



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
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ALBANY GA 31704-0302

MCLBAO 1601.4F
CO0001

JAN 16 2018

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1601.4F

From: Commanding Officer, Marine Corps Logistics Base Albany
To: Distribution List

Subj: DUTY NONCOMMISSIONED OFFICER AND ASSISTANT DUTY NONCOMMISSIONED
OFFICER ORDERS

Ref: (a) BO P11320.2F
(b) BO 1020.4
(c) BO 3440.2D

Encl: (1) Inventory and Supplemental Instructions

1. Situation. To establish procedures and instructions to be followed by the Marines assigned to duty as the Marine Corps Logistics Base (MCLB) Albany Duty Noncommissioned Officer (DNCO) and Assistant DNCO (ADNCO).

2. Cancellation. MCLBAO 1601.4E

3. Mission. To assume the duties and provide security for all personnel assigned to Barracks 7130 for a 24-hour period from 0745-0745 the following morning.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. All service members assigned to the subject duty will be guided in the performance of their duties by the content of this order and any additional special orders.

(2) Concept of Operations. Service members who stand DNCO and ADNCO are a direct representative of the installation commander. During the course of their duty, the DNCO and ADNCO should be guided in their responsibilities within this Order.

b. Subordinate Element Missions

(1) DNCO

(a) As outlined in enclosure (1), the DNCO will assume control of the DNCO property, conduct an inventory and annotate any discrepancies. All Marines assigned to the subject duty will familiarize themselves with all the references and the contents of this Order prior to assuming the duty and will make an entry in the DNCO logbook to indicate acknowledgement.

(b) The DNCO or ADNCO will conduct at least one tour every hour of buildings and grounds within the duty area. The DNCO will enforce the policies established by the references, and as directed by competent authority.

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(c) The DNCO will inspect the outside area immediately surrounding buildings within the duty area. The DNCO will ensure a high state of police in these areas (i.e. laundry rooms, parking lot, and kitchen areas) for the duration of their watch. Every morning, the area will be policed prior to duty changeover. The DNCO and ADNCO are authorized to task Marines to clean the areas stated above.

(d) In addition to the hourly tours, within 30 minutes of taps (2200), the DNCO will check every outside door and lock in the duty area for security.

(e) The DNCO will annotate in the logbook of the events and his/her hourly tour as outlined in the enclosure. DNCO will log all incidents not within the basic Marine Corps standards.

(f) The DNCO is authorized to, and will, check the identification of all unfamiliar or suspicious persons in the duty area and will ascertain their purpose. This authorization does not empower the DNCO to conduct a search of any person or personal property. In the event the DNCO determines there may be cause to conduct a search, he will immediately contact the Command Duty Officer (CDO).

(g) Ensure violators of the Bachelor-Enlisted Quarters regulations concerning alcoholic beverages or illegal drugs, etc., are brought to the attention of the CDO and that an appropriate logbook entry is made. Notify the First Sergeant of each respective company.

(h) In the case of possible illegal acts, the DNCO will document the names and circumstances surrounding the alleged offense in the DNCO logbook. The DNCO will then report the incident to the CDO. The persons involved in the incident will be ordered to remain in place, but physical restraint is not authorized. Additionally, the DNCO is not authorized to secure statements, read rights, or conduct searches.

(i) Ensure proper military or civilian attire is worn by all service members entering and leaving the barracks area. Attire will be maintained as non-offensive and will be worn the appropriate way in accordance with all orders and regulations. Undergarments shall not be visible. All attire will be clean and presentable. Service members will be in appropriate attire even throughout all common areas of the barracks.

(j) Ensure quiet hours are maintained throughout the barracks after taps is sounded at 2200 daily.

(k) The DNCO will ensure all visitors are recorded in the visitor logbook. A visitor is defined as anyone that does not reside in the barracks. Visitors will be signed in and out physically by their sponsor. Minors are not authorized to be in the barracks.

(l) Visiting hours are Monday-Friday 1700-2200 and Saturday and Sunday 0800-2400 unless liberty call is lengthened. Visitors are not permitted in service members rooms outside of these hours unless the service member is in a leave status or prior authorization has been given by their respective company office, then they can have visitors from 0800 until the scheduled end times for the specific day (i.e. M-F 2200 and Sat-Sun 2400).

