



**UNITED STATES MARINE CORPS**

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

IN REPLY REFER TO:  
StaO 1601.6P  
ADJ  
**05 DEC 2001**

STATION ORDER 1601.6P

From: Commanding Officer  
To: Distribution List

Subj: SPECIAL ORDERS FOR COMMAND DUTY PERSONNEL, MARINE CORPS AIR  
STATION YUMA

Ref: (a) MCO 5740.2E  
(b) MCO P3040.4D w/Ch 1  
(c) StaO 5800.11D

Encl: (1) Special orders for the Officer of the Day (OOD)  
(2) Special Orders for the Assistant Officer of the Day (AOOD)  
(3) Special Orders for the Duty Chaplain  
(4) Special Orders for the Duty Medical Officer  
(5) Special Orders for the Duty Dental Officer  
(6) Special Orders for the Casualty Assistant Calls Officer (CACO)  
(7) Special Orders for the OOD/AOOD Supernumerary  
(8) Special Orders for the Duty Driver  
(9) List of Appendixes for Special Events

1. Purpose. To provide instructions for the Command Duty Personnel of the Station.

2. Cancellation. StaO 1601.6N.

3. Summary of Revision. This Order contains substantial changes and is required to be reviewed in its entirety.

4. General

a. Assignment to duties outlined in this Order will be made by a separate Station Bulletin on a monthly basis. Special instruction in accordance with current force protection conditions will be issued separately. Under conditions other than Normal, duties will be posted at Bldg. 980 to check ID cards and will be armed appropriately.

b. The Station Adjutant is responsible for the required maintenance of, and modifications to this Order. H&HS Command element is responsible for coordinating OOD/AOOD assignments.

c. Recall rosters are a means of "taking care of our own." The rosters are used by the Command Duty Personnel in communicating with personnel after normal working hours. Rosters of section key personnel are required to be current at all times and will be submitted to the Station Adjutant's Office the first month of each quarter or as changes occur.

d. All personnel assigned to duty will read this Order prior to assuming duty. Any questions as to the responsibility and/or requirements set forth herein will be directed to the Station Adjutant for clarification.

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5. Command Duty Personnel Assignments

a. Casualty Assistance Calls Officer (CACO). CACO duty will be assigned only to Officers and those E-7's who have completed formal CACO training.

b. Officer of the Day (OOD). OOD duty will be assigned to Navy/Marine personnel in the grade of E-7, W-1 through W-3, and O-1 through O-3. Personnel assigned to SAR or Medical are exempt. Major selectees and CW05 or CW04 will only stand this duty when there is not a sufficient number of officers available for this duty (i.e., the number of officers available falls below the number periods of duty that month).

c. Assistant Officer of the Day (AOOD). AOOD duty will be assigned to Staff Sergeants/Petty Officers First Class and Staff Sergeant/Petty Officers First Class selectees.

d. Duty Chaplain. Chaplains assigned to Station, Marine Aircraft Group-13 and Marine Air Control Squadron-1 will stand this duty. The assignment to this duty will be coordinated by the senior chaplain with concurrence of the MAG-13 Chaplain.

e. Duty Medical and Dental Officers. Medical and dental officers assigned to Station and tenant organizations will stand this duty. The assignment to this duty will be coordinated by the Officers-In-Charge of Branch Medical and Dental Clinics.

f. Duty-Driver. The Duty Driver will normally be a Lance Corporal or below and will be assigned by the H&HS Squadron Gunnery Sergeant. (Corporals are acceptable when sections assigned quotas have an insufficient amount of Lance Corporals and below).



MARK E. CONDRA

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## SPECIAL ORDERS FOR THE OFFICER OF THE DAY

1. General. As a representative of the Commanding Officer, the Officer of the Day (OOD) is responsible for ensuring that all routine matters falling within the cognizance of the Commanding Officer are handled in a prompt and efficient manner after normal working hours. All duty personnel will maintain a proper dignified military atmosphere during their assigned tours.
2. Tour. The tour of duty is weekly from 0730 Monday to 0730 Monday. Schedules will accommodate special liberty and holiday periods accordingly.
3. Uniform. The uniform will be utilities for Marines and the equivalent uniform for Navy personnel.
4. Posting and Relief. The OOD will be posted at 0730 and relieved at 0730 by the Station Executive Officer. If the Executive Officer is not available, the Station Adjutant will conduct posting and relief at the same time.
5. POST AND DUTIES
  - a. During normal working hours, the OOD will carry out regularly scheduled duties unless directed otherwise.
  - b. During the work week, the OOD will physically check-in with the AOOD in Bldg. 980 at 1530 for any special instruction, tour the area and then secure to his/her place of residence. An official logbook entry is required.
  - c. During weekends and holidays, the OOD will be present at Infinities 15 minutes prior to closing until closed or all patrons have left the area on Friday through Sunday, in order to make Command presence.
  - d. After working hours and on holidays, the OOD will be available (1) to be reached by cell phone anytime, (2) to respond by phone within fifteen minutes, and (3) to respond in person within thirty minutes. If the cell phone is malfunctioning, the OOD will, at all times, keep the AOOD informed of his present location.
  - e. OOD may respond to most calls by phone. When the seriousness of the situation requires, he will respond in person.
6. Duty Log. The OOD and the AOOD will record all important or unusual events occurring during the tour in addition to those entries required by this Order. Entries contained in the log may be either printed or written in longhand. All logbook entries will be neat and legible.
7. Notification. The OOD will be thoroughly familiar with the whereabouts of the CO/XO and SgtMaj, the Special Instructions, the pager system operation and how to transfer inter-office phone calls. The OOD will attempt to contact duty personnel before attempting notification of any personnel within the department. With any incident, the OOD should evaluate the necessity of notifying the C0, XO, Adjutant, PAO, PMO, SgtMaj and the Duty Chaplain. Any questions on notification should be referred to the Station Adjutant. The OOD has 30 minutes to be present on station upon notification by the AOOD that OOD presence is required.

ENCLOSURE (1)



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## SPECIAL ORDERS FOR THE ASSISTANT OFFICER OF THE DAY

1. General. The Assistant Officer of the Day (AOOD) is under the direct supervision and control of the Officer of the Day.
2. Tour. The tour of duty is from 0730 to 0730 weekdays and from 0800 to 0800 on weekends and holidays unless otherwise directed.
3. Uniform. The uniform will be utilities for Marines and the equivalent uniform for Navy Personnel.
4. Posting and Relief. On working days, the AOOD will be posted and relieved by the Station Sergeant Major at 0730 in the Station Sergeant Major's office. There will be no official posting on weekends. Personnel scheduled for duty on weekends or holidays will be posted on the last workday prior to their scheduled duty.
5. Post and Duties
  - a. During normal working hours, the AOOD will carry out regularly scheduled duties unless otherwise directed.
  - b. After the working day, the AOOD will assume duty in Bldg. 980 at 1530.
  - c. The AOOD will remain in Bldg. 980 or the area of responsibility until relieved the following morning by the Station Sergeant Major or the oncoming AOOD.
  - d. The AOOD may be absent from Bldg. 980 under the following conditions:
    - (1) To take meals as directed by this Order or the OOD.
    - (2) To inspect Infinities, bowling alley, gymnasium, Ordnance area, H&HS barracks at least once during the tour between the hours of 1800 and 2200. Tour the Ordnance Storage area once between 2000 and 2400 nightly. Enter at Post 2, DO NOT TAKE DUTY VEHICLE INSIDE COMPOUND. The Sergeant of the Guard (SOG) will take you in his vehicle. Check the physical security of the compound and the health and welfare of the guards at both post 1 and 2. Ensure a logbook entry is made of this visit.
      - (a) Ensure that a satisfactory state of police exists.
      - (b) Ensure that personnel are conducting themselves in an appropriate manner.
    - (3) At such other times as may be directed by the OOD.
  - e. The AOOD will notify the PMO Desk Sergeant at extension 2205 when departing for area tour and direct the Duty Driver to take incoming calls and contact the AOOD in case of emergency calls.
  - f. The AOOD will ensure all outside doors of Bldg. 980 are locked by 1700 and opened by 0545. All lights that are not being used for security reasons will maintain the same hours of operation.

