



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 1601.12
COS
SEP 29 2010

WING ORDER 1601.12

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR COMMAND DUTY
OFFICER (CDO) AND COMMAND DUTY CLERK (CDC)

Ref: (a) MCO P5800.16A w/Ch 1-5
(b) MCO 3504.2
(c) WgO 3040.5F

Encl: (1) Duties of the CDO
(2) Duties of the CDC
(3) Serious Incidents
(4) Security
(5) Incoming and Outgoing Messages/Classified Material
Handling
(6) Recall Instructions
(7) Morning/Evening Colors Instruction
(8) Security Map for Buildings 80 and 4814

1. Situation. To promulgate procedures for duties as CDO and CDC within the 2d Marine Aircraft Wing (2d MAW) Headquarters.

2. Cancellation. WgO 1601.11C.

3. Mission. To maintain a 24 hour post for observation and to convey items of interest to the CG, AWC and/or C/S.

a. Commander's Intent. Officers (WO - CW02, 2ndLt-Capt) and Staff Non-Commissioned Officer's (SNCO) (SSgt and GySgt) will be tasked with the duty of CDO and will maintain a 24 hour watch to handle after hour, weekend, and holiday traffic in the absence of the Commanding General (CG), Assistant Wing Commander (AWC), Chief of Staff (C/S) and Commanding Officer (CO), Marine Wing Headquarters Squadron 2 (MWHS-2).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

In order to maintain the required 24 hour post, the resource pools of available Officer and SNCO watch standers is to be combined for purpose of maintaining a healthy watch bill.

(2) Concept of Operations

(a) The office of the CG will be manned 24 hours a day, seven days a week. After normal working hours and during weekends and holidays the office will be manned by the CDO and CDC.

(b) All Officers and SNCO's eligible for duty will be scheduled on an equitable basis with no consideration for rank.

(c) The CDO is assisted by the CDC.

(d) The CDO and CDC are appointed by WgBul 1601 which is published monthly by the MWHS-2 Executive Officer (XO).

(e) The CDO and CDC will be guided in the performance of their duties by this Order and instructions as may be given by the CG, AWC, C/S, or the Staff Secretary (SSEC).

b. Subordinate Element Missions

(1) Principal Staff Officers/CO, Marine Wing Headquarters Squadron 2

(a) By the 15th of each month, submit an availability roster for the CDO/CDC the following month to the Executive Officer of MWHS-2. List all eligible Marines by grade, name, initials, availability status, dates and reason for non-availability.

(b) Ensure all Marines eligible for CDO have a security clearance of SECRET or above.

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(2) Staff Secretary

(a) Ensure all duty personnel report for posting and relieving no later than (NLT) 0730 on a daily basis. All weekend and holiday CDOs and CDCs will check in NLT 0730 on the last working day prior to assuming the duty.

(b) Ensure the duty binder is current.

(c) Act as primary point of contact (POC) to field routine questions after normal working hours.

(3) Assistant Staff Secretary

(a) In the absence of the SSEC, ensure all duty personnel report for posting and relieving no later than 0730 on a daily basis with the SSEC. All weekend and holiday CDOs and CDCs will check in NLT 0730 on the last working day prior to assuming the duty.

(b) Act as secondary POC to field routine questions after normal working hours.

(4) XO, MWHS-2

(a) Compose the following month's duty schedule.

(b) Coordinate all changes to the duty schedule and notify the SSEC of any changes after the duty schedule has been published.

c. Coordinating Instructions. The XO, MWHS-2 will assign the available watch standers in order to fill the duty roster for the upcoming month. The XO will publish the following month's duty roster.

5. Administration and Logistics

a. Administration. WgBul 1601 will be published electronically via e-mail to all hands and posted on the 2d MAW Intranet site,
<http://158.237.56.114:6005/comdeck/Shared%20Documents/Forms/AllItems.aspx>.

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Roster will be located under "Shared Documents" of the "Command Deck" tab.

b. Logistics. All eligible personnel shall ensure they are aware of their date of duty and shall notify the MWHS-2 Executive Officer of any conflicts.

6. Command and Signal

a. Command. This Order is applicable to all eligible officers and SNCO's eligible for CDO and Sergeant's eligible for CDCs.

