



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 1601.1E
G3

DEPOT ORDER 1601.1E

JUL 20 2020

From: Commanding General
To: Distribution List

Subj: INTERIOR GUARD STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) Manual for Court-Martial, 2019 Edition
(b) MCO 5500.6H Arming of Law Enforcement and Security Personnel and the Use of Force
(c) MCO 1752.SC Sexual Assault
(d) MCO 5530.15 U.S. Marine Corps Interior Guard Manual
(e) Depot Order 1513.6G Recruit Training Order (RTO)
(f) Depot Order 1640.11 (SOP for NAVCONBRIG)
(g) Depot Order 3302.1C (Anti-Terrorism/Force Protection Order)
(h) Depot Order 3058.1A (Mission Assurance Order)
(i) Depot Order 3504.2 (Event/Incident Report)
(j) Operations Event/Incident Report (OPREP-3) Reporting

Encl: (1) Task Organization of the Interior Guard
(2) CDO Instructions
(3) Standard Operating Procedures for the Duty Chaplain
(4) Duty Roles and Responsibilities
(5) Armory Procedures for Armed Duties
(6) Clearing Barrel Procedures
(7) Logbook Procedures
(8) Post and Relief Procedures
(9) Red Cross Message
(10) Use of Deadly Force Statement of Understanding
(11) Acknowledgement and Waiver of Article 31 Rights
(12) Bomb Threat Checklist
(13) PCR/OPREP3-SIR Reporting Guidance
(14) PCR/OPREP-3SIR Determination Matrix
(15) Format for Initial OPREP-3SIR Telephonic Report to Commandant of the Marine Corps (CMC)

1. Situation. This order provides policy and procedural guidance for the conduct of duty and guard personnel aboard Marine Corps Recruit Depot Parris Island (MCRDPI), in accordance with references (a) through (j).

a. Punitive Effect. Violations of the provisions of this Order are punishable as violations of Article 92 of the Uniform Code of Military Justice (UCMJ).

b. Organization. Task organization and the chain of command is provided in enclosure (1).

2. Cancellation. DepO 1601.1D.

3. Mission. Once posted, and until properly relieved, the Command Duty Officer (CDO), Assistant Command Duty Officer (ACDO), Regimental Duty Officer and

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Battalion Officers of the Day (RDO/OOD), Assistant Regimental Duty Officer (ARDO), Duty Noncommissioned Officers (DNCO), and Sentries aboard MCRDPI will execute their assigned duties in accordance with this Order to: preserve accountability; maintain good order and discipline; enforce regulations; and ensure the issues within MCRDPI areas and facilities are identified, reported, and resolved in accordance with appropriate regulations and the Commanding General's (CG) intent.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Regardless of billet or location, we as Marines are always responsible for ensuring strict accountability of our personnel and equipment, maintaining good order and discipline, and keeping our areas in a high state of police. At MCRDPI, we must not only uphold this responsibility, but must also teach it to recruits. We will accomplish this by the outstanding example of our Officers, Staff NonCommissioned Officers (SNCO), and NonCommissioned Officers (NCO), ensuring that MCRDPI maintains an attentive, proactive guard force. My desired end state is that unauthorized personnel are deterred from interfering with the Depot's training operations, and all spaces are free of hazards and in a good state of police.

(b) Personnel assigned to the interior guard will be guided in their duties by this Order and the associated enclosures. All matters not covered by specific instructions will be referred to the Chief of Staff (C/S), the Assistant Chief of Staff (AC/S) G-3, and the Depot Sergeant Major.

(2) Concept of Operations. The Depot interior guard will consist of the following: CDO, ACDO, Recruit Training Regiment (RTR) RDO and ARDO, Recruit Training Battalion (RTBN) OODs, Headquarters and Service Battalion (HQSVCBN) OOD, Weapons and Field Training Battalion (WFTBN) OOD, DNCOs, and Barracks Sentries. The CDO is the CG's direct representative and has the overall responsibility for everything that happens or fails to happen on the Depot. All posts are accountable to the CDO and to their respective interior guard chain of command.

b. Subordinate Element Missions. The responsibilities of the MCRDPI staff and permanent personnel assigned to the interior guard are as follows:

(1) Chief of Staff (C/S)

- (a) Supervise compliance with this Order.
- (b) Post and relieve the CDO.
- (c) Provide any additional and special instructions to the CDO as required.
- (d) Provide a government cellular phone for the CDO to use.
- (e) Provide an 8 x 11 government logbook for use as the CDO logbook.
- (f) Review all CDO logbook entries.

(g) Maintain a secure storage space for closed CDO logbooks.

(2) Staff Secretary

(a) Post and relieve CDOs in the absence of the C/S.

(b) Post and relieve ACDOs.

(c) Review the CDO duty binder monthly and coordinate with the G-3 for updates.

(d) Inform CDOs if message traffic is received that necessitates the half-staffing of national colors.

(e) Post current copies of the duty personnel rosters for RTR, HQSVCBN, WFTBN, and the Depot Duty Chaplain in the CDO duty binder.

(f) Ensure a current copy of department or section recall rosters is posted in the CDO recall binder, with personnel who work in the CG's building annotated.

(g) Review the CDO orders, duty binder, duty rosters, and recall binder for currency monthly, and ensure staff sections provide updated recall rosters to the Staff Secretary's office quarterly.

(3) Assistant Chiefs of Staff (AC/S), Special Staff, and CG's Aide-de-Camp

(a) Provide department or section recall rosters to the Staff Secretary quarterly, as changes occur, or upon request from the Staff Secretary.

(b) Annotate personnel with unsupervised access to the CG's building as identified on After-Hours Access Rosters.

(4) AC/S G-3

(a) Provide the CDO/ACDO with the keys to the G-3 vehicle no later than 1600 each standard workday. The G-3 vehicle keys may be retrieved from the CDO prior to 0830 each standard workday. If the vehicle will be unavailable for the CDO's use from 1600 until 0830 on standard workdays, or at any time during weekends and holidays, inform the Staff Secretary so that alternate transportation may be arranged.

(b) Maintain close coordination with the Staff Secretary to ensure that changes and/or updates to this Order are implemented in a timely manner.

(c) Coordinate with the AC/S G-1 and Staff Secretary to schedule and hold training evolutions for Marines assigned duty for the first time and, when necessary, refresher training in accordance with enclosure (2).

(5) AC/S, G-1

(a) No later than the 20th day of each month, publish a Depot bulletin announcing CDO and ACDO assignments for the following month.

(6) AC/S, Religious Ministries

(a) Provide any necessary updates to enclosure (3) of this order.

(b) Publish a Duty Chaplain roster, and provide a copy to the Depot Adjutant no later than the 15th day of the month preceding the month for which the roster is effective.

