



UNITED STATES MARINE CORPS  
MARINE CORPS AIR FACILITY  
2100 ROWELL ROAD  
QUANTICO, VIRGINIA 22134-5063

IN REPLY REFER TO  
AFO 1601.4E  
AF 141  
25 OCT 1998

AIR FACILITY ORDER 1601.4E

From: Commanding Officer  
To: Distribution List

Subj: AIR FACILITY OFFICER OF THE DAY (OOD), AIR FACILITY DUTY  
NONCOMMISSIONED OFFICER (DNCO) AND AIR FACILITY ASSISTANT  
DUTY NONCOMMISSIONED OFFICER (ADNCO) INSTRUCTIONS

Encl: (1) Air Facility Officer of the Day Special Orders  
(2) Air Facility Duty Noncommissioned Officer and Air  
Facility Assistant Duty Noncommissioned Officer  
Special Orders  
(3) Sample Log Book Entries  
(4) Casualty Information Report  
(5) Personal Effects Inventory (4050)  
(6) Prior Permission Request (PPR) Form  
(7) Notification Chain of Command

1. Purpose. To promulgate instructions concerning the duties and responsibilities of the OOD, DNCO and ADNCO.

2. Cancellation. AFO 1601.4D.

3. Information. The OOD, DNCO and the ADNCO are direct representatives of the Commanding Officer. The monthly Duty Roster will be prepared by the Adjutant, Marine Corps Air Facility, Quantico.

4. Action. The OOD, DNCO and ADNCO will be guided in the performance of their duties by these instructions.

  
J. L. GRAHAM

DISTRIBUTION: B

SPECIAL ORDERS FOR THE AIR FACILITY OFFICER OF THE DAY

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Tour of Duty

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k. The OOD shall keep the Chain of Command informed of all serious incidents, including, but not limited to, death or serious injury to MCAF personnel or their dependents, aircraft mishap, notification of change in the Threat Status from HMX-1, fit for duty examination requests, or when snow removal operations are required. Additionally, any incident that might cause adverse publicity also warrants notification. Required notifications will be made utilizing enclosure (7), Notification Chain of Command.

l. The OOD shall comply with this order, all information located in the DNCO Binder and other orders issued by the Commanding Officer, Executive Officer and Sergeant Major as appropriate.

### 3. Supernumeraries

a. You will follow the instructions pertaining to the assignment as Officer of the Day as stated in paragraph 2 of enclosure (1) of this order.

b. Immediately upon being posted as the OOD, you will contact the Executive Officer to inform him/her as to the nature of your posting as OOD.

DNCO AND ADNCO SPECIAL ORDERS

1. General. The DNCO and ADNCO are the direct representatives of the Commanding Officer, MCAF, Quantico, Virginia.
2. Uniform. Appropriate service uniform of the day with cartridge belt and cover
3. Tour and Post.
  - a. The tour of the duty will commence at 0745 on the day assigned and terminate at 0800 the following day including Saturdays, Sundays, and holidays.
  - b. Watchstanders will abstain from the use of alcohol (8) hours prior to duty and during their tour of duty.
  - c. Monday through Friday, the DNCO will be relieved and posted by the SgtMaj or, in his absence, the Squadron Gunnery Sergeant. On weekends and holidays an informal relief and posting will be completed between the off-going and on-coming DNCO. Weekend DNCOs will muster with the SgtMaj on Friday at 1000.
  - d. The DNCO and ADNCO, at the discretion of their respective Department Head, are normally relieved of all normal work duties on the day following their tour of duty.
  - e. After normal working hours, the DNCO and ADNCO will remain in the Bldg 3064 duty hut with the exception of: post and relief, chow, colors, touring, handling Extra Police Duties (EPD), and restricted personnel or unless as otherwise directed by the CO, XO, SgtMaj, or OOD.
  - f. Prior to the departure of the DNCO for chow or tour, the DNCO will properly post the ADNCO and give all special orders that pertain.
  - g. At least once, between the hours of 2200 and 0600, the DNCO/ADNCO will tour the outside area of the MCAF Dining Facility and Bldgs 2100 and 3229.
  - h. The DNCO/ADNCO will tour the BEQ, (Bldg 3229). This tour is to be made at least once per hour throughout the night to ensure the barracks is secure and in a proper state of police. Results of these tours and corrective action will be entered in the DNCO log.