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


R. W. REGAN
Chief of Staff

DISTRIBUTION: A

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DUTIES OF THE CDO1. Eligibility/Tour of Duty

a. CDO/CDC. All officers assigned to MWHS-2 in the ranks of Warrant Officer through Captain (with the exception of CWO-3,4,5) and Staff Sergeants and Gunnery Sergeants assigned to MWHS-2 are eligible to stand CDO except for those specifically exempted by the C/S.

b. Tour of Duty. The tour of duty for the CDO and CDC is 24 hours, from 0730 to 0730 daily.

c. Post and Relief. The CDO will affect informal posting of the CDC for each watch. The SSEC or ASSEC will post and relieve the CDO at 0730 daily. On weekends and holidays, the CDOs will affect an informal face to face post and relief at 0730. The last day prior to a holiday routine the CDOs for the weekend will have a formal turnover with the SSEC at 0730.

2. Special Instructions. The SSEC will receive and pass on special instructions to the CDO at the request of a general staff department or special branch head. Such instructions will contain specific information regarding the duty officer's actions.

3. Standing Orders and Operating Procedures for Command Duty. The SSEC maintains orders for officers and enlisted personnel assigned to the command duty. All personnel assigned as CDO and CDC will familiarize themselves with the current orders prior to assuming duty.

a. The CDO will act on all non-deferrable routine staff action matters after normal working hours. In the absence of instructions contained in special orders, they will act in conformance with the general guidance of the following paragraph.

b. Contact the appropriate staff officer for matters which may require the completion of staff action prior to beginning of the next regular working day. If, for any reason, you cannot locate that person, refer the matter to the appropriate Department Head, or in his/her absence, the C/S.

c. The CDO will contact the C/S for instructions on matters which require the CG's, AWC's, or C/S' immediate attention.

d. The CDO will take appropriate action necessary for matters which clearly do not require completion of staff action prior to the next working day. The CDO will bring those items to the attention of the SSEC/ASSEC during the Post and Relief.

e. All weekend and holiday CDOs will check in with the SSEC/ASSEC by 0730 on the last working day prior to assuming the duty.

4. Specific Duties. The specific duties for the CDO are as follows:

a. Be thoroughly familiar with the duties of the CDC and supervise their activity.

b. Upon assuming the duty, obtain a briefing from the SSEC/ASSEC at 0730 for significant events scheduled during your tour of duty. After Colors are complete, the CDO will secure to their normal work space and report back to the SSEC/ASSEC at 1615 on workdays to receive formal instructions.

c. Execute Morning and Evening Colors.

d. Maintain the official log during tour of duty. During regular working hours, the SSEC will maintain custody of the log book. The CDO will record, in black ink, all items of importance and interest and will sign the log book at the completion of the tour of duty. The following are mandatory entries:

(1) Time and date of assumption of duty (i.e., "I have read and understand the orders pertaining to the post of CDO. I have inventoried the contents of the CDO safe and associated material and accept responsibility for all items within.")

(2) Any significant events (flash report), weather warnings, or advisories and action taken regarding such events.

(3) Time, date, name and grade of relief.

e. CDO will attend one (1) meal at the Dining Facility during his/her tour of duty and make an appropriate logbook entry.

f. On the first Tuesday of the month, the CDO will report MWHS-2 Supply to receive instructions on inventorying the armory.

g. If there is an incident involving an enlisted Marine, notify the Wing SgtMaj immediately.

h. On Friday, the CDO will make a visit to any MWHS-2 Marine at the Camp Lejeune Brig. The duty van will be made available for this visit if the CDO desires to use it but POV is authorized. This visit will be conducted during normal working hours such that the CDO will be back to assume the duty by 1615.

i. After assuming the duty, contact the II MEF OOD DSN 751-8138 (CDO log book) and provide rank and name.

j. Security checks will be conducted by the CDO during non-working hours. The CDO is required to tour buildings 80 and 4814 both inside and out to ensure there has been no tampering or attempted unauthorized entry into the building. The following places will be checked and SF 702 Forms initialed:

(1) The tour for Building 80 will be performed every four hours after regular working hours. The CDO is required to check off on all 702 forms (3 total) located on doors, while touring Building 80, see enclosure (9).