(7) RTR, HQSVCBN, and WFTBN Commanding Officers

(a) Publish separate Regimental and Battalion orders by unit to define procedures, tasks, and coordinating instructions for the RDO, ARDO, OOD, DNCO, and Sentries.

(b) Post Marines to duty for your organizations in accordance with this order.

(c) Publish and provide the Depot Adjutant a copy of your organizational duty roster. Ensure the copy arrives to the Depot Adjutant's office no later than the last working day of the month preceding the month for which the roster is effective.

(d) Address the requirements of the current edition of reference (d) in your organizational duty personnel orders.

(f) Assign and publish a Barracks Duty Roster no later than the 20th day of the month preceding the month for which the roster is effective. The Barracks Duty will consist of a DNCO and an Assistant DNCO.

(g) Ensure applicable Officers and SNCOs maintain currency in annual pistol qualification to ensure a sufficient available supply of duty standers.

c. Coordinating Instructions

(1) Tour of Duty

(a) The CDO and ACDO will post at the EOC. Each RDO/ARDO/OOD/DNCO will post at their organizations, except when duties require their presence elsewhere.

(b) During standard workdays, the MSCs will post their RDO/ OODs no later than 1630 and relieve their RDO/ OODs at 0830 the following morning. On weekends and holidays, the off-going and oncoming RDO/ OODs will conduct an informal turnover.

(d) The OODs are responsible for the conduct of guard mount for all DNCOs and Sentries at 0830.

(e) Each barracks will have two Marines on duty at all times.

(f) All posts are sleeping posts. At the Depot level, CDO or ACDO will be awake at all times throughout the period posted. At the RTR, HQSVCBN and WFTBN level, either the duty officer or the assistant on duty will be awake at all times throughout the period posted. At the barracks level, one of the two barracks duties will be awake and vigilant at all times throughout the period posted.

(g) CDO/ACDO/RDO/ARDO/OODs must remain vigilant, and are expected to regularly inspect and correct DNCOs and Sentries, arriving at non-standard and unscheduled times to ensure Marines remain alert and conduct themselves professionally at all times.

(h) All duties will maintain strict accountability and ensure proper logbook entries are made by the off-going and oncoming duties documenting inventory of all serialized gear, SL-3 items, keys, ammunition and all other gear and equipment the duties are responsible for during their tour of duty.

(2) Uniform of the Day

(a) The standard uniform of the day for all posts will be the woodland utility uniform on days without a graduation ceremony.

(b) On days with a graduation ceremony, Marines on duty will wear the seasonal service uniform, and will change to the woodland utility uniform no earlier than 1200. During posting and relieving on days with a Graduation Ceremony, only the oncoming Marines will wear the seasonal service uniform.

(c) During posting and relieving, only the off-going Marines will wear the cover with the uniform.

(3) Armed Guard Duty

(a) The CDO, RDO, ARDO, HQSVCBN OOD, and WFTBN OOD posts are armed posts. The DNCOs and Sentries are not to be armed.

(b) Armed posts will carry a service pistol and holster issued by the armory. The drop holster and the duty belt attached hip holster are both authorized.

(c) The service pistol will be carried in Condition Three, with one issued magazine pouch and two issued magazines, each loaded with 15 rounds of government-issued 9mm ammunition, in accordance with enclosure (5).

(d) When transferring accountability for pistols between armed duties, the oncoming and off-going duties will use a clearing barrel and follow the procedures in enclosures (5) and (6). Transferring a pistol without using a clearing barrel is not authorized. Clearing barrel locations are listed in enclosure (6).

(e) All armed duties will complete a "Statement of Understanding Regarding the Use of Deadly Force."

(f) All armed duties must qualify with their assigned weapon within the last year.

(g) All armed duties must complete the Use of Deadly Force Statement of Understanding, enclosure (10).

(h) All armed duties must be familiar with weapon conditions and clearing barrel procedures, enclosure (6).

(i) All armed duties must understand, and be able to explain, the rules of engagement, enclosure (10).

(4) Post and Relief Procedures. All duties will execute post and relief procedures and guard mount procedures in accordance with enclosure (8). The purpose of guard mount is to maintain a consistent, professional guard force that fully understands the intent and scope of the interior guard and provide an opportunity to resolve any issues and pass special instructions.

5. Administration and Logistics. The G-3 is the sponsor of this order. Recommendations for changes or modifications to this order will be provided to the Adjutant for staffing to the Assistant Chief of Staff. The G-1 will staff to the appropriate section for consideration and will implement any changes or revisions to this Order.

6. Command and Signal

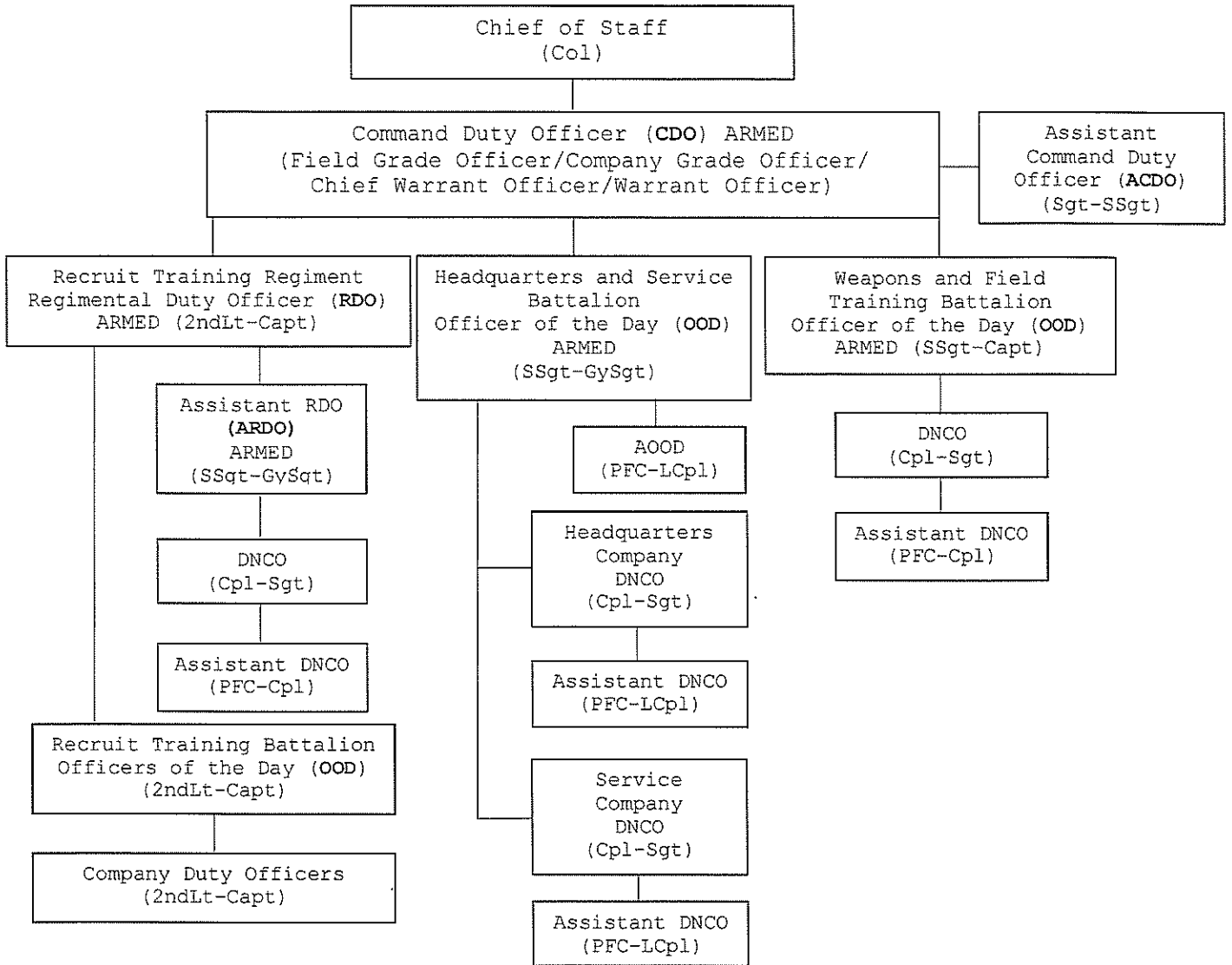
a. Command. This order is applicable to all personnel assigned to, working aboard, or visiting the Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island.