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g. The AOOD will, on weekends and holidays, ensure the Admiral's/General's flags are properly displayed on the short flagpole in front of Bldg. 980 upon arrival of such officers and removed upon their departure.

h. The AOOD will ensure the church pennant is properly displayed on the short flagpole at 0900 each Sunday and removed at 1230 and the appropriate bugle calls are played (Taps, Reveille, Church call). In the event that a VIP flag is being displayed, the church pennant will not be displayed.

i. The OOD/AOOD will supervise Evening Colors.

6. Duty Log. The AOOD will maintain the AOOD Duty Log in the same manner as specified for the OOD's log and will be sighted and initialed by the Station Sergeant Major prior to being relieved.

7. Notification. The AOOD will be thoroughly familiar with the whereabouts of the CO/XO, SgtMaj and the OOD, the Special Instructions, the pager system operation and how to transfer inter-office phone calls. The AOOD will attempt to contact duty personnel before attempting notification of any personnel within the department. With any incident, the AOOD should evaluate the necessity of notifying the OOD, Station Adjutant, XO, PAO, PMO, SgtMaj and the Duty Chaplain. Any questions on notification should be referred to the OOD or the Station Adjutant.

8. Applicability. The word "OOD" used throughout the rest of the Order is also applicable to the AOOD.

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## SPECIAL ORDERS FOR THE DUTY CHAPLAIN

1. General. The Duty Chaplain is responsible for assisting the OOD in a situation wherein the expertise of a Chaplain is required.
2. Tour. The tour of duty will be weekly from Tuesday 0800 to Tuesday 0800.
3. Uniform. The uniform will be summer khaki/winter blue, or summer white/service dress blue, or Marine equivalent. After normal working hours, the Duty Chaplain is authorized to wear civilian attire, but shall change into uniform prior to responding to any crisis requiring chaplain intervention.
4. Post and Duties
  - a. During normal working hours, the Duty Chaplain will carry out regularly scheduled duties.
  - b. After working hours and on holidays, the Duty Chaplain will be available (1) to be reached by "beeper" or phone anytime, (2) to respond by phone within fifteen minutes, and (3) to respond in person within thirty minutes. If the beeper is malfunctioning, the Duty Chaplain will, at all times, keep the OOD informed of his present location.
  - c. Duty Chaplains may respond to most calls by phone. When the seriousness of the situation requires, they will respond in person.
  - d. The Duty Chaplain will be called into the brig only when the brig staff deems that there is an emergency.
  - e. Duty Chaplains will contact the OOD prior to 1630 on weekdays and prior to 0900 on Saturdays, Sundays and holidays to ensure that the OOD has their correct telephone number and to test the beeper. If for any reason, the scheduled Duty Chaplain is unable to assume or continue the watch, the Duty Chaplain will notify the Chaplain Watch Coordinator (CWC).
  - f. The Duty Chaplain will maintain a duty logbook making such entries as are necessary to keep a record of contacts, name of person seeking assistance, their unit and the disposition of the assistance. It will be the responsibility of the Duty Chaplain to pass on necessary information to the Command and/or Chaplain of the individual concerned when ongoing assistance is required. The Duty Chaplain will report all significant problems to the Station Command Chaplain or the MAG-13 Chaplain (as appropriate) prior to 0800 every working day and by 0800 the first working day following a holiday or weekend. In cases involving the death or critical injury/illness of an active duty member, the Duty Chaplain will contact the Chaplain of that person's unit and the Station Command Chaplain immediately.

ENCLOSURE (3)



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## SPECIAL ORDERS FOR THE DUTY MEDICAL OFFICER

1. General. The Duty Medical Officer is responsible for Fitness for Duty evaluations or for major disasters.

2. Duty Hours

a. On normal working days, the assigned Duty Medical Officer assumes the duty at 0730.

b. Assumption/relief of duty takes place properly at 0800 on weekends/holidays.

3. Uniform. The Duty Medical Officer may be in civilian attire.

4. Availability

a. The Duty Medical Officer is on-call from 1600-0730 (Monday-Friday) and from 0700 on the last workday till 0800 on the following workday (Saturday, Sunday and Holidays). Any time the Duty Medical Officer leaves the clinic he is required to carry a radio pager device. This device will be tested by the Duty Medical Officer at the onset of each watch and at least once a day on weekends and holidays. Should the device malfunction, the Duty Medical Officer will immediately obtain the back up beeper located in the Leading Chief Petty Officer's (LCPO) office and ensure it functions properly. Should the back up beeper be non-operative, the Duty Medical Officer will remain on-board until a properly functioning pager can be obtained. The telephone will be the primary communication device and the Duty Medical Officer will call the clinic to inform the on-board watch personnel of any significant change of his/her location and provide a telephone number at which he/she can be reached.

b. The Duty Medical Officer is required to respond to calls from the Branch Medical Clinic immediately upon receiving a page, and must physically report to the Clinic within 20 minutes when the situation dictates.

5. Duties and Responsibilities

a. The Duty Medical Officer bears full responsibility for the operation of the Branch Medical Clinic during his/her duty hours.

b. He/she supervises the care of all patients that present themselves, or are transported to the Acute Care Area (ACA). He/she bears responsibility for the care provided by the Duty Hospital Corps Personnel.

c. After hours, authorized Chief of the Day may perform screening physical examinations for brig confinement. In these cases, the Duty Medical Officer will perform the official confinement physical within 24 hours.

6. Communications. All telephone communication between the Clinic and the Duty Medical Officer will be recorded in the Medical Journal.



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## SPECIAL ORDERS FOR THE DUTY DENTAL OFFICER

1. General. The Duty Dental Officer (DDO) is responsible for after hours emergency dental treatment for active duty, dependent, and retired personnel when it is determined that the nature of the problem or the injury, cannot be delayed until normal working hours.
2. Duty Hour. Assumption of duty takes place at 0615 on normal workdays, and at 0715 on all other days.
3. Uniform. After normal working hours the DDO and DDT are authorized to wear civilian attire. Uniform or scrubs will be worn, as directed by the DDO, prior to seeing any patient.
4. Availability
  - a. The DDO is not required to remain in the clinic during non-working hours, but is required to maintain a phone watch at his quarters or keep the DDT appraised of his location and the phone number at which he can be reached. A radio pager is also utilized in case the phone contact cannot be made.
  - b. The DDO is required to respond immediately to all calls or pages from either the Duty Dental Technician (DDT) or Branch Medical Clinic. Treatment and further evaluation will be arranged by the DDO and patient based on the judgment of the DDO, and coordinated for either the day of the emergency or a following workday.
5. Duties and Responsibilities
  - a. The DDO bears full responsibility for the operation of the Dental Clinic spaces after normal working hours.
  - b. The DDO will see that all patients are properly logged in and out by the DDT.
  - c. Patient dental records, whether temporary or permanent, will be complete and accurate. This is the responsibility of the DDO and includes entries into the Infection Control Log and Duty Log.
  - d. Patient care will generally be limited to relief of acute pain, infection control or treatment of traumatic injuries, as deemed necessary and appropriate by the DDO. Definitive treatment will be either by appointment or through regular dental acute care appointment. Definitive follow-up treatment will be either by appointment or through regular dental sick call.



SPECIAL ORDERS FOR THE CASUALTY ASSISTANCE CALLS OFFICER (CACO)

1. General. The Casualty Assistance Calls Officer (CACO) is responsible for any emergency involving an H&HS casualty and coordinating all necessary notification procedures.
2. Tour. The tour of duty will be published in StaBul 1601. A CACO assigned to an incident will function as CACO until all action is complete.
3. Duties. The CACO will be thoroughly familiar with all applicable references concerning casualty reporting. The CACO will keep the OOD informed of his whereabouts at all times and can be reached by pager or phone at any time.
4. Availability. The CACO will be available to be reached by pager or cell phone anytime during duty tour and must respond by phone within 10 minutes of page and within 30 minutes in person. The cell is for use when the CACO is providing assistance to the primary next of kin.