(2) The tour for Building 4814 will be performed every four hours after regular working hours. The CDO will ensure all hatches are secure. The duty must sign off on all 702 forms (4 total) that are located on the doors, while touring Building 4814, see enclosure (9).

(3) In the event of a security breach or concern the CDO will contact the 2d MAW Security Manager, Mr. Marcus Allen at (252) 876-6308.

k. During weekdays, tour Barracks #4169 (MWHS-2) by 2300, inspecting all common areas and grounds. During weekends and holidays, tour Barracks #4169 two times during your shift. On normal workdays, report the findings of your inspection to the MWHS-2 Sergeant Major. On weekends or holidays, report the findings to the DNCO/ADNCO and instruct them to make a logbook entry as to the problem. If the situation can be resolved, advise the DNCO/ADNCO to correct it immediately.

l. Maintain an "awake" watch during the tour of duty.

m. Serious injury/incidents, see enclosure (3).

n. Notify the Deputy AC/S G-3 (Mr. MacKenzie), C/S, AWC, or CG upon receipt of a warning order to execute any operation plan or any message with a precedence of Operational Immediate or greater which directs the deployment of any element of the 2d MAW.

o. Adhere to the following upon the arrival of Distinguished Visitors (DV):

(1) Upon notification of the arrival or impending arrival of DV's during non-working hours, the CDO, working in conjunction with the Station CDO (466-5236), will attempt to determine the position held by the DV, who he/she intends to visit, and any other information which is relevant to 2d MAW during the visit.

(2) Notify the C/S, AWC, and the CG of estimated time of arrival of general or flag officers arriving during non-working hours and who desire an audience with the CG or AWC.

(3) Unless otherwise directed, meet the CG, AWC, or any visiting flag officer or GS-15 or higher status civilian arriving during non-working hours.

p. Direct enlisted personnel reporting for duty at MWHS-2 after working hours to the Transient Enlisted Quarters for overnight billeting only. TEQ (466-3060) is building 3673 located on "F" street near the softball fields. Officers will obtain billeting at the BOQ (466-5169). Direct both officers and enlisted to report back at 0730 the next working day.

q. Emergency leave for MWHS-2 personnel. The CDO will first attempt to contact the MWHS-2 Sergeant Major, Executive Officer, or Commanding Officer for approval. If the CDO is unable to contact any of the three, the CDO is authorized to grant up to 10 days emergency leave in the case of illness or death of an immediate family member of the Marine. (Immediate family member is defined as spouse, children, parents, siblings, spouse's parents or siblings and grandparents if they were designated "loco-parentis" which means they raised the Marine in the absence of their parents. In the event that a Marine's grandparents, or his/her spouse's grandparents were not loco-parentis, annual leave may be authorized vice emergency leave.) A Red Cross message needs to be verified in all cases. The CDO does not have access to MOL via the duty ALT Token Card.

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Log all requests for Emergency leave in the log book and contact MWHS-2 S-1 during normal working hours to complete the paperwork for emergency leave.

(1) In the event that the CDO receives a call from the Red Cross or other source concerning an emergency leave situation, ask the representative or person the following questions if possible:

(a) First and foremost, verify that you have the right Marine and then get the full name and phone number of the person or organization making the report.

(b) How did the situation occur? (i.e., car accident, heart attack, long term illness, etc.)

(c) Is the Marine already aware of the situation?

(d) If the Marine is not aware, would the family like us to notify the Marine or would they prefer to do that?

(e) If the CDO is required to make notification to the Marine, first contact the Squadron Commanding Officer, Executive Officer, Sergeant Major, and the Duty Chaplain. Determine whether or not the CO, XO, or SgtMaj would like to be present, but under no circumstance are you to notify the Marine until the Duty Chaplain has arrived.

(2) The Duty Chaplain watch is established to provide emergency counseling and assistance after normal working hours, weekends, and holidays. To contact the Duty Chaplain, the CDO will contact the PMO Desk Sergeant at 466-3616.

(3) Once the Marine has been notified and determination has been made concerning the emergency or annual leave allow the Marine to depart. Finally, log all pertinent information.

r. CDO will be constantly alert for any incidents of suspected sabotage or espionage. Any such incidents will be promptly reported to the MWHS-2 Commanding Officer, and Executive Officer.