a. At the end of each work day, after colors have been properly executed and all personnel have vacated the building, the DNCO will ensure that all unnecessary lights are extinguished, hatches and windows leading into office spaces and outside hatches of building 2100 are secured. This check includes the squadron classroom and head located on the south end, 2nd deck of Bldg 2100.

#### 5. Security

phone).

c. When the duty office moves to building 3229 all calls for ext. 2441 are to be forwarded to ext. 2774 of building 3064 (This is done by dialing "\*71" then "4 2774"). When the duty repositions to building 2100 all calls for ext. 2441 will be returned to building 2100 (This is done by pressing "\*72" on the touch tone

b. All official long distance telephone calls must be logged on the Long Distance Telephone Log Sheet as they occur. At the end of each month the log sheet will be turned-in to S-4 by the DNCO standing duty on the last day of the month.

a. The duty phone is for official calls only. Phone calls for members of the command will be forwarded to the member by message and phone calls pertaining to the operation of the Air Facility will be annotated in the duty log book and if necessary, appropriate action taken (notification of the Operations Officer, recall of essential personnel, etc.).

#### 4. Phone Calls

k. The DNCO will maintain a chronological log which will contain information concerning significant occurrences during the watch. This log will be neatly printed in black ink with errors lined out with one line and initialed. Enclosure (3) is a sample log book page.

j. When guests are in the BEQ, the DNCO and ADNCO will remain alert. DNCO or the ADNCO will enforce the visiting hours as noted above.

1000 to 2400 on weekends and holidays.

1000 to 2300 on weekdays

i. DNCO will ensure all visitors are logged in and out of the Visitor's Log Book. All visitor's are the responsibility of their sponsor and must adhere to the visiting hours as follows:

b. The DNCO will ensure that all outside lights are turned on at sunset and turned off at sunrise.

c. The DNCO must be alert for potential fire hazards, especially during area inspections.

d. Routine area maintenance discrepancies will be reported to the Air Facility S-4 section during normal work hours. After normal working hours, those discrepancies requiring immediate action will be reported to Base Maintenance at ext. 2072. Any such actions will be noted in the duty log book.

e. Upon first entering Bldg 2100 in the morning and leaving Bldg 2100 at night, verify the security of the Classified Material Control Center (CMCC) and initial the double security check sheet attached to the hatch. If the hatch is unsecured, the DNCO will immediately secure the hatch, post a guard, and follow posted procedures, to contact the Adjutant or CMCC Clerk.

f. During normal work days, the DNCO will ensure the CO's, XO's, SgtMaj's, S-1's, S-3's and S-4's office spaces are unlocked by 0630.

## 6. Key Control

a. Key control is the direct responsibility of the DNCO. Keys will be stored in the duty key box. A log entry will be made during post and relief as to accountability of keys contained in the key box. The DNCO will maintain control of the MCAF keys by performing the following:

(1) Upon assuming the duties, obtain the key to the duty hut from the Administrative Chief.

(2) Conduct and inventory of the key box and make the appropriate log entry.

(3) Ensure keys are issued only to personnel on the current access list of their perspective department.

(4) Ensure that the authorized personnel who checkout and return keys sign in and out appropriately in the key log. Only those individuals located on the Access List to Messhall #2109 (located in the appendix of the DNCO binder) will be allowed to check keys in and out for Bldg 2109, Messhall. The same guidance applies for Armory key access.

(5) Do not leave the key box unattended. Maintain control of the key box at all times.

(6) Prior to relief each day, return the duty hut key to the Administrative Chief.