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SPECIAL ORDERS FOR THE OOD/AOOD SUPERNUMERARY

1. General. The supernumerary will be assigned as OOD when the scheduled OOD cannot perform regularly assigned duties because of unforeseen emergencies.
2. Tour. The tour of duty as a supernumerary will be for one half month (1-15/16-31).
3. Duties. The supernumerary will check in weekly with the Station Adjutant for instructions.



SPECIAL ORDERS FOR THE DUTY DRIVER

1. General. The Duty Driver is under the direct supervision and control of the Officer of the Day, the Assistant Officer of the Day, the Adjutant and the Sergeant Major.
2. Tour
  - a. The tour of duty is from 0730 to 0730 on normal working days.
  - b. The tour of duty is from 0800 to 0800 on weekends and holidays.
3. Uniform. The uniform will be utilities for Marines and the working uniform for Navy Personnel.
4. Posting and Relief. On working days, the Duty Driver will be posted at 0730 and relieved at 0730 by the AOOD. On weekends and holidays the Duty Driver will be posted and relieved at 0800 by the AOOD.
5. Post and Duties
  - a. The Duty Driver will remain on base whether he/she is married or single. The duty driver will maintain phone watch in Bldg. 980 until relieved the following morning.
  - b. The Duty Driver may be absent from the above locations under the following conditions:
    - (1) To take meals at the Mess Hall.
    - (2) When directed by either the Station Adjutant, Station S-1 Chief, OOD or AOOD.
  - c. The Duty Driver will perform the following duties prior to post and relief:
    - (1) Sweep the walkways outside Bldg. 980 including the CO/XO's walkways outside their offices.
    - (2) Polish the bell adjacent to the flagpole.
    - (3) After working hours, vacuum the duty room, CO/XO/SgtMaj's offices.
    - (4) Fold dirty linen and place in appropriate section in the wall locker
    - (5) Take all dirty linen to Marine Corps Property on Thursday mornings.
    - (6) Vacuum/wash duty vehicle on M/W/F (at Motor T).



INSTRUCTIONS FOR SPECIAL EVENTS

- A. Aircraft Crashes and Accidents
- B. Bomb Threats
- C. Casualty Reporting and Serious Incident Reports
- D. Checking-In Personnel
- E. Competence for Duty Examinations
- F. Distinguished Visitors (VIP's)
- G. Domestic Disturbances in Family Housing
- H. Essential Personnel Telephone Checklist
- I. Fire/Requests for Fire Fighting Assistance
- J. Handling of Absentees/Deserters, and Confinement and Restriction of Personnel
- K. Temporary Lodging Facility
- L. Key Control
- M. Leave Instructions
- N. Locator Service
- O. Media Inquiries
- P. Medical Evacuation (MEDEVAC)
- Q. Messages
- R. Noise Complaints
- S. Pager System
- T. Red Cross/Navy Relief
- U. Search and Seizure
- V. Storm/Weather Reports
- W. Suicide Threats
- X. Telephone Calls
- Y. Telephone Numbers for all Barracks
- Z. Transportation Requests
- AA. Terrorism Threats
- BB. Crisis Management Team



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## AIRCRAFT CRASHES AND ACCIDENTS

1. **Aircraft Crash/Mishap.** The OOD will do the following in an absolute minimum of time:

a. Transfer the call to the Operations Duty Office (ODO) at extension 2326 if initial notification from an outside source is being made. The ODO will activate the Rescue Control Center.

b. Notify the following individuals (see appendix S for pager numbers):

- (1) Provost Marshal's Office at ext 2205.
- (2) Branch Medical Clinic at ext 2772/3210 (Injuries).
- (3) Station CO/XO and SGTMAJ.
- (4) Staff Judge Advocate (If accident/mishap is Off Base)
- (5) Station Adjutant.
- (6) Public Affairs Officer at 2275, 077
- (7) Photo Lab.
- (8) Chaplain's Office at 2371, 015.
- (9) If transient aircraft, Notify Capt Robins (Safety) pgr #046

**CONTINUE TO PLACE CALLS UNTIL ALL PERSONNEL ABOVE HAVE BEEN NOTIFIED.**

c. Refer all media queries to the Public Affairs Officer, ext 2275.

d. All required messages will be sent by the responsible squadron.

e. Continue to provide assistance as requested by appropriate authorities.

2. **Automobile Accidents:** The OOD will do the following in an absolute minimum of time:

a. Notify the Provost Marshal's Office at ext 2205.

b. Notify the respective tenant unit duty officer; or CO/XO H&HS if applicable.

c. If there are injuries:

(1) Call the Chief of the Day (COD) at 539-3270 (Beeper). Use the COD to get status reports from anyone hospitalized at Yuma Regional Medical Center (YRMC).

(2) Call the Duty Chaplain, if injuries are serious.

(3) Call the CACO if the individuals involved are from HQHQRON or the individuals involved are immediate family members of an active duty service member from HQHQRON.

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(4) Refer to the Casualty Reporting and Serious Incident Reports,  
Appendix C.

d. Notify the Public Affairs Officer.

e. Notify the CO/XO and OIC/NCOIC of individuals involved from HQHQRON.

f. Notify the Station Adjutant.

g. Notify the Personnel Officer of HQHQRON when applicable.

h. Notify the Station XO and SgtMaj of any accidents resulting in serious injuries.

i. If the individual is not a member of HQHQRON notify the command the Marine is attached to.

**CONTINUE TO PLACE CALLS UNTIL ALL PERSONNEL ABOVE HAVE BEEN NOTIFIED.**

BOMB THREATS

1. **DO NOT HANG UP! Use another phone to make notification.** Bomb threats are never to be taken lightly. It is incumbent upon the OOD to remain calm, attempt to keep the caller on the telephone and gather as much information as possible. The Threat Call Checklist will be completed by the person receiving the call. Blank forms are located in the OOD/AOOD binder.

2. **The following action will be taken immediately upon receipt of a bomb threat:**

a. Notify the Military Police at ext 2204/2205 and pass the information received. The Military Police will notify the Explosive Ordnance Disposal Team (EOD) and Criminal Investigation Division (CID) and will assist in the evacuation and sealing off the location where the bomb is expected to be and alert the explosive K-9 unit.

b. **Notify the:**

(1) PMO at 2204/2205.

(2) Fire Department at ext 2285.

(3) Public Affairs Officer at ext 2275

(4) Medical Department at ext 2772/3210.

(5) Station Adjutant.

(6) CO/XO and SgtMaj MCAS Yuma.

(7) OIC of the unit that is assigned the building where the bomb is expected to be.

(8) Duty Chaplain.

3. The Explosive Ordnance Disposal Team (EOD) will normally react to all Bomb Threats out in town. If the EOD team is dispatched to any location, the Station CO/XO must be notified.

THREAT CALL CHECKLIST

DATE \_\_\_\_\_ TIME OF CALL \_\_\_\_\_  
RECEIVED BY LOCATION OF RECIPIENT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
RECORD THE EXACT LANGUAGE OF THE THREAT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHEN IS IT FOR? \_\_\_\_\_  
WHERE IS IT? \_\_\_\_\_  
WHAT KIND OF BOMB? \_\_\_\_\_  
WHAT KIND OF FUSE? \_\_\_\_\_  
WHY ARE YOU DOING THIS? \_\_\_\_\_  
WHERE ARE YOU? \_\_\_\_\_  
WHAT IS YOUR NAME? \_\_\_\_\_

**VOICE ON THE PHONE:**

MAN \_\_\_\_\_ WOMAN \_\_\_\_\_ CHILD \_\_\_\_\_ AGE \_\_\_\_\_  
INTOXICATED \_\_\_\_\_ SPEECH IMPEDIMENT \_\_\_\_\_  
ACCENT \_\_\_\_\_ OTHER \_\_\_\_\_

**BACKGROUND NOISE:**

MUSIC \_\_\_\_\_ CHILDREN \_\_\_\_\_ AIRPLANE \_\_\_\_\_ TALK \_\_\_\_\_  
TRAFFIC \_\_\_\_\_ OTHER \_\_\_\_\_ TYPING \_\_\_\_\_ MACHINES \_\_\_\_\_

FOR EMERGENCY COORDINATOR CALL 2204 OR 2205 (PMO DESK SGT)