5. Presence of the CG or AWC

a. In the event the CG or AWC enters his office during non-working hours, the CDO will not leave their post while these officers are present except when specifically authorized by them.

If the CG is flying, airfield operations should advise the CDO of the time of the CG's return, however, if no notification occurs, the CDO will contact airfield operations (466-6768) and request that information. The CDO will then notify the C/S. Typically, the General's driver will be present to affect pick-up and drop-off. If not, send the CDC with the duty van to Base Operations to pick-up as necessary.

b. The CDO will ensure proper flags are flying and that the flags are right side up. The CDO will receive instructions from the SSEC if the CG's departure requires the lowering of his flag, or upon the official visit of a higher-ranking officer. Typically the drivers will see to this duty.

c. The CDO will advise the COS of any change in the departure or arrival times of the CG.

6. Incoming calls. The following procedures will apply to all incoming calls where the caller is requesting to speak to the "CG," "Senior Officer of Marines," or any other such titles which refer to the CG or the AWC:

a. Determine the caller's specific intent, purpose, or request, and attempt to fulfill it within the capabilities of the CDO.

b. If the caller identifies him/herself as a Marine Corps general officer or an officer representing a general officer, and requests to speak to the CG, record the caller's name and phone number and advise the caller that the CG will return their call. Immediately notify the C/S, or the AWC in his absence, and apprise them of the situation. Under no circumstance are you to transfer calls to the CG or provide the caller with the CG's name, quarters address, or phone number.

c. Refer the call to the C/S, or the AWC in his absence, in all cases involving calls from distraught next of kin making inquiries regarding the death or serious injury of their relative.

7. Official Long Distance (Toll) Telephone Calls. The CDO may make and accept official toll calls when a message or other means of communications is not adequate.

8. Requests for Extensions of Leave. The CDO will frequently receive telephone or electronic mail requests for extensions of leave. The CDO will take the following action on such a request:

a. Requests. CDO will refer all requests for members of 2d MAW for leave extensions to the individual's parent command. In cases where the Marine is enroute to 2d MAW under Permanent Change of Station orders, the CDO may authorize leave until the next working day and enter the information in the logbook, or via MOL. The AC/S, G-1 (Personnel) will act upon those leave extensions during the next working day.

b. Verification. The CDO will ensure the Marine making the request for extension of leave understands it is the Marine's responsibility to call back the following normal work day and ensure approval of the leave extension. Marines will contact AC/S, G-1 by calling (252) 466-4419 for extensions.

9. Personnel Delivered Under Restraint or Guard. Upon notification of 2d MAW personnel under restraint or guard, inform the appropriate Group Duty Officer, if you are able to determine the Group. If unable to determine the appropriate command, then turn the Marine over to Station CDO. For deserters, use reference (a) legal admin manual.

a. The Group Duty Officer shall take custody of the delivered Marine(s) and, if warranted, issue confinement orders. The CDO will make appropriate entries to include name, grade, and duty assignment of the notified Marine. Contact CMC Deserter Information Center (DSN: 224-1375, COMM 703-614-1375) for deserter's unit.

b. If the prisoner is not physically qualified for confinement, the CDO will admit him/her to the Naval Hospital, Camp Lejeune for treatment and appropriate disposition.

10. Bogue Field Inquiries. Refer all matters pertaining to Bogue Field to the Marine Wing Support Group 27 Duty Officer (466-3590).

11. Relief of the SSEC. For CDOs assigned duty on regular work days, the SSEC will provide separate instructions regarding relief during the noon hour or during absences required for official business, if necessary.

12. Firefighting and Search Details

a. The CDO will comply with requests from the Station CDO for firefighting and search details, both on and off station. The following information will be entered in the CDO log:

- (1) Nature of request (i.e., firefighting, search).
- (2) Name of person making request.
- (3) Number of personnel desired.
- (4) Point of contact at desired location.

b. The CDO will, along with the aid of the CDC, accomplish the following:

(1) Contact the C/S, Wing Sergeant Major, AWC, CG (if AWC is not available), DSS, G-3 Duty Officer, and 2d MAW Public Affairs Officer (PAO).