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


J. L. NETHERCOT

DISTRIBUTION: A

TASK ORGANIZATION OF THE INTERIOR GUARD



CDO Instructions1. Tasks

a. Read, understand, and comply with the provisions of DepO 1601.1E in its entirety. Be fully knowledgeable of all enclosures.

b. Contact the Staff Secretary for instructions pertaining to the duties and responsibilities of the CDO and ACDO before standing duty for the first time. The G-3 Emergency Operations Center (EOC) staff will conduct EOC-specific training for duty standers on their first day of duty.

c. The CDO is the CG's direct representative. The CDO is authorized to take immediate action to enforce the CG's orders and policies, and to maintain good order and discipline aboard the Depot. The CDO will also exercise this authority through organizational OOD's and the Military Police Watch Commander.

d. The CDO will ensure that proper logbook entries are made, documenting all serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property the CDO is responsible for during the tour of duty. The CDO and ACDO will ensure all subordinate duties have properly documented their serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property they are responsible for during the tour of duty.

e. The CDO will tour RTR, to include all four training battalions, the receiving barracks, and the WFTBN recruit billeting areas once during a tour of duty on a standard work day, and twice during a tour of duty on a weekend or holiday.

f. The CDO tour of duty is 24 hours. On standard work days, following morning colors, the CDO will execute normal work responsibilities until 1600. The CDO is not permitted to work out of his or her regular office space after 1600 on standard workdays, or at any time on Saturday, Sunday, or holidays.

g. The CDO post limits are the boundaries of MCRDPI. Except for unforeseen emergencies relating to CDO responsibilities, the CDO is not authorized to depart the Depot during a tour of duty without prior approval from the C/S.

h. During COLDSOP, neither the CDO nor ACDO will be present in the EOC during working hours (0830-1600). During this time the duty land-line phone located in the EOC (843) 228-3349 / 3351 will be forwarded to the CDO cell phone (843) 321-6046. The CDO cell phone will be maintained and answered by the CDO during the entirety of his/her post. It is the responsibility of the CDO to answer and manage all calls to the CDO cell phone during working hours. At 1600 The ACDO will assume his/her post and answer all call to the duty land-line phone. During HOTSOP either the CDO or ACDO will be physically present in the EOC after duty change-over (0830). The CDO will maintain the CDO cell phone during the assumption of his/her post and for the duration of the post.

i. The CDO is not authorized to change into physical training attire, civilian attire, etc.

j. The CDO and ACDO will inspect log books of subordinate duties.

2. Posting CDO

a. During standard workdays, the C/S will post the oncoming CDO and relieve the off-going CDO at 0830. The posted CDO will return to work, and assume the post in the Emergency Operations Center (EOC), no later than 1600.

b. Prior to a liberty period, all CDOs assigned duty during the liberty period will report to the C/S at 0830 on the last working day prior to the liberty period. On weekends and holidays, the off-going and oncoming CDOs will conduct an informal turnover at 0830 in the EOC; if necessary the C/S will contact the oncoming CDO to pass special instructions.

3. Posting ACDO

a. During standard workdays, the Staff Secretary will post the oncoming ACDO and relieve the off-going ACDO at 0830. During COLDSOP (starting the third Monday in October and ending the third Monday in April), the posted ACDO will return to work, and assume the post in the EOC no later than 1600. During HOTSOP (starting the third Monday in April and ending the third Monday in October), the posted ACDO will report to the EOC at 0830 for a 24-hour duty shift.

b. Prior to a liberty period, all ACDOs assigned duty during the liberty period will report to the Staff Secretary at 0830 on the last working day prior to the liberty period. On weekends and holidays, the off-going and oncoming ACDOs will conduct an informal turnover at 0830 in the EOC; if necessary the Staff Secretary will contact the oncoming ACDO to pass special instructions.

4. Destructive Weather Conditions. Parris Island is located in an area frequently impacted by severe weather conditions. In particular, Beaufort County is often the site of severe thunderstorms accompanied by considerable lightning strikes. These lightning strikes pose a real threat to Marines, civilians, and property.

a. Mass Notification System (MNS). Marines, civilians, and visitors aboard the Depot need to be warned and informed of what actions to take during severe weather conditions and emergencies. Telephone and electronic mail messages are inadequate for rapid dissemination of warnings and information. The MNS provides a rapid way of notifying all personnel aboard the Depot in case of destructive weather or emergent requirements for rapid dissemination of information aboard the Depot. To understand how to properly activate and deactivate the MNS, the CDO needs to ensure he/she reads the MNS procedures binder located in the EOC and receives a brief by EOC personnel.

b. When the Marine Corps Air Station (MCAS) Cherry Point or MCAS Beaufort weather station calls with a notification of a tornado warning or lighting within five miles of Parris Island, the CDO is required to immediately activate the appropriate MNS announcement and follow the procedures outlined in the Depot MNS procedures. The CDO will also notify the following organizations:

(1) RTR extension and mobile: (843) 321-6084 or (843) 929-9963

(2) WFTBN extension and mobile: (843) 223-1270

(3) HQSVCBN extension 3318 and mobile: (843) 321-6248

(4) PMO extension 3444

1925. (5) 6th Marine Corps District (MCD) extension and mobile: (843) 298-

(6) Motor Transportation Dispatcher extension 2222.

