



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

IN REPLY REFER TO:

5215

G-1

28 Feb 17

From: Commanding General, Force Headquarters Group  
To: Captain Matthew C. Kelly

Subj: COMMAND DUTY REPRESENTATIVE DURING DRILL WEEKENDS AND ANNUAL  
TRAINING (GPL 1-14)

Ref: (a) MCO 5215.1K

1. Per the reference, request review of subject directive as indicated below and return this letter by 1 March 2017, signed by the Section Head/Officer in Charge (OIC). The subject Group Policy Letter was signed on 7 February 2014.

- ☒ Annual Review  
☐ Review required - validate or delete requirement/reduce reporting frequency.  
☐ Review distribution (based on "need to know").  
☐ A change or revision has been received that may affect the subject directive. Review for compliance.  
☐ Subject directive is nine years old and requires revision, republication, or consolidation with a directive of similar subject. If no updating is required, justify requirement to retain current directive.

  
R. T. PLAYER  
Acting

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FIRST ENDORSEMENT

From: Captain Matthew C. Kelly  
To: Commanding General, Force Headquarters Group

1. Returned. The subject directive has been reviewed. The following applies:

- ☐ Current - no updating required.  
☐ Minor changes required as indicated on attached copy.  
☒ Directive will be cancelled. Effective 20170307.  
☐ Revision required. Estimated completion date is \_\_\_\_\_.  
☐ Other. \_\_\_\_\_.

  
M. C. KELLY



UNITED STATES MARINE CORPS  
FORCE HEADQUARTERS GROUP  
2000 OPELOUSAS AVENUE  
NEW ORLEANS, LA 70114-1500

5500  
CG

FEB 07 2014

GROUP POLICY LETTER 1-14

From: Commanding General  
To: Distribution List

Subj: COMMAND DUTY REPRESENTATIVE DURING DRILL WEEKENDS AND ANNUAL TRAINING

Ref: (a) Navy Regulations, para 0922  
(b) Marine Corps Manual, para 1303  
(c) Manual for Courts-Martial, UCMJ Article 7, RCM 302  
(d) MCO 1620.2D, Off-Installation Liaison and Operations  
(e) 18 USC 1385, Posse Comitatus Act  
(f) DODI 3025.21, Defense Support of Civilian Law Enforcement Agencies  
(g) MCO 5500.6H CH 1, Arming of Law Enforcement and Security Personnel and the Use of Force  
(h) MCO 3574.2k, Combat Marksmanship Program  
(i) CJCSI 3121.01B, Standing Rules for the Use of Force  
(j) DOD 5500.7-R, Joint Ethics Regulation

1. Situation. To promulgate instructions for the implementation of duty standers in civilian and military billeting during reserve drill weekends and annual training (AT) events.

2. Mission. To enforce standards of behavior in accordance with applicable references in order to maintain good order and discipline.

3. Execution. There will be a total of three Select Marine Corps Reserve (SMCR) personnel assigned to duty per evening of drill or AT. The specific requirements for duty standers are below.

a. Duty Standers

(1) A noncommissioned officer (NCO) shall be assigned as the duty and a NCO or below shall be assigned as the assistant duty.

(2) A staff NCO (SNCO) or higher shall be assigned as the "on-call" duty officer. This SNCO is responsible to respond to the needs of the duty NCO in the event something is beyond the Duty NCO's capabilities or assistance is needed.

(3) Duty standers will be staffed by SMCR personnel.

b. Duty standers will conduct regular tours of the military or civilian billeting facility, grounds and hallways to identify and address behavior by service members that is detrimental to the good



order and discipline. Duty standers shall not tour areas beyond the billeting grounds. All duty standers will be in possession of a unit cell phone and an official duty logbook. Entries shall be made in the logbook by the duty NCO only, and he/she will annotate the time of the tour and anything of relevance during said tour.

c. Civilian Billeting. While in off-base billeting, duty standers may act to prevent misconduct by service-members and enforce the Uniform Code of Military Justice. After positively identifying the offender as a service member, duty standers may issue verbal warnings, assist Marines or Sailors in returning to their billeting or contact civilian law enforcement.

d. Military Billeting. Duty standers may prevent or address misconduct through verbal warnings, assisting service members to their quarters or contacting the military police.

e. Apprehension. When a service member does not comply with verbal warnings and military police or civilian law enforcement officers are not readily available, an NCO may apprehend the service member. Commissioned officers, warrant officers, SNCOs, and NCOs have the authority to take service-members into custody (apprehension) when there is probable cause to believe the service member committed an offence triable by court-martial and/or is involved in a quarrel, fray or disorder. Duty-standers may only use such force necessary to affect the apprehension. The service member may be detained until military police or civilian law enforcement arrives.

f. Use of Force. Force should only be used as a last resort and the force applied should be the minimum necessary.

g. Actions with Civilians. Duty standers shall NOT violate the Posse Comitatus Act by placing civilians under military regulatory, proscriptive, or compulsory control. Duty standers should contact civilian law enforcement to address civilian offenders.

h. Actions with Civilian Law Enforcement. In addition, Marines shall not directly assist civilian law enforcement officers with the following acts involving civilians or service members: arrest, apprehension, acting as undercover agent, informant, investigator, or interrogator, interdiction of a vehicle, vessel, or aircraft, search and/or seizure, security functions or patrols, surveillance, stop and frisk, traffic, crowd, or riot control, pursuit, evidence collection, enforcing evacuation orders, or any similar activity to the foregoing.

i. All assigned duty standers will refrain from the consumption of alcoholic beverages during their tour of duty and eight hours prior to posting for duty or 12 hours prior to posting for those duty standers who will be armed.

j. Duty standers will NOT be armed, except those standing watch on a military installation. On-base duty standers will qualify with

the pistol per reference (h) and comply with reference (i), the Standing Rules for the Use of Force.

k. Uniforms

(1) All duty standers will post in the Service "B" or Service "C" uniform, dependent on time of year, and remain in this uniform for the duration of their duty. Camouflage utilities (MARPAT) are not authorized for standing duty.

(2) It is the responsibility of the unit Commanding Officer to ensure that policies are in place to either inform the duty standers prior to arriving for drill or AT of the appropriate uniform; or to ensure that the entire unit brings the proper uniform to drill or AT for standing duty.

1. Coordinating Instructions. For units that conduct drill or AT's in smaller than platoon-sized units, the requirement is only to maintain a government issued duty cell phone. There is not a requirement for units of this size to have a standing duty; however the cell phone holder must ensure they are readily available on an as needed basis and that all members have the correct phone number. Paragraphs 3.b-j above applies to this duty stander as well.

4. Administration and Logistics. For civilian billeting, coordination should be made with local hotel management and/or local security to facilitate the posting (when feasible) of the duty in an area readily accessible to all Marines/Sailors. Coordination should be made with local law enforcement. While coordination is required, duty standers will not fall under the operational control or be tasked by hotel security or civilian law enforcement.

5. Command and Signal

a. A normal tour of duty will commence upon the end of a normal day of duty and end upon the start of duty the following day. For example, if the unit secures at 1730 on Saturday evening, the duty standers will post from 1730 on Saturday until 0600 the following Sunday, or whichever time the normal duty day starts on Sunday.

b. This policy is applicable to all units that conduct drill weekends and/or AT events and applies to both civilian and military billeting.

c. Units wishing to issue amplifying guidance must send it to the MARFORRES SJA's office via Force Headquarters Group for review prior to implementation.

  
P. K. LEBIDINE