Colors

a. Colors shall be executed properly and on time at sunset and at 0800 daily.

b. Both off-going and on-coming DNCO's will perform morning colors

c. The DNCO and ADNCO must be in building 2100 fifteen minutes prior to execution of evening colors.

d. If for any reason the music will not play, use the whistle and shout, "colors", execute colors on time and make a log entry as such.

8. Leave. The OOD, DNCO and ADNCO are authorized to sign personnel in and out on leave.

a. Regular Leave. When a Marine checks out or in from leave, the DNCO will sign NAVMC 3 Block "18" or "19" as required. If the Marine is not on comrats, do not give the Marine leave papers without first retrieving the Marine's meal card.

b. Emergency Leave. Emergency leave does not require Red Cross verification. It can be approved by the OOD, as delegated by the Commanding Officer. However, if a Red Cross Representative calls, ask for the representative's name and telephone number and all information pertaining to the concerned individual's situation.

(1) Verify the SNM/SNO in question is a member of the command by cross referencing the member's name and SSN with the recall roster.

(2) Notify the OOD.

(3) The OOD will notify the CO, XO, Chaplain, SNM's OIC and the member.

(4) After approval, if the member wishes to go on emergency leave prior to the next working day, type (handwrite as necessary) leave papers using the example and guide lines located in the DNCO binder.

(5) The OOD's name will be typed or hand written in block 15 and "OOD" will be typed in block 17 of NAVMC 3, Leave Authorization Form.

c. Leave Extensions. The Commanding Officer, Executive Officer, Department Heads, OIC, SNCOIC or OOD are authorized to grant or extend emergency/annual leave to members of this command. The DNCO will notify S-1 at the beginning of the next work day if the extension is granted, annotating all details in the log book.

9. Death or Serious Injury of Air Facility Personnel. Personnel are defined as any military or civilian personnel stationed or working aboard MCAF, or any dependent of MCAF Marines or civilians.

a. During Normal Working Hours. The S-1 office will handle all details arising from a death or serious injury.

b. After Normal Working Hours. Ensure the member is assigned to the Air Facility by cross-referencing the member's name and SSN with the recall roster.

Immediately notify the OOD, CO, Executive Officer, and Adjutant

(2) Complete the Casualty Information Report, enclosure 4 with as much information as possible.

(3) Secure all personal items of the casualty which are located in the workspace. Upon notification, MCP will conduct an inventory of those items as well as those items located in the member's BEQ room or on his person.

Do not disclose information to any unauthorized personnel. Refer inquiries to MCB PAO.

(5) Completely familiarize yourself with the casualty reporting procedures located in the DNCO binder.

## 10 Airfield Operations

### a Prior Permission Required (PPR)

(1) During normal working hours, all Airfield Operations business will be referred to the Operations Officer or Operations Chief.

(2) After normal working hours, weekends and holidays, calls requiring a PPR will be handled in accordance with the guidelines set forth in enclosure (6). Be sure to inform the caller that you are not authorized to issue a PPR, but that you will take the information required for the request and pass it along to the Operations Department. Ensure you obtain a POC and phone number from the requester.

b. Airfield Opening Notification. When the need arises for the Air Facility to be opened (outside published airfield hours), the following procedures shall be utilized:

(1) HMX-1 will contact the DNCO and give the reason why the airfield needs to be opened. This does not constitute approval.

(2) DNCO will call the OPSO, XO, CO or lastly, the ATCO, to receive approval to open the airfield.

(3) Once approval has been granted/denied, DNCO will advise HMX-1 of the operating field hours.

(4) The DNCO will then call the ATCO/NCOIC at ext. 2428, the MCAF Duty Weather Observer at ext. 2298 and the Aircraft Rescue and Firefighting (ARFF) Section at ext. 2312/2571 and advise them to initiate a recall of the stand-by duty personnel, providing the time the Air Facility is to be open.

11. Message Traffic. Routine unclassified messages will be automatically disseminated by the Message Distribution System (MDS)

a. Classified Messages. Classified messages must be picked-up by the MCAF Adjutant or Administrative Chief.

b. Priority, Immediate or Flash Messages. Messages of this type, both action and information, one or more of the following steps is required:

(1) The DNCO will pick the message up from the Communication Center (Basement of Lejeune Hall).