(2) Contact GDOs based aboard MCAS Cherry Point, giving information contained in paragraph 12a above. The personnel requested in subparagraph 12a(3) will be evenly divided between MWHS-2 and all other 2d MAW units located aboard MCAS Cherry Point.

13. Weather/Wind Warnings. Upon notification of weather/wind warnings from MCAS Cherry Point Weather Service or the MCAS Cherry Point Operations Duty Officer after normal working hours:

a. Enter the warning in the CDO log along with the name of the person calling.

b. Pass the warning message to Group Duty Officers.

14. Release of News Concerning Disasters. Refer all requests from civilian news media concerning disasters involving 2d MAW personnel to the PAO or his/her representative. The CDO will keep the PAO or his/her representative informed of such disasters when they occur.

15. CDC Security Clearances. Not all CDC's have a secret clearance. If your clerk does not hold a clearance, the CDO shall maintain possession of the CDO safe at all times.

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DUTIES OF THE CDC

1. Eligibility. Enlisted Marines assigned to 2d MAW Headquarters and MWHS-2 in the grade of Sergeant, are eligible to perform the duties of the CDC.

2. CDC Specific Duties. The primary duty of the CDC is to provide required administrative support to the CDO and be familiar with the procedures for authorized entry into the 2d MAW office spaces in the Headquarters building.

3. Specific Orders for the CDC

a. Report to the SSEC no later than 0730 the day of duty or last working day preceding a weekend or holiday duty.

b. Maintain appropriate security surveillance through personal escort and continuous physical observation of the janitorial force while they are cleaning the CG's complex.

c. Prior to relief, conduct a police of all office spaces within the CG's complex. The CDC will ensure all front offices (including the SgtMaj's) in the CG's complex are vacuumed and wastebaskets emptied.

d. Police the areas in the vicinity of the CG's entrance and the front entrance to the 2d MAW Headquarters.

SERIOUS INCIDENTS

1. Casualty Reports. Upon notification of the death or serious injury to 2d MAW personnel, the CDO shall immediately notify the C/S and the 2d MAW Adjutant. Casualty reporting shall be handled in accordance with reference (c), a copy of which is maintained in the CDO Procedures binder. You will also notify the C/S, Wing Sergeant Major, Wing Chaplain, Staff Judge Advocate, Safety Office, and Public Affairs Office of any death, serious injury, or any significant matter involving personnel attached to 2d MAW units. In the event that the C/S is not available, notify the AWC. If both the C/S and AWC are not available, notify the CG of the death or serious injury. At a minimum, include the following information:

a. Has the unit submitted a voice report to Headquarters, Marine Corps? For Personnel Casualty Reports, voice report to MRPC at DSN 278-9512 or Comm (703) 784-9512. For Serious Incident Reports, voice report to MCOC at DSN 225-5454 or Comm (703) 695-5454. If yes, have the time, date, and person who was reached.

b. Name and Grade.

c. Parent Command.

d. Type of accident or incident.

e. Geographical location at which the casualty occurred.

f. Time and date of casualty.

g. Location of remains of casualty or diagnosis and prognosis of injury.

h. Whether next of kin has been notified (if known).

i. Name, address, and phone number of next of kin.

j. Has the C/S, AWC, and Wing SgtMaj (in event of personnel incident only) been contacted.

k. Has the II MEF CDO been contacted.

2. Accidental Discharge. Any incident involving the discharge of a firearm, whether or not injury occurs, will be reported to the C/S.

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3. Aircraft Mishaps, Aircraft Missing, or Aircraft Overdue.

Upon notification of an aircraft mishap, aircraft missing, or aircraft overdue involving 2d MAW aircraft and/or personnel on or off station, or aircraft incidents where the aircraft or aircraft parts including jettisoned external stores and ordnance, come to rest on other than designated sites, the CDO shall immediately notify the following individuals in the order listed and will record the necessary information:

- a. C/S, AWC, and Wing SgtMaj.
- b. II MEF CDO (DSN 751-8138/9738).
- c. COMMARFORCOM CDO (DSN 836-1644).
- d. Director of Safety and Standardization (252-876-6340).
- e. AC/S, G-3 (Non-personnel issues) (252-561-5021).
- f. Public Affairs Duty Officer (252-876-6951).
- g. Duty Chaplain, via PMO (466-3616).
- h. Staff Judge Advocate (466-5423).
- i. 2d MAW Surgeon (466-4521).