STANDARD OPERATING PROCEDURES FOR THE DUTY CHAPLAIN

1. The Deputy Director, Religious Ministries will publish a monthly watch bill, which will be provided to all MCRDPI chaplains, the Naval Hospital, the Staff Secretary, the Depot Adjutant, and all OODs. All changes and duty swaps made after the watch bill has been published will be approved by the Deputy Director and annotated by the chaplain initiating the swap on the watch bill posted at the Religious Ministries Center (RMC).
2. The Duty Chaplain's watch is set at 1630 on weekday afternoon and continues through 0730 the following day. On weekends the watch runs from 1630 on Friday and ends at 0730 on Monday. On holidays the watch is continued from the previous duty day and ends at 0730 on the day following the holiday. The Duty Chaplain's kit will be dropped off and picked up by the off-going and oncoming Duty Chaplains at the RMC, building 854, no later than 0730, unless otherwise approved by the Chaplain Senior Watch Officer (CSWO).
3. The Duty Chaplain will carry the duty cellular phone, (843) 321-6285, to all MCRDPI-based commands for emergencies and consultations on individual problems. The Duty Chaplain will contact the CDO at 1630 and inform the CDO that the watch has been set. Duty normally runs from 1630 to 0730 on weekdays and all day on weekends and holidays. When responding to a call, the Duty Chaplain will wear the appropriate uniform of the day. The Duty Chaplain shall keep the CDO informed of any changes in contact information.
4. If called, the Duty Chaplain will respond to the number listed on the cellular phone. Action may be handled by phone or in person. The Duty Chaplain bears the responsibility of assessing the spiritual needs of the patient, family, and of any staff involved, and making appropriate referrals. However, in cases of death or upon request, the Duty Chaplain will go to the requested or appropriate place to provide chaplain assistance. In the case of death, serious illness, or emergencies, the Duty Chaplain will notify the AC/S Religious Ministries or Deputy Director immediately.
5. The CDO or unit OOD will log all requests (by telephone or in person) for chaplain support, e.g., pastoral care, American Red Cross message delivery, or sacramental acts. The log will include the caller's name, telephone number, and rank, organization, and rate if applicable.
6. In responding to requests for assistance, a follow-up may be required. The Duty Chaplain will inform the appropriate unit chaplain, keep a record in the duty log, and/or inform the AC/S Religious Ministries or Deputy Director before 0900 the next working day of any potential problems or necessary follow-ups.

DUTY ROLES AND RESPONSIBILITIES1. RTR, HQSVCBN, and WFTBN Duty Instructions

a. Between 1600 and 1700 each standard working day, and no later than 0900 each Saturday, Sunday, and holiday, telephonically notify the CDO of posting for special instructions.

b. The RDO/OOD will ensure that proper logbook entries are made, documenting all serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property the CDO is responsible for during the tour of duty. During the tour of duty, the RDO/OOD will ensure proper records and accountability of all serialized gear, SL-3 gear, ammunition (security rounds), and keys, and all other property that they, and all subordinate duties, are responsible for.

c. Casualty Evacuation (CASEVAC) Procedures. The RDO/OOD will personally supervise any CASEVAC conducted within their organization. After normal working hours, the RDO/OOD will be considered the senior Marine present for the purpose of responsibility and reports required.

d. Post and Relief of the DNCO.

(1) Ensure the DNCO properly reports the post.

(2) Ensure the DNCO provides oncoming sentries with a guard force refresher brief before being posted.

e. Post and Relief of Sentries.

(1) Ensure the sentries properly report the post.

(2) Ensure the oncoming and off-going sentries physically verify that all weapons are properly secured (if applicable).

(3) Ensure the oncoming and off-going sentries physically confirm accountability of all personnel.

f. Throughout the tour of duty, ensure sentries properly report their posts, providing accurate counts for personnel and weapons, to include reporting the location of any assigned Marines or weapons not in the berthing area (e.g., Marines in the head, rifles returned to the armory for maintenance, etc.).

g. Company Areas

(1) Ensure proper police of the following areas: grounds, staff and student heads, and berthing areas.

(2) Inspect Mess / Dining Facilities for the following: cleanliness (interior and exterior) and food quality.

(3) Ensure unoccupied berthing areas and unoccupied command posts are properly secured.

(4) Ensure the BAS is properly staffed with a Duty Corpsman.

(5) Inspect the Duty Office for the following:

- (a) Proper state of police.
- (b) Functional air conditioning unit.
- (c) Damage to the air conditioning unit.

h. Tours. Inspect the following areas once between 1600-2359, once between 0000-0500, and once between 0500-0800:

- (1) Berthing Areas.
- (2) DNCO Offices.
- (3) Company Offices or Company Areas, if necessary.

2. Barracks Duty and Duty NCO

a. Duty Hut. All electronics (televisions, computers, personal mobile phones, music players, listening devices, E-readers, etc.) are to be removed from duty huts. The only reading material allowed in duty huts is to be guard orders and material that supports Professional Military Education (PME).

b. The DNCO will be placed where all foot traffic can be monitored during non-working hours. All duties will maintain a duty log and visitor log, ensuring all visitors are properly logged in and escorted (as required). These logs will be inspected by the CDO, RDO and OOD in accordance with enclosure (7).

c. Residents may entertain visitors in their room and lounge areas between 1000 and 2200 Sunday-Thursday and between 1000 until 2359 on Friday and Saturday nights and days preceding holidays. The DNCO will advise residents in violation of this policy that visitors must leave.

d. The maximum number of guests in a room at one time is three. Each non-resident visitor will be required to surrender photo identification to the DNCO upon their arrival at the Bachelors Enlisted Quarters (BEQ) or host's lodging; the identification will be returned to the non-resident visitor upon their departure. Non-resident visitors who are either unable or unwilling to surrender photo identification will be denied access to the BEQ or lodging. No one under the age of 18 may visit the BEQ unless a member of their immediate family or legal guardian accompanies them. Finally, any non-residential visitor who appears to be under the influence of alcohol or drugs will not be allowed into any room as a guest.

e. Residents will sign their non-resident guest(s) both in and out with the DNCO. Non-resident visitors are required to log in and out with the DNCO during non-working hours. Residents will ensure that drapes are drawn so as to allow for complete viewing of the interior of the room whenever guests are present in the room.

f. Follow a schedule that ensures one DNCO is awake and inspecting the area at all times.

g. Each barracks will have two Marines on duty at all times. At the barracks level, one of the two barracks duties will be awake and vigilant at all times throughout the period posted.

h. All duties need to focus on the security, cleanliness, and state of police of the barracks that is their area of responsibility. Touring the interior and exterior of their area of responsibility is paramount in the success of maintaining good order and discipline.