CASUALTY REPORTING AND SERIOUS INCIDENTS REPORTS

1. The Marine Corps has, on occasion, suffered considerable embarrassment and loss of prestige through carelessness, indifference or lax handling of administrative details incident to casualty reporting. It is imperative that timely, defined, and sympathetic action be initiated promptly, regardless of the hour. **UNDER NO CIRCUMSTANCES WILL THE ACTION DIRECTED HEREIN BE DELAYED UNTIL COMMENCEMENT OF NORMAL WORKING HOURS.**

2. **Officer of the Day Responsibilities.** Upon receipt of information regarding death, gunshot and shrapnel wounds, a missing status, or illness and non-battle injuries described as life threatening or possible loss of limb as set forth in paragraph 1004 of MCO P3040.4, the OOD will take the following action with precedence as listed below:

a. Ascertain all possible information from the person reporting the casualty and complete the Report of Casualty Data Sheet. Casualty Data Sheets are located in the OOD/AOOD binder.

b. Ascertain that the individual is a member of HQHQRON or transfer the information to the appropriate tenant unit officer.

c. Immediately notify the CACO and the Station Adjutant. If unable to contact them, contact the Personnel Officer of HQHQRON. If unable to notify any of the above, coordinate action per the reference. The CACO will normally be responsible for the preparation and release of any required message.

d. If the CACO directs, get the service record of the Marine/Sailor from CPAC Office.

e. **Notify the Following Personnel in the Order Listed For HQHQRON Personnel:**

(1) Casualty Assistance Calls Officer (CACO)

(2) CO/XO and SgtMaj of Station

(3) Provost Marshal at ext 2205

(4) Station Adjutant

(5) Branch Medical Clinic at ext 2772/3210.

(6) OIC/department head as determined by recall roster (if HQHQRON personnel).

(7) Duty Chaplain

(8) Public Affairs Officer

**CONTINUE TO PLACE CALLS UNTIL ALL PERSONNEL ABOVE HAVE BEEN NOTIFIED.**

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ENCLOSURE (9)

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f. Notify the following personnel in the order listed for personnel of Tenant Commands.

- (1) OOD of parent command.
- (2) Station Adjutant.
- (3) Duty Chaplain.
- (4) Public Affairs Officer.
- (5) Provost Marshal at ext 2205.
- (6) Branch Medical Clinic at ext 2772/3210.
- (7) CO/XO and SgtMaj.

g. For personnel from units outside the MCAS Yuma's area, follow the notification procedures listed in paragraph 2f.

h. Refer all inquiries from the media to the Public Affairs Officer. Do not release any information. Keep the personnel listed on the checklist notified of significant changes in status.

i. Contact the Branch Medical Clinic to get current information on the diagnosis/prognosis in the event the casualty is taken to Yuma Regional Medical Center. DO NOT call YRMC directly.

3. The CACO/Station Adjutant will place the required calls to the COMCABWEST duty Officer at DSN 997-3901 and the HQMC Command Center at DSN 225-7366/7367/7368. In the event that the CACO is not able to place the calls, the OOD will. The call should be made as expeditiously as possible after fairly complete details are known. The Station CO/XO should be notified prior to placing any calls to COMCABWEST or the Command Center.

4. **Notification Responsibilities.** When notification to the Primary Next of Kin (PNOK) is required, **it will always be made in person.** If the PNOK are not located in the Yuma vicinity, the CACO will coordinate notification procedures with HQMC. If PNOK are residing in Yuma, notification must be made as soon as possible so that the Command representatives are the first to make contact with the PNOK. The CACO will give immediate guidance on this. However, if attempts to contact the CACO are unsuccessful, contact the XO/CO. The Duty CACO will coordinate PNOK notification within the Yuma vicinity. **USE GOOD JUDGEMENT.**

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## SERIOUS INCIDENT REPORTS

1. These instructions will be followed when an incident occurs in which Marine Corps personnel, units or installations are involved, or may become involved, and which because of their nature have real or potential national or international implications. All of the below incidents require an immediate precedence message to be released. Contact the Station Adjutant or Station Admin Chief to prepare the message.

a. **Military or Political Incidents.** Any incident of military or political nature, domestic or foreign that involved individual Marine Corps personnel, units or installations and may result in local or national official reaction or extensive civilian media interest.

b. **Civil Disorders**

(1) Any request for Marine Corps assistance in connection with civil disorders. The report should include the type of assistance requested, its purpose, estimated duration of assistance, capability to furnish assistance, effect on accomplishment of unit mission and anticipated local reaction.

(2) Any civil disorder in which individual Marine Corps personnel, units or installations are involved.

c. **Operational Incidents.** Any operational incident that may result in unusual interest by the public news media.

d. **Serious Aircraft Mishaps.** This report is sent by Station only in the event of a Station aircraft is involved.

e. **Ground Mishaps.** Any ground mishap involving Marine Corps personnel which occurs on or near a Marine Corps installation resulting in loss by fire or extensive property damage to civilian or military property.

f. **Near Midair Collision in Flight.** Any near midair collision with civilian or military aircraft.

g. **Accidents Involving Ammunition, Explosives or Nuclear Material.** Any explosion of ammunition or accident involving explosive material that causes or threatens to cause casualties or serious property damage.

h. **Fires.** Any fire that may impair the operations readiness of a Marine Corps unit, or which causes casualties or extensive damage to Marine Corps property.

i. **Epidemic**

(1) The presumptive disguises of any international disease that may require quarantine or the diagnosis of any disease of potential epidemic significance.

(2) The diagnosis of any disease so widespread among Marine Corps personnel that it portends an outbreak extensive enough to degrade mission accomplishment.

**j. Serious Crimes, Mishaps or Disturbances That May Result in Extensive News Coverage**

(1) Any mishap or occurrence that may arouse extensive news interest or congressional interest. Examples of public reaction or contributing conditions should be included.

(2) Any serious crime or incident that may involve possible exercise of domestic or foreign criminal jurisdiction over Marine Corps personnel or their dependents, if it may arouse public or congressional interest.

(3) When a Marine is identified as a suspect to a serious crime, the information contained in enclosure (3) of reference (a) will be forwarded to the Commandant of the Marine Corps (MHP-50) within 24 hours of the issuance of the Serious Incident Report.

k. **Objects Dropped From Marine Corps Aircraft.** Any incident in which an object dropped from a Marine Corps aircraft in flight may result in property damage, or casualties.

l. **Act-of-God Occurrences.** Any incident caused by a hurricane, typhoon, tornado, sandstorm, snow, hailstorm, earthquake, ice, lightning, etc., which may impair a unit or installation in the accomplishment of its mission.

m. **Acts of Sabotage.** Any actual or suspected sabotage or covert acts against any Marine Corps unit or installation.

n. **Compromise of Classified Information.** Any incident involving the loss or compromise of classified information that may compromise operational plans or cause national news coverage in public news media.

o. **Training Incidents.** Any training incidents involving personnel engaged in any type of training that may result in unusual interest by the public news media or arouse congressional interest.

p. **Destructive Weather Conditions that may Interrupt, Delay or Cancel Operations or Training or Pose a Threat to Life and Property.** When destructive weather conditions such as a hurricane, typhoon, tornado, sandstorm, snow, hailstorm or ice pose a serious threat to life or property which may result in the cancellation of operations or training or cause aircraft evacuation, a report using the format contained in enclosure (6) of reference (a) will be submitted as expeditiously as possible. The initial report will be telephonic, followed by update reports at least every 12 hours until the threat ceases.

2. Gather the information in paragraph 2j below and notify the below personnel:

- a. Station Adjutant/Station Admin Chief.
- b. Public Affairs Officer at ext 2275 or pager 205 via ext 2828.
- c. Provost Marshal at ext 2204/2205.
- d. Duty Chaplain at ext 2828 pager 015.

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- e. Branch Medical Clinic at ext 2772/3210.
- f. OIC/department head as determined by locator roster.
- g. HQHQRON CO/XO or Tenant Command OOD as appropriate.
- h. CO/XO and SgtMaj of Station.
- i. Station Safety, if applicable.