4. Flash Reports. The CDO will turn over all flash reports to the SSEC upon completion of tour of duty.

5. Ground Incidents. Upon notification of a ground incident, the CDO will contact the appropriate unit Duty Officer for notification/verification. In cases involving death or serious injury, contact the personnel listed in paragraph 3 above and pass the information contained in the Ground Flash Report.

6. Serious Incident Reports. SIR are covered under reference (b), located in the CDO Procedures binder.

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SECURITY

1. Access. The CDO/CDC will check the identification card of all individuals entering Building 80 after hours and enter the individuals name in the log book. There is only one key controlled by the duty which opens all doors (except the FRO, SACO and Security Managers offices) on the first deck. If entry is needed into a locked area, the CDO will verify identification and open the door. Under no circumstances will the duty "issue" the key to an individual. Access to the upstairs areas (G-2, G-3, G-5, and G-6 is controlled by cipher locked doors.

2. Security Checks. The CDO or CDC will tour Building 80 at least every 4 hours to check security and safety. The CDO will take receipt of all unprotected classified material found in the 2d MAW Headquarters building office spaces.

3. Offices of the CG, AWC, and C/S

a. These offices are exempt from all inspections. Neither the CDO or CDC are permitted to utilize the facilities and equipment in these offices without expressed permission.

b. The CG's private entrance is secured by a cipher lock at all times. Check this hatch during security rounds to ensure that it is properly closed.

c. The contents of the above offices are private. No one other than the personal staff of the CG, AWC, or the C/S are allowed in the offices after the departure of the occupants. **Specifically, no one may enter the offices to look for paperwork.** The CDO will maintain the security of these offices.

d. In the event that maintenance/cleaning personnel must access the CG's or AWC's office, the CDO or CDC will escort them and physically remain in the office until completion of work.

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INCOMING AND OUTGOING MESSAGES/CLASSIFIED MATERIAL HANDLING

1. Procedures for Handling Messages

a. Incoming. Message traffic handled through routine daily business are no longer distributed through the Station Comm Center.

b. Outgoing. The CDO is no longer authorized for release of message traffic. All routine message traffic will be released through their respective shop OIC's during normal working hours.

2. Receipt of Classified Material and Registered Guard Mail.

For any issues regarding receiving or storing classified materials, call the 2d MAW security manager, Mr. Marcus Allen at 252-876-6308 or Ms. Dulci Davis at 252-349-2590.

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RECALL INSTRUCTIONS

1. Recall Instructions. Instructions contained in the following paragraphs are for the purpose of effecting rapid recall of personnel assigned to the 2d MAW Headquarters.

a. Each department will be able to function in the event of its recall during non-working hours.

b. In the event of a recall, the CDO will inform the appropriate Department Head of the type of recall in effect. In the event of a general recall, the CDO will notify all Department Heads and the following individuals:

- (1) Staff Secretary.
- (2) Wing Sergeant Major.
- (3) MWHS-2 CO, XO, or SgtMaj.
- (4) Group Duty Officers.

c. The senior officer or non-commissioned officer of the recalled duty section or department, will report to the CDO the following information as soon as all personnel are on board, or within one hour of implementing recall, whichever occurs first:

- (1) Identification of department or branch and reporting officer.
- (2) Time receipted for recall notification.
- (3) Time all personnel on board accounted are for.
- (4) Number on board.

d. The CDO will place an entry in the log in the following format for each recall placed in effect:

Type of Recall	Section Notified	Person Notified	Time Report Received All Personnel Aboard and percent Aboard	Name of Person Submitting Report

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MORNING/EVENING COLORS INSTRUCTIONS

1. Morning Colors Instructions. The CDO will call the Station Duty Officer at 0730 daily to synchronize time and verify weather conditions.