(2) Refer all messages pertaining to aircraft operations to the Operations Officer/NCOIC, in particular, Search, Rescue and Weather OP/IMMEDIATE messages.

(3) Immediately advise the cognizant staff section or department to which the message concerns. With the advice of the cognizant individual, take appropriate action, inform all pertinent parties, and make the appropriate log entry.

(4) Messages pertaining to the R-6608 restricted area will be passed to MCB Operations Department and the Air Facility S-3 (Flight Clearance).

(5) On information messages, make certain no action is required. If in doubt, check with OOD.

### Prisoner Release

a. The Military Police will receive all prisoners after normal work hours and will notify the DNCO for pick up. The DNCO will notify the OOD in order to pick up individual(s) at PMO and restrict the individual(s) to the Air Facility BEQ until the next working day at which time the OOD, DNCO and individual(s) involved will report to the Sergeant Major. The Motor Transport Section or duty refueler/driver will be utilized for pick up of the prisoner.

b. In the event it becomes necessary for the OOD to recommend confinement of any Marine, the Commanding Officer, Executive Officer, OIC and Adjutant will be notified immediately.

13. Very Important Personnel (VIP). After normal working hours, in the event of a VIP arrival or departure with no prior arrangements for ground transportation, notify the duty refueler/driver for transportation of the VIP to his/her destination. The refueler's primary responsibility is to refuel aircraft and anything else is secondary, so be tactful and let the VIP know that as soon as the refueler is done he can accommodate the VIP's transportation requirements. Notify the OOD and explain what transpired and how it was accommodated.

### Police Procedures

a. The DNCO and ADNCO will ensure that building 2100, Duty Office and lounge are properly policed each night.

b. The DNCO will ensure the duty hut, Bldg 3229, is properly policed and racks are made with fresh linen before returning to Bldg 2100 for morning colors and relief.

15. Mandatory Notification to the CO and XO

a. Issues of a routine nature will be handled at the lowest level possible. Duty personnel will coordinate support as required from the OOD, Department/Section heads and/or SNCOIC.

b. Mandatory notification to the CO and XO will be made in the following incidents:

(1) Death or serious injury to a MCAF Marine, Sailor, civilian and/or dependent. Further guidance is located in the DNCO binder.

Aircraft mishap (no matter how minor) at MCAF.

Change in the Threat Status from HMX-1 security

(4) Request for permission to do a search and seizure

Fit-for-Duty examination is requested

When snow removal operations are initiated.

7 Any event that has the potential to generate adverse publicity. When in doubt call.

16. Miscellaneous Information. Orders and regulations dealing with emergency actions such as weather warnings, search and rescue, fire, downed aircraft, power outages, and recalls are contained in the DNCO's Binder. For any emergencies not covered, call the OOD, await further guidance, and annotate it in the duty log book.

SAMPLE LOG BOOK ENTRIES

Date DD MMM YY)

Commanding Officer  
 Executive Officer  
 Sergeant Major  
 OOD  
 DNCO  
 ADNCO

LtCol J. L. Graham  
 LtCol K. L. Jones  
 SgtMaj E. J. Martin  
 1stLT J. Harrington  
 Sgt M. T. Gray  
 LCpl E. J. Allen

0745 I have assumed duties as the DNCO, MCAF. I have read and understand all orders pertaining to my post. I have in my possession two (2) duty belts, one (1) remote control, three (3) log books, two (2) whistles, two (2) locks with chains. All keys, are accounted for.  
AFDNCO's Signature

0810 Morning colors held promptly and proudly.  
 I, Sgt Gray, have secured to assume my normal duties.

1545 I, Sgt Gray, have resumed my post

1615 ADNCO released for chow.

1700 ADNCO returned from chow.  
 DNCO released for chow.

1725 CO passed the following regarding his whereabouts/recall...

1740 DNCO returned from chow. Chow was sufficient in quantity but the bread was stale and the potatoes were cold. The Chief Cook was informed.