3. Use of Deadly Force

a. Deadly force is defined as that force which a person uses causing, or that is known to cause, or knowingly would create a substantial risk of causing death or serious bodily harm. Deadly force is to be used only when all lesser means have failed or cannot reasonably be employed.

b. All staff members involved in the interior guard will be thoroughly familiar with reference (b) and the circumstances for which Deadly Force is authorized per enclosure (10).

c. All armed duties will have a current signed copy of enclosure (10) and will be currently qualified with the assigned weapon.

4. Apprehension, Confinement, and Searches

a. All Commissioned Officers, Chief Warrant Officers, Warrant Officers, Staff Noncommissioned Officers, Noncommissioned Officers, Petty Officers, and Military Police Officers are authorized to apprehend other members of the armed forces when they have reasonable grounds to believe that an offense under the UCMJ has been or is being committed. Reports of such apprehension will be made to the suspect's Commanding Officer.

b. Ensure the suspect has been read his or her Article 31 rights, log the event, and complete enclosure (11).

c. Confinement and release of prisoners to and from the U.S. Naval Consolidated Brig in Charleston, SC will be conducted in accordance with the current version of DepO 1640.11, reference (f). No person in this command will be ordered into confinement except by the Commanding General, C/S, or by the Commanding Officers (O-6 Commanders) of RTR, HQSVCBN, or WFTBN. This includes returned deserters who were a member of this command at the time their unauthorized absence began.

d. Holding Cell. There are two holding cells located within the Depot PMO facility. These cells are used for short-term detention, defined to mean no more than 24 hours during a week, no more than 72 hours over a weekend, and no more than an additional 24 hours over an official holiday weekend. Detention in excess of 24 hours is authorized only with approval, in each instance, by the Commanding General, C/S, or their designated representatives. Additionally, a confinement order from the individual's commander is required. Pre-trial or post-trial personnel may be confined in a holding cell for more than 72 hours.

e. Detention of Officers and Staff Noncommissioned Officers. If the military police notify the CDO that they have detained a Commissioned Officer, Chief Warrant Officer, Warrant Officer, or Staff Non-commissioned Officer for other than simple traffic violations, the CDO will report to the scene and self-

identify to the detained person as the Depot CDO. The CDO will assist PMO as required. Such an event will be logged and the C/S will be notified.

5. Bomb Threats. All bomb threats and terrorist-related incidents must be considered serious and are to be reported to PMO immediately. Record information concerning the bomb threat on the Federal Bureau of Investigation (FBI) Bomb Program Bomb Threat Call Checklist, enclosure (12), then dial (843) 228-3444 or 911 to notify PMO. If dialing 911 from a mobile phone the call is answered by Beaufort County. The caller must identify that the call is from Parris Island to be connected to Parris Island Dispatch. Provide whatever assistance PMO needs to safely handle the situation and ensure the safety of personnel. More details and guidance are contained in the current version of reference (g) and reference (h).

6. Destructive Weather Conditions.

a. Parris Island is located in an area frequently impacted by severe weather conditions. In particular, Beaufort County is often the site of severe thunderstorms accompanied by considerable lightning strikes. These lightning strikes pose a real threat to Marines, civilians, and property.

b. When destructive weather conditions occur, the CDO will activate the Mass Notification System (MNS), and notify the following personnel at their telephone contact numbers:

(1) RTR extension 3273 / 2712 / 3154 and mobile: (843) 321-6084 or (843) 929-9963

(2) WFTBN extension 3170 / 3669 / 3183 and mobile: (843) 223-1270

(3) HQSVCBN extension 3318 and mobile: (843) 321-6248

(4) PMO extension 3444

(5) 6th Marine Corps District (MCD) extension 3027 / 3067 and mobile: (843) 298-1925

(6) Motor Transportation Dispatcher extension 2222

7. Key Control

a. All duties that manage key access will maintain a key logbook and ensure all locks on exterior hatches are functional. The CDO/RDO/OODs have master keys to secure all external hatches during non-working hours. The CDO/RDO/OODs will ensure that work requests are submitted for all maintenance issues in a timely manner with the appropriate organizational S-4.

ARMORY PROCEDURES FOR ARMED DUTIES1. Purpose

a. To establish formal procedures for the issuing and recovery of armory weapons, ammunition, and equipment for armed duty personnel.

b. To authorize the Depot Armory to issue arms and ammunition. Duty rosters and all changes to duty rosters of armed members of the guard will be forwarded to the Depot Ordnance Officer and Depot Ordnance Chief prior to any armory assets being issued. A point of contact will be provided to the Depot Armory by unit Executive Officers for verification of any changes.

2. Instruction. Accountability and security of the duty weapons, ammunition, and issued equipment:

a. Standard Work Day Routine

(1) Immediately following relief from duty, the off-going armed duty will report to the Depot Armory to turn in the issued weapon, ammunition, and all other equipment that was issued.

(2) Prior to assuming the post in the afternoon, the oncoming armed duty will report to the Depot Armory to receive a weapon, ammunition, and associated equipment.

(3) The oncoming duty will ensure that proper logbook entries are made documenting all serialized gear, ammunition (security rounds), and all other property the oncoming duty is responsible for during the tour of duty.

(4) The oncoming duty will ensure all subordinate duties have properly documented their serialized gear, ammunition (security rounds), and all other property they are responsible for during their tour of duty.

b. Weekend and Holiday Routine

(1) Upon posting, the oncoming duty will conduct turnover with the off-going duty, with entries into the duty logbook that include weapon serial number, ammunition quantity, and an inventory of all issued equipment. Clearing and turnover of the M9 service pistol will be conducted at a clearing barrel.

(2) On the last holiday or weekend routine day, the off-going duty of will report to the Depot Armory to return the issued weapon, ammunition, and all other equipment that was issued, immediately following proper relief.

c. Cleanliness

(1) The duty weapons are required to be clean and serviceable when returned to the Depot Armory. If necessary, cleaning gear is available.

(2) The duty armorer will verify that the weapons, ammunition, and all issued equipment are clean, serviceable, and complete when returned to the Depot Armory.

CLEARING BARREL PROCEDURES

1. Unloading: M9 Service Pistol

- a. With a finger extended along the receiver, insert muzzle into clearing barrel.
- b. Visually and physically ensure that the pistol is on "safe."
- c. Remove magazine and retain it.
- d. With non-firing hand, lock slide to the rear and eject the round into the hand. However, as duty standers are not authorized to make condition 1 unless required to utilize deadly force, there should be no round in the chamber.
- e. Visually and physically inspect the chamber to ensure it is clear.
- f. Watch the slide go forward on an empty chamber.
- g. If any ammunition was removed from the chamber, reinsert it into the magazine.

