLAINT

IF BOMB THREAT, ASK THE CALLER

- WHEN IS THE BOMB TO GO OFF?
- WHERE IS THE BOMB TO GO OFF?
- WHAT KIND OF BOMB IS IT?
- WHAT DOES THE BOMB LOOK LIKE? ✓
- WHERE ARE YOU CALLING FROM?

1. COMMAND	
a. Name & Address	b. Phone No.
2. COMPLAINANT	
a. Name	
3. PERSON RECEIVING CALL	
a. Name	b. Date & Place of Birth
c. Command Name & Address	d. Phone Number (Work) _____ (Home) _____
4. TELEPHONE CALL RECEIVED ON	
a. Phone Number (include area code)	b. Location
c. Phone number listed in ("X" all that apply)	
<input type="checkbox"/> Unlisted <input type="checkbox"/> Other (List) <input type="checkbox"/> Command Directory <input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory	
5. DETAILS OF CALL	
a. Date	b. Day of Week
c. Time	
6. CONTEXT OF CONVERSATION	
a. Recipient "	"
b. Caller "	"
c. Recipient "	"
d. Caller "	"
e. Recipient "	"
f. Caller "	"
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. (If more space needed, continue on reverse.)	
8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS	
a. Sex	b. Age
c. Race	d. Accent
e. Educational Level	f. Attitude (Calm, Nervous, Serious)
g. Other	
9. WERE THERE ANY WITNESSES TO THE CALL? <input type="checkbox"/> No	10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER? <input type="checkbox"/> No
<input type="checkbox"/> Yes (List Name)	<input type="checkbox"/> Yes (List Name)
11. NOTIFICATION OF AUTHORITY ("X" all notified)	
<input type="checkbox"/> CO <input type="checkbox"/> XO <input type="checkbox"/> OOD <input type="checkbox"/> Security <input type="checkbox"/> NISRA <input type="checkbox"/> Telephone Co. <input type="checkbox"/> EOD <input type="checkbox"/> Fire Dept.	

DEFENSE MESSAGE SYSTEM (DMS) AND E-MAIL PROCEDURES

1. General

a. The Command Center has both unclassified (NIPRNET) and classified up to, and including Secret (SIPRNET) capabilities for releasing and receiving Defense Message System message traffic and electronic mail.

b. The MARFORRES Area Control Center (ACC) is located in building 601, fifth deck. The ACC receives and distributes NIPRNET and SIPRNET (up to secret) message traffic for COMMARFORRES. The ACC receives Top Secret (TS) message traffic for COMMARFORRES but does not distribute TS messages.

2. Incoming and outgoing electronic mail

a. The Command Duty Officer (CDO) monitors the MARFORRES CDO mailbox (NIPRNET) and MARFORRES CDO mailbox (SIPRNET) for incoming electronic mail and responds accordingly or notifies the appropriate staff section.

b. For problems with unclassified (NIPRNET) electronic mail contact the G-6 help desk at 678-5623.

c. For problems with classified (SIPRNET) electronic mail contact the area control center at 678-4211.

3. Incoming and outgoing (DMS) message traffic

a. The CDO monitors the COMMARFORRES and COMMARFORRES COMMAND CENTER NIPRNET DMDS mailbox and the COMMARFORRES SIPRNET DMDS mailbox for incoming message traffic, responds accordingly or notifies the appropriate staff section.

b. The CDO will notify the cognizant staff officer, AC/S, or Special Staff Officer on PRIORITY and IMMEDIATE messages on all classified messages, up to, and including Secret.

c. The CDO maintains one unclassified FORTEZZA card and one classified FORTEZZA card (up to, and including Secret) to release unclassified and classified messages from the command center. An alternate SIPRNET computer is located in the ACC if problems occur with the DMS terminal in the command center.

DEFENSE MESSAGE SYSTEM (DMS) AND E-MAIL PROCEDURES

d. For problems releasing unclassified (NIPERNET) DMS message traffic contact the G-6 help desk at 678-5623.

e. For problems releasing classified (SIPRNET) DMS message traffic contact the area control center at 678-4211.

4. Top Secret (TS) messages

a. Top Secret messages are received in the ACC. The ACC does not continually monitor the TS mailbox. The TS mailbox is checked upon watch shift rotation every twelve hours. If notified by higher headquarters regarding a TS message, contact the ACC to verify receipt.

b. Upon receipt of a TS message the ACC will notify the Command Duty Officer. Regardless if the Command Duty Officer has a TS clearance or not, the CDO will contact the MARFORRES Top Secret Control Officer (TSCO) or alternate. Their names and contact numbers are located in the watch standers' binder, Tab C.