(m) Ensure all inside and outside standing lights are turned on at dusk and off at dawn. If any light fixture is not working properly, make an appropriate logbook entry. Follow up the next day to ensure the billeting manager is aware of any discrepancies and inform the Company First Sergeant.

(n) Emergency maintenance conditions will be directed to Base Emergency Maintenance at 639-5643 and an appropriate entry made in the DNCO logbook, as well as report to the CDO. This entry will contain the name of the person contacted.

(o) The DNCO will assist the Barracks Manager in conducting field day formation and cleanup every Thursday evening starting at 1700. The DNCO will maintain a supervisory role to ensure the barracks and surrounding areas of responsibility are cleaned in a timely manner. The DNCO will ensure a general cleanup is done daily by occupants of the barracks.

(p) The ADNCO will assist the DNCO with any responsibilities as needed, **however the DNCO will maintain in their possession, the logbook and barracks master key.**

(q) The DNCO will not leave their post for any reason except to perform colors at Bldg. 3500. If a special circumstance arises, the CDO or the Base Company First Sergeant will be the only ones to approve their absence from their post.

c. Coordinating Instructions

(1) Additional Duties.

(a) Prior to taps, the DNCO will ensure by way of periodic inspections, that proper military decorum is maintained in the recreation rooms. The DNCO is authorized to secure the recreation rooms to any person who uses loud, abusive language or causes any disturbance that, in the judgment of the DNCO, is violating the privacy or personal rights of the residents.

(b) Pets of any type, to include but not limited to dogs, cats, birds, fish, etc., are not authorized in the barracks at any time unless it is a certified service animal approved by a national affiliate. This will also be approved by the local command prior to an animal being housed in the barracks.

(2) Report of Theft. All reports of theft, regardless of how minor, will be reported to the respective Company First Sergeant during working hours and to the CDO during non-working hours. In addition, the DNCO will make detailed entries, containing all pertinent facts surrounding the incident in the duty logbook.

(3) Recall. In the event a recall of Marines is directed during non-working hours, the DNCO will notify the respective Company First Sergeant. When directed by competent authority, the DNCO will notify the appropriate Platoon Sergeant for recall of designated personnel.

(4) Restrictions. The following personnel will not be assigned to this duty:

(a) Service members pending legal action or administration separation.

(b) Female service members at or past their 28th week of pregnancy.

(c) Service members with medical conditions that preclude them from walking or standing for prolonged periods of time.

(d) Service members that are on restriction and/or performing extra punishment duties.

(5) Destructive Weather. Upon notification of pending high winds or destructive weather (storm/hurricane conditions I through IV), the DNCO will immediately follow the below steps to ensure the safety of barracks personnel and the immediate area in accordance with reference (c):

(a) The DNCO will immediately call the Base Company First Sergeant for further instructions.

(b) Latch, secure, and/or stow all moveable objects.

(c) Check emergency/storm kits to ensure an adequate supply of flashlights, batteries, and masking tape are on hand.

(6) Death or Injury.

(a) In the event of death or serious injury to any service member after working hours, the DNCO will notify only the CDO. Under no circumstances will the DNCO notify the next of kin.

(b) The DNCO will obtain as much information as possible from the person making the report.

(7) Lost Keys.

(a) The DNCO, upon being notified of a lost BEQ key, will make an appropriate logbook entry indicating the name, room number, building number and circumstances surrounding the key loss. By no means will the DNCO hand master keys to an individual Marine to open doors. The incident will be reported during changeover.

(b) The DNCO is authorized to use the master key to only open the room for the service member who misplaced or lost their key. A logbook entry will be made indicating the name, room number and building number opened.

(c) The DNCO will maintain the key the entire time of the post until properly relieved. The ADNCO will never have the key in their possession.

(8) Tour and Place of Duty.

(a) The DNCO and ADNCO assignments will be published monthly in writing by Headquarters Company, Bldg 3500. No changes will be made to the subject duty assignments without the prior approval of the appropriate command leadership.