2. Loading: M9 Service Pistol

- a. With a finger extended along the receiver, insert muzzle into clearing barrel.
- b. Place weapon in Condition 4, with slide locked to the rear.
- c. Visually and physically verify that the pistol chamber is clear.
- d. Release slide and ensure it is fully forward.
- e. Visually and physically ensure that the pistol is on "safe."
- f. Remove magazine from the magazine pouch and ensure it is loaded.
- g. Fully insert magazine into magazine well.
- h. Maintain a Condition Three pistol until circumstances arise for which Deadly Force is authorized in accordance with enclosure (10).

3. Locations of Clearing Barrels

- a. South side of building 286, rear entrance (EOC).
- b. North side of building 144, rear entrance (HQSVC Bn).
- c. North West side of building 700, front entrance (Weapons and Field Training Bn).
- d. North side of building 699, front entrance (Recruit Training Regiment).
- e. Building 6001 (Armory).

LOGBOOK PROCEDURES1. Introduction

a. The duty logbook is an official transcript of activities aboard the Depot during non-working hours and, as such, may be used as part of investigations and other administrative proceedings. Special attention must be paid to the format and content of logbook entries.

b. Each organization will maintain a logbook. In addition to routine entries, the duties will make an entry every time weapon custody changes between duty standers. At a minimum, weapon transfer entries will include: pistol serial number, date and time of transfer, total number of rounds transferred; and name, rank and the last four digits of the Department of Defense (DoD) Electronic Data Interchange Personal Identifier (EDIPI) of the Marine receiving the weapon.

2. Format

a. Print entries in black ink using block lettering (all capital letters). Ensure that entries are neat, legible, and complete. See below for sample logbook entries.

b. Place the date centered on the top line of each logbook page, and create a column one inch wide on the left border of each logbook page using a straight edge.

c. In the column, precede each entry with the time of the entry.

d. Write in the 3rd person, in the present tense (e.g., "OOD TOURS DRILL INSTRUCTOR SCHOOL HOUSE. FRONT HATCH FOUND UNSECURE. OOD NOTIFIES DI SCHOOL STAFF.").

e. Cross out errors with a single line through the incorrect entry using a straight edge. Initial the strikethrough and make the correct entry.

f. When making a late entry, record the time the event occurred, then add "(LATE)" and record the event.

g. When completing a duty shift, draw a diagonal line across the remaining space on the page, initial the line, and write "NO FURTHER ENTRIES."

3. Content. The logbook is intended to provide a clear picture of routine and special events that occur during the CDO/OOD/AOOD/DNCO tour of duty. Always provide accurate, concise information that enables a reader who is unfamiliar with the situation to understand the details of the event. Err on the side of providing too much information.

a. Provide unit identification when describing an individual (e.g., "PFC SMITH, COMPANY X, ..." or "SSGT DOE, WFTBN, ...").

b. If contacted by an individual from outside the command, record a contact number (e.g., "GYSGT JONES, MOTOR-T SCHOOL, FORT LEONARD WOOD, MO, (321) 555-####, ...").

c. When describing special situations, describe what action was taken to bring the situation to conclusion (e.g., "PEATROSS PARADE DECK IS LITTERED WITH TRASH. OOD NOTIFIES DNCO. DNCO SENDS A WORKING PARTY TO POLICE CALL THE PARADE DECK.").

d. Only provide the last 4 digits of a Marine's Social Security Number or DoD EDIPI when describing CASEVACS, Red Cross Messages, etc.

e. DO NOT include victim's or alleged perpetrator's names in the case of serious offenses (e.g., rape); instead, write the individual's rank (if applicable) and assigned unit (e.g., "A PFC FROM COMPANY X ...").

POST AND RELIEF PROCEDURES1. Purpose

a. To establish a formal procedures for the posting and relieving of duty personnel. In an effort to promote a more professional and productive post and relief, a formal process will be conducted daily for the CDO/RDO/OOD/AOOD/DNCOs, and for sentries as directed.

b. The Staff Secretary will ensure all armed members of the guard complete a "Statement of Understanding Regarding the Use of Deadly Force."

2. Instruction. Each unit OOD is overall responsible for the proper conduct of all AOODs, DNCOs, and Assistant DNCOs in their organizations. The OOD will observe and record in the OOD logbook the time and conduct of any post and relief for AOODs, DNCOs, and Assistant DNCOs that occurs during a tour of duty.

a. DNCO and Assistant DNCO post and relief

(1) Upon posting, the oncoming OOD will contact each oncoming DNCO to pass any special instructions.

(2) No assistant duty may conduct DNCO post and relief without first coordinating with the RDO/OOD.

(3) At the end of a standard working day, all oncoming DNCOs will report to their respective battalion command posts for formal posting. The OOD will ensure the DNCOs and Assistant DNCOs assigned to stand duty are listed on the roster, and understand their duties and area of responsibilities.

(4) The OODs will inspect the knowledge and appearance of the DNCOs and Assistant DNCOs to ensure they look professional and understand their responsibilities.

(5) The OODs will review the following information:

(a) DNCO responsibilities and rotation for the evening.

(b) Any special circumstances or instructions.

(c) Possible scenarios and proper responses (e.g., contacting the OOD or AOOD in case of a hazard, unauthorized visitors, etc.).

(6) Review any logbook entries that occurred during the off-going Marines' tour of duty, brief the oncoming Marines on the current situation in the area of responsible, and pass on any special instructions.

b. A Battalion Access Roster will be posted on the inside of buildings and facilities used by each battalion or unit.

RED CROSS MESSAGE

Caller: _____
Phone#: _____
Case#: _____
SNM: _____
Rank: _____
SSN#: _____
Unit: _____
Time: _____ Date _____
Message was passed to: _____
Name of Marine receiving message: _____
Verified SNM has been notified: _____
Chaplain required: Yes / No _____
Name of Chaplain: _____
Received by: _____

USE OF DEADLY FORCE STATEMENT OF UNDERSTANDING

Name (Last, First, MI)	Rank	SSN	Date

1. Circumstances for which Deadly Force is Authorized. I am justified in using the weapon with which I am armed to apply deadly force only under conditions of **extreme necessity**, when **all other means have failed or cannot be reasonably employed**, and only as a **last resort**. If such is the case, I may use deadly force.

a. To protect myself or others if I reasonably believe that I or they are in imminent danger of death or serious bodily harm.

b. To prevent acts which or the escape of those who reasonably appear to me to **threaten property or information designated** by my Commanding Officer as **vital** to national security.

c. To prevent the **actual theft or sabotage** of property that is, of itself, dangerous to others (i.e., explosives, weapons, ammunition, etc.), when it appears reasonably necessary to do so.

d. To prevent or interrupt the **commission of a serious offense involving violence** which threatens death or serious bodily injury to another (i.e., murder, arson, armed robbery, aggravated assault, and rape).

e. To effect the **apprehension or prevent the escape** of an individual whom there is probable cause to believe that he has either committed a serious offense involving violence or threatened death or serious bodily harm and is a continued threat to the safety of others.