ENCLOSURE (2)

MARFORRES CASUALTY/SERIOUS INCIDENT REPORTING

- A. Report all mishaps no matter how minor.
- B. Complete the report below.
- C. Make notification in the following order:
 - 1. MARFORRES Chief of Staff
 - 2. Appropriate MSC Chief of Staff
 - 3. HQBN XO (If NSA MARFORRES/MSC Personnel)

CDO: _____
Date: _____ Time: _____

Caller: Name _____ Rank: _____
Phone _____

Type of Casualty: Death Serious Minor

Reported to higher headquarters? Yes No

Reported to Next of Kin? Yes No

If Yes, Where/Whom _____

Casualty: Member _____ SSN _____
Rank _____
Time _____ Date _____
Unit _____ Section _____
Member location: _____
Address: _____
Phone: _____
Attending Physician: _____
Physician Phone: _____

Others involved: _____

Summary _____

MARFORRES AIRCRAFT INCIDENT/MISHAP WORKSHEET

- A. Report all mishaps no matter how minor.
- B. Complete the Report below.
- C. Make notification in the following order:
 - 1. 4th MAW Safety Officer
 - 2. 4th MAW Operations Officer
 - 3. 4th MAW Chief of Staff
 - 4. MARFORRES Safety Officer
 - 5. MARFORRES Chief of Staff

CDO: _____
Date: _____ Time: _____

Caller: Name _____ Rank: _____
Phone _____

Type Mishap: _____
Reported to higher headquarters? Yes No
If Yes, Where/Whom _____

Aviation Time _____ Date _____
Aircraft _____ SQDN _____
Passengers Yes No Mission _____
Flight origin _____

Summary _____

Ground Time _____ Date _____
Squadron _____
Injuries _____
Est Damage _____
Location _____

Summary _____

DEPARTMENT OF THE NAVY TELEPHONIC THREAT COMPLAINT		IF BOMB THREAT, ASK THE CALLER ● WHEN IS THE BOMB TO GO OFF? ● WHERE IS THE BOMB TO GO OFF? ● WHAT KIND OF BOMB IS IT? ● WHAT DOES THE BOMB LOOK LIKE? ● WHERE ARE YOU CALLING FROM?	
1. COMMAND			
a. Name & Address		b. Phone No.	
2. COMPLAINANT			
a. Name			
3. PERSON RECEIVING CALL			
a. Name		b. Date & Place of Birth	
c. Command Name & Address		d. Phone Number (Work)	(Home)
4. TELEPHONE CALL RECEIVED ON			
a. Phone Number (include area code)		b. Location	
c. Phone number listed in ("X" all that apply)			
<input type="checkbox"/> Unlisted	<input type="checkbox"/> Other (List)	<input type="checkbox"/> Command Directory	<input type="checkbox"/> Base Directory <input type="checkbox"/> Local Directory
5. DETAILS OF CALL			
a. Date	b. Day of Week	c. Time	
6. CONTEXT OF CONVERSATION			
a. Recipient "			
b. Caller "			
c. Recipient "			
d. Caller "			
e. Recipient "			
f. Caller "			
7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. If more space needed, continue on reverse.)			
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e. Educational Level		f. Attitude (Calm, Nervous, Serious)	
g. Other			
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11. NOTIFICATION OF AUTHORITY ("X" all notified)			
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CASUALTY/SERIOUS INCIDENT REPORTING

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 - 1. MARFORRES Chief of Staff
 - 2. Appropriate MSC Chief of Staff
 - 3. HQBN XO (If NSA MARFORRES/MSC Personnel)

CDO: _____
 Date: _____ Time: _____

Caller: Name _____ Rank: _____
 Phone _____

Type of Casualty: Death Serious Minor

Reported to higher headquarters? Yes No

Reported to Next of Kin? Yes No

If Yes, Where/Whom _____

Casualty: Member _____ SSN _____
 Rank _____
 Time _____ Date _____
 Unit _____ Section _____
 Member location: _____
 Address: _____
 Phone: _____
 Attending Physician: _____
 Physician Phone: _____

Others involved: _____

Summary _____

MARFORRES AIRCRAFT INCIDENT/MISHAP WORSHEET

- A. Report all mishaps no matter how minor.
- B. Complete the Report below.
- C. Make notification in the following order:
 1. 4th MAW Safety Officer
 2. 4th MAW Operations Officer
 3. 4th MAW Chief of Staff
 4. MARFORRES Safety Officer
 5. MARFORRES Chief of Staff

CDO: _____
 Date: _____ Time: _____

Caller: Name _____ Rank: _____
 Phone _____

Type Mishap:

Reported to higher headquarters? Yes No

If Yes, Where/Whom _____

Aviation Time _____ Date _____
 Aircraft _____ SQDN _____
 Passengers Yes No Mission _____
 Flight origin _____

Summary _____

Ground Time _____ Date _____
 Squadron _____
 Injuries _____
 Est Damage _____
 Location _____

Summary _____