(b) The tour of duty for the DNCO and ADNCO will be from 0745 to 0745 daily. The place of duty, when posted, will be the DNCO desk located in building 7130. The DNCO will not leave the general area of the DNCO desk (even while the ADNCO is posted) except for the required tours, emergencies, morning or evening colors or where dictated in the performance of his duties. Additionally, the DNCO and ADNCO are allowed to leave and get chow at a facility on base however they must bring it back to eat.

(c) The DNCO and ADNCO will abide by the 11 General Orders.

(d) At no time will televisions, laptops, video games, or any type of electronic devices be permitted while on post. Books or magazines are authorized to be read while on duty. Marine Corps reading material is highly recommended.

(e) This duty is a sleeping post. The ADNCO will conduct their rest plan from 2200-0200 and the DNCO will conduct theirs from 0200-0600. The DNCO will contact the CDO prior to 2200 for any instructions before conducting the rest plan.

(9) Post and Relief.

(a) Workdays. A formal relief of the old DNCO and the posting of the next DNCO will be conducted by the Base Company First Sergeant at 0815 daily, Monday through Friday. ADNCOs (oncoming and outgoing) are required to be present at the barracks, but will not participate in the formal post and relief. The off-going and on-coming DNCO's will report to the CDO in Building 3500 for the morning colors by 0755, and the DNCO will report to Building 3500 15 minutes prior to sunset for evening colors.

(b) Weekends and Holidays. On Saturdays, Sundays and holidays, an informal relief will be effected by oncoming and outgoing at 0815 at Bldg. 3500. They will then conduct morning colors. Under no circumstances will the outgoing DNCO relieve themselves at the prescribed time without being properly relieved. If the oncoming DNCO is absent at the prescribed time of post and relief, the outgoing DNCO will make an appropriate logbook entry and contact the CDO and Company First Sergeant for further instructions. As outlined in the enclosure, all DNCOs to be posted for the weekend or holiday duty will report to the company office in Bldg. 3500, at 0745 on the Friday preceding the duty to receive any special instructions not covered by this Order.

(10) Uniform.

(a) The DNCO and ADNCO will wear the utilities with duty belt and duty sleeve. The appearance, bearing, and poise of the DNCO and ADNCO should be beyond reproach during their tour of duty.

(b) The uniform of the day will be the same as the CDO and ACDO at Bldg. 3500. All service uniforms will be maintained at all times in the event that a change takes place while on duty.

(c) The addition of nightsticks, or other ancillary equipment is not authorized.

(11) Fire Instructions.

(a) Ensure all fire extinguishers are in their correct locations and operational.

(b) Ensure no fire hazards exist, particularly in the kitchens, recreation and laundry rooms.

(c) Ensure all fire exit signs are illuminated and all fire exits are clear of obstructions and/or that hatches are in proper working order.

(d) In the event of a fire, immediately sound the alarm and call the Fire Station at 639-5911. Report the following information:

1. Rank and name
2. Location of fire
3. Type of fire (electrical, wood, gas, etc.)

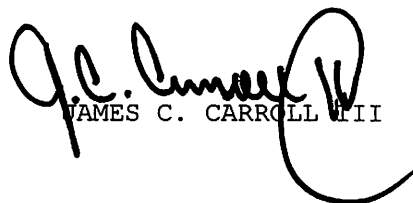
(e) After calling the fire station, ensure everyone is out of the barracks. If practical, organize fire-fighting efforts by using all available means (e.g., personnel assigned fire stations (see reference (a)), fire extinguishers, external water hoses, etc.). DO NOT RISK INJURY TO ANYONE WHILE FIGHTING THE FIRE. Inform the CDO of the fire as time permits.

5. Administration and Logistics. Recommendations regarding changes to the contents of this Order may be forwarded to the CO MCLB Albany via the installation Sergeant Major and Adjutant.

6. Command and Signal.

a. Command. This Order is applicable to MCLB Albany and all tenant commands.

b. Signal. This Order is effective the date signed.


JAMES C. CARROLL III

DISTRIBUTION: A

Inventory List and Supplemental Instructions1. DNCO PROPERTY INVENTORY LIST

- a. DNCO Orders Binder
- b. Leave and Liberty Binder
- c. DNCO Logbook
- d. Disaster Control Kit. Consisting of flashlights, batteries and masking tape. (If not complete make appropriate entry in the logbook)
- e. Brassards
- f. Keys
 - a. (1) Master Card Key.
- g. Books
 - a. Check in / Check out book.
 - b. Gear issue logbook.
 - c. New join logbook.
 - d. Visitor logbook.
- h. Miscellaneous Items
 - a. Sheets.
 - b. Pillow cases.
 - c. Bedspreads.
 - d. Pillows.
 - e. DNCO/ADNCO belt.