**CONTINUE PLACING CALLS UNTIL ALL PERSONNEL LISTED ABOVE HAVE BEEN CONTACTED.  
THESE CALLS MUST BE MADE EXPEDITIOUSLY.**

j. In the case of serious incidents involving MAWTS-1 personnel, equipment or aircraft, the MAWTS-1 Duty Officer will assume responsibility for reporting after initial notification by Station personnel. For all other serious incidents, when fairly complete details are known, request authorization to release a Serious Incident Report from the Station Adjutant/XO/C0. If authority is granted, an initial report will be made by the OOD to the COMCABWEST Duty Officer at DSN 997-3901 and the HQMC Command Center at DSN 225-7366/7/8 or Comm 202-695-7366 providing the following information:

- (1) Nature of incident.
- (2) Time and date of incident.
- (3) Location of incident.
- (4) Identification of person making the report.
- (5) Identification of personnel involved.
- (6) Brief description of incident.
- (7) Point Of Contact for additional information.
- (8) Present and anticipated civilian news media interest of the incident.
- (9) Any further action being taken.

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REPORT OF CASUALTY DATA SHEET

- 1. \_\_\_\_\_  
(FULL NAME. GRADE, SSN/MOS AND COMPONENT OF CASUALTY)
- 2. \_\_\_\_\_  
(PARENT ORGANIZATION OF CASUALTY)
- 3. \_\_\_\_\_  
(TIME AND DATE REPORT RECEIVED)
- \_\_\_\_\_ (NAME AND PHONE NO. OF PERSON REPORTING CASUALTY)
- 4. TYPE OF CASUALTY: \_\_\_\_\_  
(DEAD, MISSING. GUNSHOT AND SHRAPNEL WOUNDS OR ILLNESS AND NON-BATTLE INJURIES)
- 5. TIME/DATE OF DEATH/INJURY: \_\_\_\_\_
- 6. PLACE WHERE DEATH/INJURY OCCURRED: \_\_\_\_\_
- 7. CAUSE AND CIRCUMSTANCES OF DEATH/INJURY: \_\_\_\_\_
- 8. LOCATION OF INDIVIDUAL OR REMAINS: \_\_\_\_\_

	<u>Telephone Checklist</u>	
	<u>Person Contacted</u>	<u>Time</u>
CASUALTY ASSISTANCE CALLS OFFICER:	_____	_____
STATION ADJUTANT	_____	_____
PUBLIC AFFAIRS OFFICER 2275 PAGER 112	_____	_____
PROVOST MARSHAL 2204	_____	_____
DUTY CHAPLAIN 2828 Pager 015	_____	_____
BRANCH MEDICAL CLINIC/DECEDENT AFFAIRS 2772/3210	_____	_____
OIC/DEPT HEAD	_____	_____
CO/XO HQHQRON or MAWTS-1 OOD	_____	_____
CO/XO AND SGTMAJ STATION	_____	_____

NOTE: CONTINUE TO PLACE CALLS UNTIL ALL PERSONNEL LISTED ABOVE HAVE BEEN CONTACTED.

APPENDIX C to ENCLOSURE (9)

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## CHECKING-IN PERSONNEL

1. Replace the memorandum endorsement over the ORIGINAL ORDERS complete the information and make one copy with the "Memorandum Endorsement."
2. Return the Original Orders to the Marine and deliver the copy to Station S-1 the next workday morning.
3. Provide the Marine with the following instructions:
  - a. Personnel reporting to MCC 027 (PCS and TAD) will report to the personnel office (S-1), Bldg. 980, at 0730 the next working day in appropriate seasonal uniform i.e. Service "C" during summer months and the Service "A" Uniform during winter months.
  - b. Personnel reporting to MCC 1EH, 1JC, VBA, VBB, VBC, G61, 1F3 (MAG-13, MALS-13, MACS-1, MWSS-371, VMFT-401 or CSSD-16) will report to the adjutant's office (second deck) in Bldg. 507 at 0730 the following morning or next working day, in the Service Alpha uniform.
  - c. Personnel reporting to MCC 1A5 (MAWTS-1) will report to the adjutant's office in Bldg. 406 at 0800 the following morning or next working day. This is for PCS personnel only.
  - d. During the normal workweek, Sergeants and below will be turned over to their unit OOD for billeting. CSSD-16 personnel will report to the Duty NCO at barracks 914 to be billeted. On weekends, holidays, and after hours, the AOOD will assign a temporary room and linen to the check-in in the appropriate barracks with instruction to return the linen and key at 0700 on the next working day. (M-Brks 912, Rms 106/108; F Rms 109/111)
  - e. Staff Sergeants and above can either report to Central Billeting in Bldg. 1058 (there is a charge for these rooms) or the OOD can billet the Marine in Bldg. 661 (linen will not be available until the next working day).
  - f. Officers will be sent to Central Billeting in Bldg. 1058.
  - g. Personnel reporting in on TAD Orders for WTI will be referred to the MAWTS-1 duty officer at ext 2572.
  - h. Personnel (E-5 and below) may show their original orders and I.D. Cards to eat in the dining facility without charge.
  - i. Make the following entry in the AOOD's logbook for all personnel reporting in: (time reported aboard, grade, first name, middle initial, last name, social security number/MOS), "reported in for duty at MCAS Yuma with" (MCC).

APPENDIX D to  
ENCLOSURE (9)



COMPETENCE FOR DUTY EXAMINATIONS

1. The following procedures will apply when requesting a competence (fitness) for duty examination of any Marine Corps or Navy member of this Command who is found to be, or suspected of being overdosed, intoxicated from alcohol or an unknown substance, or mentally distorted, including potential suicide victims or personnel who have threatened to commit suicide. All suicide attempts/gestures must be treated as casualties.

a. A guard, preferably a SNCO (the individual's NCOIC) or military police, will be assigned to accompany the person to ensure harm is not self-inflicted or directed to others, or to government property. Personnel assigned as guards should be cautioned to be extremely watchful, as these individuals may react violently and without provocation.

b. A Competence for Duty Examination Form (NAVMED 6120/1) will be completed by the C0, X0, or other Officer granted by direction authority and delivered to the Duty Medical Officer along with the individual. These forms are located in the duty bookcase.

c. The Duty Medical Officer will determine the final disposition on required hospitalization for all personnel.

2. Should the Duty Medical Officer determine that an individual does not require hospitalization but should be supervised, the individual will be released to the individual's NCOIC or placed in the custody of the Military Police for detention/ supervision until the commencement of normal working hours. If the individual is a member of a tenant/deployed command, the individual will be placed in the custody of the respective duty officer since administrative detention is a responsibility of the unit commanding officer.

3. Should the Duty Medical Officer determine that an individual does require hospitalization the individual's NCOIC will be contacted for a driver and a guard. The OOD will contact the Duty Dispatcher to arrange for a vehicle for transport to Balboa Naval Hospital.

APPENDIX E to  
ENCLOSURE (9)



DISTINGUISHED VISITORS (VIP's)

1. Occasionally, a distinguished visitor will arrive unannounced. Should the OOD be notified that a Flag Officer is to arrive on Station, the OOD will do the following:

a. Call MAG-13 and MAWTS-1. Determine if they are sponsoring the officer. If not:

(1) Notify the Station Adjutant.

(2) Notify the Executive Officer directly or the Station Commander, if unable to reach the Executive Officer.

(3) Call the Central Billeting Office at ext. 3094 and **ensure accommodations are reserved for the visitor** should they plan to remain overnight. The key will need to be checked out from the Central Billeting Office at Bldg. 1058. General Officers are billeted in suites 110/112, 113/115 and 114/116 of Bldg. 1058.

(4) If no one from the Station is there for greeting, or when directed by the Station Adjutant, Executive Officer or Commanding Officer, proceed to the flight line at least fifteen minutes prior to the scheduled arrival time in order to welcome the visitor to MCAS Yuma. The OOD is the CO's representative and is responsible for ensuring that all transportation, billeting and other requirements are met.

(5) Direct that the appropriate flag be flown from the small flagpole in front of Bldg. 980 at the time the Operations Duty Officer notifies the OOD that the officer has landed on Station, or the Provost Marshal's Office informs the OOD that the officer has passed through the main gate. The flags are stored in the Station Sergeant Major's office and should be flown with the point of the stars) up.