1810 ADNCO assumed post in the BEQ, and will return at 1945 for evening colors.

1901 Pvt Bravo called and requested a 3 day extension of leave due to his mother's illness (pneumonia). Informed Pvt Bravo to return call in one hour for approval from his SNCOIC/OIC. Contacted OIC. Leave extension granted.

1930 ADNCO reported barracks all secure.

AFO 1601.4E

- 2018 Colors were held promptly and proudly  
Bldg 2100 was secured, and the DNCO and ADNCO have posted  
in Bldg 2108.  
ADNCO toured the barracks.
- 2130 ADNCO reported barracks all secure.
- 2230 ADNCO toured the Dining Facility and Bldgs 2100, 2108 and  
2109 and reported all secure.  
All guests have departed the BEQ
- 2400 ADNCO toured the BEQ, all secure.
- 0115 ADNCO toured the BEQ, all secure.
- 0212 ADNCO toured the BEQ, all secure.  
ADNCO toured the BEQ, all secure.
- 0415 DNCO toured the BEQ, all secure
- 0512 DNCO toured the BEQ, all ~~see~~ secure
- 0600 DNCO toured the BEQ, all secure.  
The DNCO have posted in Bldg 2100.
- 0715 CO called enroute the Pentagon, phone number where he  
can be reached is DSN 224-3706.
- 0730 ADNCO reported from the BEQ, all secured
- 0735 I, Sgt Gray, have been properly relieved by Sgt McAdams.

Respectfully Submitted  
Signature  
Sgt USMC

## CASUALTY INFORMATION REPORT (CIR,

1. NAME \_\_\_\_\_ GRADE \_\_\_\_\_ SSN \_\_\_\_\_
2. ORGANIZATION \_\_\_\_\_
3. TYPE CASUALTY \_\_\_\_\_
4. CIRCUMSTANCES \_\_\_\_\_  
 (DATE) (TIME) (LOCATION)
- 
5. CONDITION \_\_\_\_\_ PROGNOSIS \_\_\_\_\_
6. PRESENT LOCATION \_\_\_\_\_
7. POSITIVE IDENTIFICATION MADE BY \_\_\_\_\_
8. PRIMARY NOK \_\_\_\_\_
9. SECONDARY NOK \_\_\_\_\_
10. LAST RITES GIVEN BY \_\_\_\_\_
11. PRIMARY NOK NOTIFIED YES NO (IF RESIDING IN VICINITY)  
 NOTIFIED BY \_\_\_\_\_ DATE/TIME \_\_\_\_\_  
 SECONDARY NOK NOTIFIED YES NO (IF RESIDING IN VICINITY)  
 NOTIFIED BY \_\_\_\_\_ DATE/TIME \_\_\_\_\_  
 OTHER PERSONS INVOLVED (NAME/STATUS/LOCATION) \_\_\_\_\_
- 
14. CHARGES PENDING \_\_\_\_\_  
 REPORTED BY (NAME/CAPACITY/TP NR) \_\_\_\_\_
16. PCR AND OQR/SRB FORWARDED TO ADJUTANT (DATE/TIME) \_\_\_\_\_
17. PCR AND OQR/SRB RECEIVED BY (DATE/TIME) \_\_\_\_\_  
 CACO (NAME/GRADE/PHONE#) \_\_\_\_\_



PRIOR PERMISSION REQUEST (PPR) FORM

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NOTIFICATION CHAIN OF COMMAND

1. The following personnel will be notified in the event of serious incident, including but not limited to death or serious injury to MCAF personnel or their dependents, aircraft mishap, change in threat condition from HMX-1 or MCB PMO, fit for duty examination request, when snow removal operations are required or when possible adverse publicity may result from an incident:

- a. XO MCAF
- b. OPSO MCAF
- c. CO MCAF
- d. S-4 Officer
- e. Adjutant
- f. SgtMaj
- g. ATCFO
- h. Safety Officer

2. Utilize the recall roster and beeper listings found in the OOD/DNCO Binders.