2. Additional Specific Instructions

a. I will obey the orders of competent authority to employ deadly force when:

(1)___Provided with sufficient information to determine that the circumstances warrant the application of deadly force.

(2)___There is clear identifying information on the individual against whom deadly force is to be applied.

b. I will not fire my weapon if I might injure innocent bystanders.

c. I am prohibited from firing warning shots.

d. I will chamber a round in my rifle or pistol only when:

(1)___The use of force is imminent, or to effect the apprehension of a suspect I believe to be armed or dangerous, or to gain control of a dangerous situation.

(2)___Firing at the range or accomplishing other required training.

(3)___Ordered to do so by competent authority.

e. I will not point any firearm at any person, except:

(1) ___When confronted with a situation in which deadly force would be authorized.

(2) ___During on-duty reaction drills, only after I have checked the firearm and it has also been checked by my supervisor to ensure no rounds are in the weapon.

f. If I chamber a round in my rifle or pistol, proper notifications will be made and a Statement of Force form completed. I may chamber a round, or point a firearm:

(1) ___If directed by or after obtaining permission from competent authority.

(2) ___If confronted with a situation in which deadly force would be authorized, and the situation does not allow time to obtain permission.

g. When clearing a firearm, I will follow current policies and procedures pertaining to firearms handling, clearing and safety. I will ensure that:

(1) ___No weapon is cleared without a supervisor (corporal or above) present and clearing is accomplished only in the designated area (i.e., clearing barrel).

(2) ___When drawing a weapon from the armory/arms room, rounds will not be drawn until the weapon is properly cleared.

(3) ___When returning a weapon to the armory/arms room, rounds will always be properly accounted for and turned in prior to clearing, unless a round has been chambered.

(4) ___Any violation of these policies or procedures is immediately reported to the proper authority.

h. During training exercises and testing, I will check my firearm and have it double-checked by a supervisor, to ensure that no live rounds are in the weapon and that there is no magazine inserted in the weapon.

3. Acknowledgement. I have been instructed on the use of deadly force per MCO 5500.6F and acknowledge that I understand the basic rules for the use of force and weapons safety. I am aware of all areas aboard this installation that have been designated by the Commanding Officer as vital to national security for which the use of deadly force may be required.

Date

Printed Rank / Name

Signature

ARTICLE 31 RIGHTS

Name: _____ Rank/Rate: _____
Activity: _____ Unit: _____
Telephone Number: _____

I have been advised that I may be suspected of the offense(s) of: _____
_____ and that:

- I have the right to remain silent
- Any statements I do make may be used as evidence against me in trial by court-martial.
- I have the right to consult with legal counsel prior to any questioning. This legal counsel may be a civilian lawyer retained by me at my own expenses, a military lawyer appointed to act as my counsel without cost to me, or both.
- I have the right to have such retained civilian lawyer and/or appointed military lawyer present during this interview.
- I have the right to terminate this interview at any time.

WAIVER OF RIGHTS

- I further certify and acknowledge that I have read the above statement of my rights and fully understand them, and that:
 - I expressly desire to waive my right to remain silent.
 - I expressly desire to make a statement.
 - I expressly do not desire to consult with either a civilian lawyer retained by me or a military lawyer appointed as my counsel without cost to me prior to questioning.
 - I expressly do not desire to have such a lawyer present with me during this interview.
 - This acknowledgement and waiver of rights is made freely and voluntarily by me, and without any promises or threats having been made to me or pressure or coercion of any kind having been used against me.

(Witness Signature & Date)

(Member Signature & Date)

*****Continued on next page (If statement provided)*****

Understanding my rights under U.C.M.J. Article 31, I wish to make the following statement:

BOMB THREAT CHECKLIST

1. DO NOT HANG UP THE PHONE.
2. Ask the following questions. **RECORD THE EXACT WORDS OF THE CONVERSATION.**
 - a. When will the bomb explode? _____.
 - b. Where is the bomb right now? _____.
 - c. What kind of bomb is it? _____.
 - d. What does the bomb look like? _____.
 - _____.
 - e. Why did you place the bomb? _____.
 - _____.
 - f. Where are you calling from? _____.
 - _____.
 - g. Who is this? _____.
2. **DO NOT HANG UP THE PHONE.** Either go personally or send someone to another telephone and call the Base Operator at (843) 228-2004. If connected to the automated answering machine, immediately dial "0" to make direct contact with the operator. Report the bomb threat and the telephone number/extension of the phone you left off the receiver.
3. **DO NOT HANG UP THE PHONE.** From another phone, report the bomb threat to 911 and provide the following, in addition to other information previously gathered:
 - a. Time the call was received. _____.
 - b. Time the caller hung up, if applicable _____.
4. **DO NOT HANG UP THE PHONE.** Notify key personnel (CO, OIC, supervisor, etc.).
5. **DO NOT HANG UP THE PHONE.** Tracing calls. If, after gathering as much information as possible from the caller, the caller hangs up, follow these procedures to trace the call:
 - a. Ensure that another call is not made from the phone line from which the threat was received.
 - b. From another phone, call PMO at 911 to alert them of the threat.
 - c. PMO will contact the Base Telephone Office for trace information.
6. Institute the Building/Facility Bomb Threat Response Plan.

PCR/OPREP3-SIR Reporting Guidance1. Death, Serious Injury, and Serious Illness involving Depot personnel

a. When a report of death, serious injury, or serious illness is received, immediately consult enclosure (14) of this order to determine whether the situation warrants the submission of a PCR and/or an OPREP-3SIR Naval Message to higher headquarters. Enclosure (14) has been provided as guidance in determining what constitutes a reportable incident.

b. If a member of this command incurs death, serious injury, or serious illness, follow the specific instructions in the current editions of reference (i) and reference (j), located in the casualty procedures section of the CDO binder.

2. Submission of Personnel Casualty Report (PCR)

a. Unit Commanders are responsible for submitting all PCRs via Defense Casualty Information Processing System (DCIPS) Forward.

b. The CDO is not responsible for releasing a Personnel Casualty Report (PCR).