(6) The automobile plates for general officers/admirals are also stored in the closet in the Station Sergeant Major's Office, and are to be placed on the vehicle prior to greeting the visitor.



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DOMESTIC DISTURBANCES IN FAMILY HOUSING

1. Should the OOD receive a telephone call or become aware of a domestic disturbance in family housing, the OOD will take the following action:

a. Call the Military Police at ext. 2205 and request a unit to quell the disturbance.

b. Direct the Military Police to investigate and process responsible individuals, if there is evidence of physical violence, assault, or assault and battery.

c. Help to coordinate care for children, if the situation dictates.

d. Counsel individuals concerned, if there is no physical violence or intoxication involved and notify them that the disturbance must cease. Inform them that a recurrence will result in administrative/disciplinary action.

e. Direct medical attention, if needed.

f. Notify the Family Services Officer.

2. Dependents involved in domestic disturbances can be referred to the Safe House in town at 782-0044. Military members can be sent to the barracks for the night until the respective command gets involved.

APPENDIX G to  
ENCLOSURE (9)

ESSENTIAL PERSONNEL TELEPHONE CHECKLIST

<u>BILLET</u>	<u>CONTACT # (all DSN)</u>
COMMAND CENTER, HQMC	225-7366/7367/7368
COMCABWEST DUTY OFFICER	267-1141
CO, MCAS Yuma	269-2224
XO, MCAS Yuma	269-2224
SgtMaj, MCAS Yuma	269-2777
Station Adjutant	269-2918
Duty Chaplain	269-2371/pgr 015
Operations Duty Officer	269-2326
Military Police	269-2205
Provost Marshal	269-2854
CO, H&HS	269-5275
XO, H&HS	269-2889
PersO, H&HS	269-5556
CO, MAWTS-1	269-2056
XO, MAWTS-1	269-2060
SDO, MAWTS-1	269-0949
WTI, MAWTS-1	PGR 064
GROUND SAFETY	580-3355
DOSS	PGR 046
AIR OPERATIONS OFFICER	269-3558
PUBLIC AFFAIRS OFFICER	269-2275/PGR 077
PUBLIC AFFAIRS CHIEF	269-2275/PGR 078
DECEDENT AFFAIRS OFFICER	269-2772/3210
CLASSIFIED MATERIAL CONTROL CUST.	269-2351
FACILITIS MANAGEMENT OFFICER	269-2071
EOD OFICER	269-2788/PGR 372/374
DISBURSING OFFICER	269-2942
DIR, LAW CENTER	269-3488/2468
FAMILY SVCS/NAVY RELIEF	269-2374/2373
SUPPLY OFFICER	269-2823/2722
MAG 13 OOD	269-2124/2321/2129
MACS-1 OOD	269-3800
BOQ	269-3094
DOS RIOS	269-2262
DIR, MCCS	269-2422
IMA OFFICER	269-2816
BRANCH MEDICAL	269-2772/3210
DENTAL CLINIC	269-2352/2353

FIRE REQUESTS FOR FIRE FIGHTING ASSISTANCE

1. The OOD will remain at his assigned post during any fire that is reported by the Structural Fire Division.
2. The OOD will assist the senior member of the Structural Fire Division present at the fire in obtaining additional fire fight support, and medical or military police assistance necessary to control the fire, care for the injured and control the bystanders.
3. Should a fire be in progress, the OOD will be directed to notify the following in the order listed:
  - a. Provost Marshal
  - b. Medical Officer
  - c. Public Affairs
  - d. Station Adjutant
  - e. Executive Officer, MCAS Yuma
  - f. Commanding Officer, MCAS Yuma (in the absence of the XO)
  - g. Duty Chaplain
  - h. OIC of the building or property involved
4. Refer all media inquiries regarding the fire to the Public Affairs Officer/Chief.

HANDLING OF ABSENTEES/DESERTERS AND CONFINEMENT/RESTRICTION OF PERSONNEL

1. Absentees/Deserters. The following procedures will apply in the processing of absentees/deserters. It is incumbent upon the OOD to become thoroughly familiar with these procedures as there has been considerable expense involved in the apprehension and return of the member, and to allow escape cannot be tolerated. It is also as important to realize that many individuals do return to military control on their own and their treatment may be the deciding factor as to whether they stay for the disciplinary action or absent themselves again.

a. Absentees/deserters from tenant commands will be delivered to the respective duty officer for processing. All others shall be referred by the OOD to PMO for processing. The OOD will contact the appropriate unit Sergeant Major for guidance on processing an individual released to him/her.

b. Absentees/deserters from HQHQRON, MAWTS-1 or deployed units aboard MCAS Yuma, and transients who are not confined, will be billeted in the respective transient barracks for Station personnel. They will be ordered to report to their unit Sergeant Major or Senior NCOIC at 0730 the next working day. Transients shall report to the Station Sergeant Major. Personnel Support Detachment (PSD) personnel will be contacted in the case of Navy personnel, so their office can accomplish all required processing.

c. A logbook entry is required on all incidents relative to the return of absentees/deserters.

2. CONFINEMENT OF PERSONNEL

a. The OOD has the authority to place certain individuals in pretrial confinement. This authority to confine personnel cannot be delegated to the AOOD. See StaO 5800.11E.

b. The OOD will not order anyone into pretrial confinement except upon probable cause that an offense under the UCMJ has been committed by the person to be restrained, and that confinement is necessary either (1) to ensure the presence of the accused at trial, or (2) to prevent foreseeable serious criminal misconduct by the accused. Factors to be considered include history of repeated absences, length of absence, termination of absence by apprehension, attempted escape, statements or actions that show the accused will likely escape, go in unauthorized status, or commit a serious crime, failure to stay within limits of lesser forms of restraint, seriousness of offense as it is related to possible lengthy sentence or likelihood of committing other serious offenses, likely escape or absence to avoid trial, pending civilian or military disciplinary actions history of violent conduct, violence or threats against potential witnesses and availability of lesser forms of restraint.

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c. An individual may be placed in pretrial confinement upon probable cause that the individual has committed an offense triable by courts-martial and that he is likely to flee or engage in serious criminal misconduct.

A determination must be made that confinement is the least severe form of restraint necessary under the circumstances to prevent flight or serious criminal misconduct, such as serious injury to others, threats to public safety, command operations, or national security, and intimidation of witnesses, destruction of evidence, or other attempts to obstruct justice.

d. A confinement order shall be used in the confinement process. The OOD shall advise the confinee of the alleged crime, have confinee sign, and witness the confinee's signature in the appropriate block of the confinement order. Although the UCMJ article number should be correct, it is more important to correctly detail the nature of the offense, i.e., UA from 26 Mar 78 to 31 Jul 99, murder of SSgt J. G. Jones on 31 Jul 99, etc. The Provost Marshal's Office shall be requested to provide an escort to take the confinee to the confinee's unit for appropriate clothing and personal items, to the Branch Medical Clinic for completion of the pre-confinement physical and to the Station Detention Facility.

e. Upon ordering an individual into confinement, the OOD shall notify the Station Adjutant and the confinee's unity adjutant or legal officer, if aboard MCAS Yuma.

f. Logbook entries are required.

### 3. RESTRICTION OF PERSONNEL

a. The OOD may restrict an enlisted member of HQHQRON and deployed units to the confines of MCAS Yuma or to a barracks overnight. This may be necessary to ensure an individual's continued presence pending investigation or a precaution to remove the individual from the temptation of misconduct similar to that for which they are already pending charges.

b. Military personnel from tenant commands shall be referred to their respective duty office.

c. Commissioned and warrant officers may not be restricted except upon the personal order of a Commanding Officer having command over the officer, Restraint of civilians will be on a temporary basis only, pending relinquishment to civilian authorities.

d. The OOD/AOOD will personally notify any restricted member of the limits and duration of this restriction and shall order the individual to

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report to the unit Sergeant Major or senior enlisted person at 0730 the next working day. Transients shall report in person at regular intervals to the OOD as appropriate to ensure that the limits of restriction are being met. A restricted muster sheet, initialed by the OOD will be used to record the restricted musters. Under no circumstances will restricted members be allowed to sign off or initial their own restriction muster periods.