2. FORMAL POST AND RELIEF OF THE DNCO. The off-going DNCO, followed by the oncoming DNCO will stand at the position of attention, with the off-going duty on the right. The off-going DNCO will salute and say "Good morning (respective rank), (rank and name) reporting as the off-going DNCO for barracks 3700." After acknowledgement, the oncoming DNCO will say "Good morning (respective rank), (rank and name) reporting as the oncoming DNCO for barracks 3700." Each DNCO will remain at attention unless commanded otherwise. After a brief discussion of past business and a review of the logbook/orders binder, the off-going DNCO will be relieved of his duties. The oncoming DNCO will be given the logbook, etc., and told "You are now posted as the DNCO."

3. DNCO LOGBOOK INSTRUCTIONS

- a. Sample of Logbook Entries

0730 I, (grade and name), have assumed duty as the DNCO. I have read and fully understand all standing orders and special orders pertaining to this post. I take responsibility for (2) keys, (1) orders binder, (1) visitors log, (1) rec room gear issue book, (2) duty belts, (2) brassards, and (1) duty log book.

1800 Sgt Motivator toured area. All secure and nothing to report at this time.

1825 Emergency maintenance called (indicate name of person who was contacted at Maintenance. (Indicate problem)

1830 Fire extinguisher at Fire Station #2 was found to be inoperable. LCpl Hardcharger was using same in water battle. Advised LCpl Hardcharger to report to the Company Gunnery Sergeant.

1930 PFC Doe reported radio stolen. The CDO was notified. Circumstances are as follows:

1940 Master key used to open room number

2200 Taps. Toured area, all secured, nothing suspicious to report at this time. DNCO post Fire Watch on second deck.

0600 Reveille sounded.

0630 Cpl Black requested that the lock to his/her wall locker be cut. Contents were properly identified. (State specific reason for cutting the lock.)

0730 I, (Grade and name), have been properly relieved by the Company Gunnery Sergeant (weekdays) or I have been informally relieved by Cpl Joe (weekends).

I. M. MARINE

Rank USMC

b. Additional Information

(1) The DNCO will not deface the logbook in any way, either by tearing out pages, parts of pages or by doodling in the logbook.

(2) All entries will be printed in a neat and legible manner. All lines will be printed on, including the bottom line of the page.

(3) Maintain a margin on the left side of each page for time only.

(4) Line out and initial any incorrect entry or work with a single neat line.

(5) Late entries will be logged in with the following statement: 2030 late entry. At 1900 (make appropriate entry).

(6) A logbook entry will be made on each occasion the CDO, CDC, Military Police, Battalion Commander, or members of the HQBN staff co commander, Company First Sergeant, BN Sergeant Major visited the HQBN area after working hours.

(7) The DNCO is the only one authorized to make entries in the logbook. The ADNCO will make notes on line paper for the DNCO to make their entry.

(8) The logbook will be maintained by the DNCO at all times.

4. Additional tasks DNCO/ADNCO ensures are completed

a. Sweep all ladder wells in barracks areas.

- b. Pick up trash around barracks areas.
- c. Empty trash cans as needed.
- d. Daily clean-up of laundry rooms.

5. RECREATION ROOM EQUIPMENT SERIAL AND TRACKING NUMBERS

<u>Item #</u>	<u>Serial # Tracking</u>
Component Cabinet	N/A
Entertainment Center	N/A
Television	N/A
Pool Table (Black)	0000008619-5--MQAG
Foosball Table	0000008618-5--MQAG
Air Hockey Table	0000008622-5--MQAG
LG Blue Ray Player	007INJO479276
Bose Surround Sound	049331F02530069AE
Bose Computer	049337902560171AS
Sylvania DVD Player	036025869DVL100A

The DNCO/ADNCO are responsible for the equipment on this list and will ensure that the information in this list has been inventoried for accountability and condition, and that the appropriate logbook entry has been made when something goes missing or damaged.