3. Serious Incident Report (OPREP-3SIR)

a. The AC/S G-3 is responsible for the submission of all OPREP-3SIRS.

b. The CDO is not responsible for releasing a Serious Incident Report (OPREP-3SIR), unless specific authorization is given from AC/S G-3.

c. If, after having consulted enclosure (14), it is determined that the incident may be reportable as an OPREP-3SIR the CDO will take the following action:

(1) Immediately notify the AC/S G-3. The report must be submitted within 15 minutes of the incident occurring.

(2) Gather the following information from the subordinate command in order to formulate the initial telephonic report to MCOC, per enclosure (15).

(a) Date and time of the incident.

(b) Exact location of the incident, using the name of the location or miles to the nearest identifiable landmark.

(c) Unit/installation/personnel involved in the incident.

(d) A general description of the event or incident.

(3) Notify the following people by phone, in the order indicated below; however, if any of the parties indicated cannot be reached on the first call, move on to the next person in sequence and continue working through the list until everyone has been notified. Logbook entries are required for each individual called and/or contacted.

(a) C/S. The C/S is responsible for notifying the Commanding General; therefore, if the C/S cannot be reached, make the notification directly to the Commanding General.

(b) The organizational Commander and the OOD of the person involved: CO HQSVCBN; CO RTR; CO WFTBN; Director, Branch Health Clinic (BHC).

(c) Duty Chaplain

(d) The Depot Adjutant or the Depot Adjutant Chief

(e) AC/S G-3, if after consulting enclosure (14) it is determined that an OPREP-3SIR may be required.

(f) Staff Judge Advocate (SJA)

(g) Office of Strategic Communication (COMMSTRAT) Officer

(h) Provost Marshal

(i) Depot Sergeant Major

d. Log as much of the following information as you can reasonably obtain:

(1) Rank, name, EDIPI, and unit of the person killed or injured. Include the platoon number when a recruit is involved.

(2) Type and/or nature of the accident, injury, or illness.

(3) General information, such as: who, what, when, where, how, and all other available information regarding the circumstances of the matter.

(4) Current location of the deceased, injured, or ill person.

(5) Names of other people involved, if applicable, to include witnesses.

(6) Whether or not the matter is under investigation, and by who or what state or federal agency.

e. Additional information can be found in references (h) and (i).

4. Notification of Recruits' Next of Kin (NOK). Recruit Training Battalions will notify a recruit's NOK in Not Seriously Ill/Injured (NSI) casualty statuses only. Battalions are required to report recruit hospitalizations to the Executive Officer or Commanding Officer of RTR. Seriously Ill/Injured (SI) or Very Seriously Injured (VSI) casualty statuses will be reported to Casualty Branch Headquarters Marine Corps (HQMC) for initial notification to NOK. The contact information for Casualty Branch HQMC is: casualty.section@usmc.mil or (703) 784-9512.

PCR/OPREP-3SIR DETERMINATION MATRIX

1. The following events trigger the submission of the OPREP-3SIR Message:

-Death of a Parris Island Marine (except 6th Marine Corps District who prepares their own)

-Serious injury of a Parris Island Marine (except 6th Marine Corps District who prepares their own)

-Serious illness of a Parris Island Marine (except 6th Marine Corps District who prepares their own)

-Class A, B, or C aircraft mishap resulting in death or extensive damage to military or civilian property (Case of PI Marine)

-An event or incident occurring on-duty resulting in death, disability or serious injury of Marine Corps personnel or civilians, or extensive property damage of \$200,000 .00 or more (Case of PI Marine)

-Acts of sabotage or terrorism.

-Any incident attracting high media interest.

-Acts of serious crime (felony arrest) or incidents that may result in domestic or foreign criminal jurisdiction over Marine Corps personnel and their dependents; or may arouse public or congressional interest.

-Any incident where the diagnosis of a disease may require quarantine due to potential epidemic significance, or disease of any kind so wide-spread that degrades mission accomplishment

-Racial incident IAW MCO P5354.1

-Any incident of large-scale civil disorder involving Marine Corps personnel, units, or installations.

-An event/incident arising from acts of nature (destructive weather conditions, fire, earthquakes) that severely delays or cancels training or poses a threat to life and property.

2. The CDO is not responsible for releasing a PCR or OPREP-3SIR.

3. In the event of a casualty or death, notify the appropriate command adjutant and follow the instructions contained in current version of DepO 3040.2E.

4. In the event of an OPREP-3SIR, notify the AC/S G-3 and follow the instructions contained in the current version of DepO 3504.2.

FORMAT FOR INITIAL OPREP-3SIR TELEPHONIC REPORT TO THE COMMANDANT OF THE
MARINE CORPS

1. The telephonic report is the initial report sent to the MCOC.
2. When you receive notification of a reportable incident, at a minimum, the following information must be forwarded to the C/S followed by the AC/S G-3 within 15 minutes of notification. Within 30 minutes of initial notification communication must be reported to the MCOC.
 - a. From: (Unit submitting the report).
 - b. Exercise/Operation: (Name of exercise/operation being conducted when the incident occurred, if applicable) .
 - c. Type report: OPREP-3SIR.
 - d. Time: Local date time group (DTG) incident occurred. Note: Parris Island is in the "R" time zone, not "Z". If converting to Zulu time add 5 hours if in Eastern Standard Time (i.e., fall through winter); add 4 hours when in Daylight Saving Time (i.e., spring through summer). For example, if incident occurred at 2200 on 23 March 2010 DTG would be 232200MAR10 (or 240200ZMAR10).
 - e. Location: Exact location of incident.
 - f. Incident: Nature of incident with narrative summary of known factual information.
 - g. POC: Name/rank/phone number to the Command point of contact for additional information.
3. Contact the MCOC by dialing any of these numbers.
 - a. DSN 94-225-5454
 - b. Commercial 99-1-202-695-5454
 - c. Toll Free 99-1-866-HQMC-NOW(4726 -669
 - d. STU III DSN 94-223-0883
 - e. STU III Commercial 99-1-703-693-0883

Originator: Capt Roger
Approved by:

O6-Level clearance:

AC/S G1:	LtCol Sandstrom	No Response
AC/S G3:	Col Rodriguez	No Response
AC/S G4:	Col Truax	No Response
AC/S G6:	Mr. Weyant	No Response
CO HQSVCBn:	Col Killeen	No Response
CO RTR:	Col O'Connor	No Response
CO WFTBn:	Col Dremann	No Response
CO BHC:	CAPT Termini	No Response

AO-Level clearance:

AC/S G1:	Mr. Porter	No Response
AC/S G4:	Mr. Eby	No Response
AC/S G6:	Maj Peerally	No Response
CO HQSVCBn:	Capt Anliker	No Response
CO RTR:	Maj Mokris	No Response
CO WFTBn:	Capt Sutton	No Response
CO BHC:	Lt Meyers	No Response
Safety:	Mr. Arps	No Response
F&ES:	Chief Weider	No Response