4. Apprehension of active duty personnel. The OOD/AOOD, and other commissioned and noncommissioned officers may apprehend military personnel upon reasonable grounds to believe that the person is committing or has committed an offense, or has taken part in a quarrel, fray, or disorder. Custody may continue for as long as required by the circumstances for investigation, release to unit, return to Military Police, or other proper purpose.

TEMPORARY LODGING FACILITY

1. The Temporary Lodging Facility, Bldg. 1100, is a Marine Corps Community Services activity and all comments should be logged and referred to the Director, MCCS in the morning.
2. There is an emergency room (89A) available at the Temporary Lodging Facility that can be used on an emergency basis. The room can be occupied (space available basis) at the direction of the OOD, the American Red Cross or the Navy/Marine Corps Relief.
3. If a Marine needs emergency lodging for the evening, find lodging aboard the base regardless of rank. If SNCO/Officer quarters need to be used and the Temporary Lodging Facility is not available, contact the billeting officer at the BOQ. If the OOD receives a request from the Temporary Lodging Facility for assistance in directing personnel to vacate the Temporary Lodging Facility for cause, the Military Police should be notified.

KEY CONTROL

1. The OOD is responsible for controlling the keys to Bldg. 980 and certain buildings on station after normal working hours. The OOD will ensure that only personnel authorized access to the section/buildings are allowed to enter them on official business. The keys will be in control of the OOD at all times. The following instructions are provided:

a. Prior to assuming the duties, the AOOD will conduct an inventory of the key locker to ensure all keys are accounted for. Discrepancies will be noted in the logbook and the Station Adjutant will be notified.

b. Use the key logbook to record all keys checked out from the key locker.

c. If an individual is locked out of an assigned room, the OOD/AOOD **only** will accompany the individual to the room for the purpose of unlocking the door of the member's room. (UNDER NO CIRCUMSTANCES WILL THE OOD/AOOD ALLOW THE MASTER KEY TO LEAVE THEIR CONTROL) A logbook entry is required regarding name, grade, SSN, address and Squadron/department of individual concerned.

## LEAVE INSTRUCTIONS

1. Emergency Leave. The following instructions have been provided to assist the OOD in determine whether or not to approve a request of emergency leave during non-working hours. Since most emergencies are highly sensitive times in an individual's life, swift and compassionate action on emergency leave requests is essential. Emergency leave should be granted by the OOD:

a. Upon death of a member of the individual's or spouse's immediate family (i.e. father, mother, person(s) standing in loco parentis, son, daughter, brother, sister, or any sole living relative.)

b. Return of the Marine will contribute to the welfare of a dying member of the individual's or spouse's immediate family.

c. Any serious illness or injury of a member of the individual's or spouse's immediate family places important responsibilities on the individual which cannot be accomplished from MCAS Yuma.

d. Failure to return home would create a severe or unusual hardship on the individual or family.

2. Red Cross verification on any of those conditions listed above is not required to permit the OOD to authorize emergency leave. The OOD should require Red Cross verification on those instances when there is some great doubt as to the validity of an actual situation as described above or when additional monies beyond those to be provided by Disbursing are needed.

3. The OOD is authorized to grant not more than fifteen days emergency leave to HQHQRON personnel. Should the member need additional time, the member will be instructed to contact the Commanding Officer of HQHQRON at least five days prior to the expiration of the authorized emergency leave and request an extension.

4. Emergency leave authorization will be prepared by the OOD. Blank forms are located in the labeled folder in the Duty area. They may be typed or hand-written. Members may be paid up to date by the Disbursing Officer. The OOD will ensure that the individual has leave papers specifying emergency leave and an ID card prior to calling the Disbursing Officer on duty. The recall roster contains names and telephone numbers. The member gets the original and a copy should be delivered to HQHQRON S-1 on the next working day.

5. Should a request for emergency leave be received involving travel to a foreign country contact the Personnel Officer, HQHQRON to complete the emergency leave orders and travel arrangements.

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6. If applicable, the OOD will collect the individual's meal card and turn it in to the squadron office the next working day.

7. If emergency leave involves the serious injury or death of the individual's immediate family, spouse, or spouse's immediate family, as defined in paragraph 1a above notify the Duty Chaplain.

8. There are two types of emergency leave: funded and non-funded. In accordance with the joint federal travel regulations (JFTR), the military passenger section will arrange travel for all members who are in receipt of funded emergency leave orders. All non-funded emergency leave will be arranged by the member through an airline ticket office or travel agency.

NOTE 1 - Date and time leave is effective/expires under routine circumstances; leave shall not be authorized to commence prior to the expiration of normal working hours on a day of duty. The day of departure from the duty station, regardless of the hour, is a day of duty not chargeable as leave. The day of return from authorized leave shall be counted as a day of leave, except when such return is prior to 0659, in which case the day of return shall be counted as a day of duty.

NOTE 2 - Emergency leave is effective when authorized by the OOD. The member is not required to wait until 1530, 0659 or any other time to commence leave once it has been authorized.

NOTE 3 - Emergency leave s to expire at 0659 on the day following the last day of the inclusive days of the member's leave.

NOTE 4 - Emergency leave is sensitive in nature and must be handled as expeditiously as possible without causing undue hardship to the member.

LOCATOR SERVICE

1. The Station Alpha Roster contains the grades, names, units and SSNs of all military personnel permanently assigned to MCAS Yuma, except personnel deployed to Yuma and WTI personnel. During WTI, contact the Fleet Liaison Office at ext. 3515. The alpha roster is located in the Duty area in a black binder.
2. The Emergency Recall Roster contains the grades, names, units and SSNs of all military personnel assigned to Headquarters and Headquarters Squadron and the command staff of the tenant commands; is stored on the Duty Personal Computer desktop with the filename "RECALL INFO FOR MCAS YUMA." Share only work phone numbers and work locations. DO NOT GIVE OUT HOME INFORMATION.

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MEDIA INQUIRIES

1. Any inquiries received from media sources will be referred to the Public Affairs Officer for response (See Appendix T for beeper numbers).

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MEDICAL EVACUATIONS (MEDEVAC)

1. When a request for a medical evacuation (MEDEVAC) is received, immediately notify the DNCO at flight clearance at ext. 2325/2326 who will notify the Duty SAR Officer, the Operations Duty Officer and the Duty Medical Officer.
2. The OOD will not attempt to determine whether a MEDEVAC may be authorized in cases of civilian injuries or illness since this delay could result in the loss of life. The OOD will just pass the information to the Operations Duty Officer, who is responsible for the conduct of the evacuation.
3. The OOD will notify the Station XO and CO whenever the SAR team is utilized.

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MESSAGES

1. The following instructions will be utilized in the handling of message traffic by the OOD:

a. Outgoing Messages. The OOD, AOOD, or Duty Driver will deliver the disk and printed message signed by the releasing authority for all unclassified messages needing to be released to the Station Telecommunications Center, Bldg. 328.

b. Incoming Messages. When the Telecommunications Center calls to inform the OOD that an immediate unclassified message has come in, the OOD will ask for the subject matter and date time group over the telephone. The Duty Driver will pick up messages. The OOD will then have the messages delivered to the responsible section. Most of the messages deal with Airfield Operations, ext. 2325/2326, Bldg. 153. All immediate message notification calls require a logbook entry to include the date time group.

c. Classified Messages. The OOD will notify the Station Classified Materials Custodian of all classified messages (received by Station) with a precedence of immediate or higher. A logbook entry is required in the case of classified messages. **THE OOD WILL NOT RECEIPT FOR OR VIEW CLASSIFIED MESSAGES.**

NOISE COMPLAINTS

1. All calls concerning excessive noise and/or low altitude aircraft will be referred to the Noise Complaint Hotline at ext. 2325.
2. Should the caller refuse to call the above number, the OOD will take the nature of the complaint, time of the incident and the type and number of aircraft. The OOD will fill out a Noise Complaint Form located in the duty bookcase and deliver it to the Community Planning and Liaison office in Bldg. 980.
3. If the caller indicates that the news media will be contacted as a result of the incident, the Public Affairs Officer will be notified.

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## PAGER SYSTEM

1. The following instructions are provided to assist the COD in the use of the pager system in reaching a person who cannot be reached by telephone:

- a. Call ext. 2828.
- b. Wait for the tone and then dial.
- c. Wait for the tone and then enter.2252

2. The pager numbers and billets are as follows:

<u>CALL</u>	<u>BILLET</u>
006 (Digital)	Commanding Officer, MCAS Yuma
007 (Digital)	Executive Officer, MCAS Yuma
008 (Digital)	Station Sergeant Major
009 (Digital)	Station Adjutant
077 (Digital)	PAO
078 (Digital)	PAO Chief
015 (Digital)	Chaplain
014 (Digital)	CFR Officer
108 (Digital)	EOD Officer
086 (Digital)	Duty Dental Technician (DOT)
079 (Digital)	Photo Lab
024 (Digital)	CO's Driver
010 (Digital)	CACO
260 (Digital)	Duty Driver
046 (Digital)	DOSS

3. To contact the MAWTS-1 Duty Officer/MAWTS-1 Adjutant/Command Watch Officer, call ext. 2572.

RED CROSS/NAVY RELIEF

1. The Station OOD will be called on all Red Cross/Navy Relief matters for all personnel regardless of parent unit.
2. Red Cross/Navy Relief emergencies are handled through the Red Cross at 726-2427 or the Family Service Center.
3. Red Cross/Navy Relief case usually involve duress so they should be handled expeditiously and with concern. If appropriate, the Duty Chaplain will be notified.

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SEARCH AND SEIZURE

1. Gate searches are authorized by the Station Commanding Officer only. Searches of an individual's locker or of working space are authorized by the appropriate Commanding Officer.
2. In the event that PMO/CID/NIS calls requesting authorization for a search and the responsible Commanding Officer cannot be located, contact the Director of the Law Center for guidance.
3. The OOD/AOOD shall not authorize a search.

APPENDIX U to  
ENCLOSURE (9)

STORM/WEATHER REPORTS

1. Preparation for, and action taken during storms and/or destructive weather conditions, are the responsibility of the Station Operations Officer and the Operations Duty Officer. The OOD will assist these officers in the performance of their duties in any manner which does not conflict with another situation which might arise during a storm/weather condition, i.e., a casualty report, fire, etc.
2. Routine time calls on weather conditions should be noted by the OOD, no action is required. The Station Adjutant should be informed of all destructive weather reports.
3. The OOD will ensure that the Operations Duty Officer is aware of all current weather reports if the report is not received from Operations/Weather.

SUICIDE THREATS

1. When the OOD receives a call on a suicide threat, assume it is real. **DO NOT HANG UP THE PHONE.** Make notification to those persons listed in paragraph 3 below on another phone (keep the line open for a trace).
2. The OOD will attempt to keep the caller on the phone to get the individual's name, location, unit if applicable, problem which has led to the suicide threat and proposed method of suicide. The OOD will assure the individual that immediate assistance and attention will be provided.
3. **The OOD will notify the following individuals in this Order:**
  - a. Medical at ext. 2272/3210.
  - b. Provost Marshal's Office at ext 2205/2204.
  - c. Duty Chaplain at ext. 2371 or Pager 410.
  - d. Individual's OIC/NCOIC.
  - e. Station Adjutant.
  - f. CACO.
  - g. PAO (if media attention gets involved).

0 5 DEC 2001

TELEPHONE CALLS

1. Home or office telephone numbers of the Commanding Officer and the Executive officer will not be released. The CO/XO are usually in their respective offices until 1630.

2. The following instructions are provided to assist the OOD in transferring calls to the CO/XO.

a. Check to see if the CO/XO has someone in their office. If they do, take a message - get correct spelling, date, time and subject. Take the message into their office.

b. To transfer an incoming telephone call, do the following:

(1) Ask who is calling. If you are unsure of the name, ask for a spelling. If it sounds like a civilian just wanting to talk to "someone in command," inquire on the subject and help them out without bothering the CO/XO.

(2) Depress the switch hook for a moment and lift up.

(3) Dial the extension you are transferring to. The CO/XO numbers are listed on the phone under the receiver. Telephone will ring normally and before you hang up the line, let the CO/XO know who the caller is. "Sir, this is \_\_\_\_\_ . Would you like to speak with him/her?"

APPENDIX X to  
ENCLOSURE (9)

## TELEPHONE NUMBERS FOR ALL BARRACKS

1. The following numbers are assigned to the barracks aboard this Station. This is a requirement to free the unrestricted numbers for use by critical users on lease. Also, this will alleviate the telephone abuse on Duty NCO official phones on incoming calls from town for unofficial purposes, and collect calls being charged to base.

2. Officer's of the Day may transfer official calls to the Barracks number for official calls only. The Base Operators will not transfer any incoming commercial calls to these numbers.

<u>BLDG</u>		<u>NUMBER</u>
645	TRANSIENT QUARTERS	3070
661	VMA-513	3089
660 A/B	MALS	3084
720	HQHQRON	3082
724	MWSS-371	2999
912	TRANSIENT	3086
913	VMA-214, VMA-211	3088,3027
914	PSD, MAG-13, CSSD-16	3020,3049,3093
916	MILITARY POLICE	344-3234
919,720,930	MACS-1	3037,3082,3092
661	VMA-311	3092
914	MAWTS-1	3020
660/661	PSD	3084
914	CSSD-16	3020
662	SGT BKS	3089

## TRANSPORTATION REQUESTS

Contact the Traffic Management Duty Officer for assistance.

1. These instructions apply to personnel entitled to travel at government expense who possess official funded travel orders. The OOD will determine whether it is necessary for an individual to commence official travel prior to the beginning of normal working hours.
2. There are four methods for providing transportation at government expense: government air; government ground transportation; commercial transportation request (TR) and commercial/POV transportation with reimbursement. To determine the availability of government air transportation, contact the Operation Duty Officer at ext. 2325 to determine if a flight is scheduled through Yuma going to or near the traveler's desired destination. For ground transportation, contact the Motor Transportation dispatcher at ext. 2674 to determine if a government vehicle is scheduled to or near the traveler's desired destination. Failing availability of scheduled government transportation and provided the traveler possesses funded travel orders, a commercial transportation request may be issued. Transportation Request are controlled and can only be issued by Traffic Management Personnel via the recall roster or pager system. See appendix T for pager system, instructions and numbers.
3. For other than SAR and MEDEVAC movement, transportation of an individual or group via Station aircraft beyond the immediate Yuma vicinity must be approved by the operations officer (air transport) or Station S-4 Officer (ground transport). The authority to approve such request has not been delegated to either the Operations Duty Officer or the Motor Transportation Dispatcher.
4. Call Base Operations for transportation at ext. 2325.
5. In the event that Station Motor Transport assets are required, the Station Motor Transport Officer must be notified. The Motor Transport Dispatcher will not assign a vehicle without the Motor Transportation Officer's approval.

TERRORISM THREATS

1. Terrorism and taking of hostages is common.
2. The following action, will be take immediately upon receipt of a terrorist threat:
  - a. Notify the Crisis Management Team Commander (Executive Officer) at ext. 2224 or at his place of residence (attached sheet).
  - b. Notify all personnel on the Crisis Management Team with whatever information the Team commander has passed on. The attached sheet is current list of those individuals involved along with office and home phone numbers.
  - c. As a backup, the Communication Center Duty ext 2391 can make the phone calls IF the OOD/AOOD are too busy coordinating other details involving the terrorist threat.

CRISIS MANAGEMENT TEAM

<u>REPRESENTATIVE</u>	<u>WORK NUMBER</u>
EXECUTIVE OFFICER	2224
C0, HQHQRON	2889
OPS OFFICER	3558
S-4	2934
EOD	2303
NIS	2305
PMO	2854
SJA	2468
PAO	2275
CDE	3400
FM	2051
MEDICAL	3112
CHAPLAIN	2086
ADJUTANT	2918
SUPPLY	2722
MTO	2316