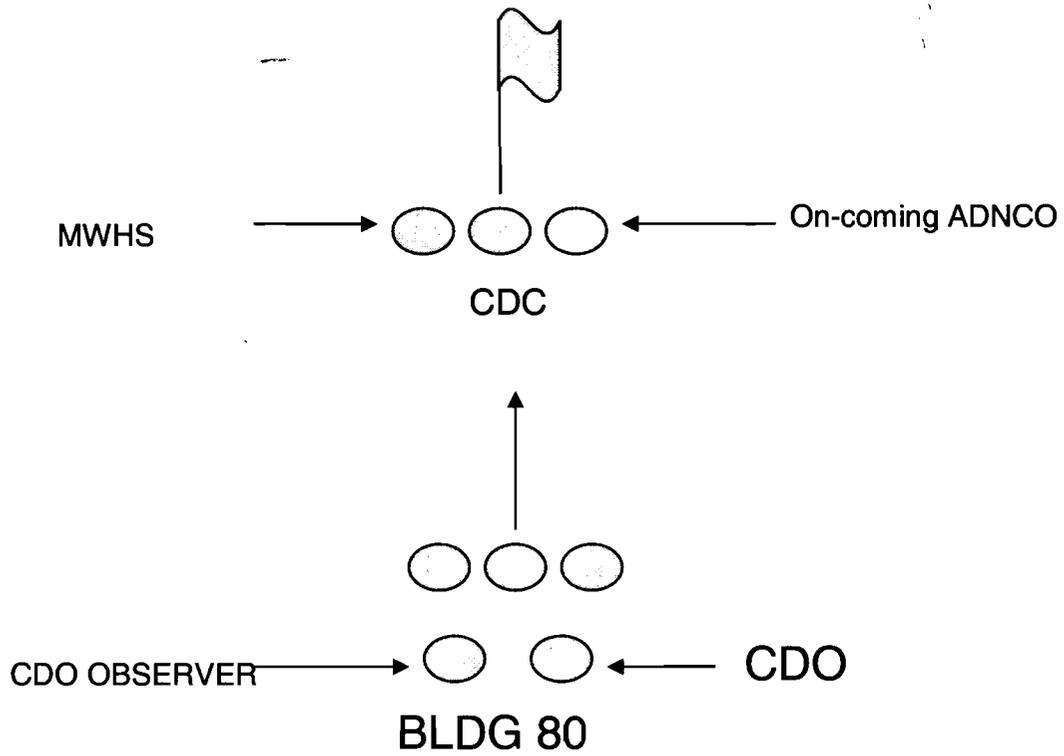
a. The morning colors detail will consist of the CDO, CDC, MWHS-2 DNCO and ADNCO.

b. At 0755, the colors detail will position themselves outside the entrance to the Wing HQ building. Once in position, the CDC will command "Forward March." The detail will halt 2-paces from the flag pole. The CDC will then command, "Post," the DNCO and the ADNCO will both step outboard in a 45 degree angle as in marching take three steps, halt facing away from the building. The CDC will then command, "CENTER, FACE." The ADNCO will un-secure the guideline and hand it to the DNCO who will then attach guidelines to the colors. The colors will remain folded and in the palm of the CDC. The CDC will then command, "PARADE, REST." At 0759, The CDO will announce, "ONE MINUTE TO MORNING COLORS." The CDC will then command, "DETAIL, ATTENTION." At 0800, the CDO will sound-off 3 times, "COLORS." The DNCO will run colors up flag pole. The ADNCO will hold release line to ensure it does not get tangled. Once colors are at the top of the pole, the DNCO/ADNCO will hold guideline with left hand and everyone will then execute hand salute. The CDO will execute hand salute on "COLORS." CDO will wait 30 seconds once colors are at the top of flag pole and then command, "CARRY ON", DNCO will hand guideline to ADNCO. The ADNCO will then secure guideline. Once guideline is secured, the CDC will command, "POST", the CDC will then execute and about face, and the DNCO/ADNCO will face 45 degrees in-board and step off. The CDC will then command, "FORWARD MARCH," AND "HALT." The CDC will salute and then report to CDO, "SIR, MORNING COLORS HAS BEEN SOUNDED." The CDO will then salute and command, "FALL-OUT."

c. All CDOs standing watch for the 1st time will observe morning colors.

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2. Morning Colors diagram

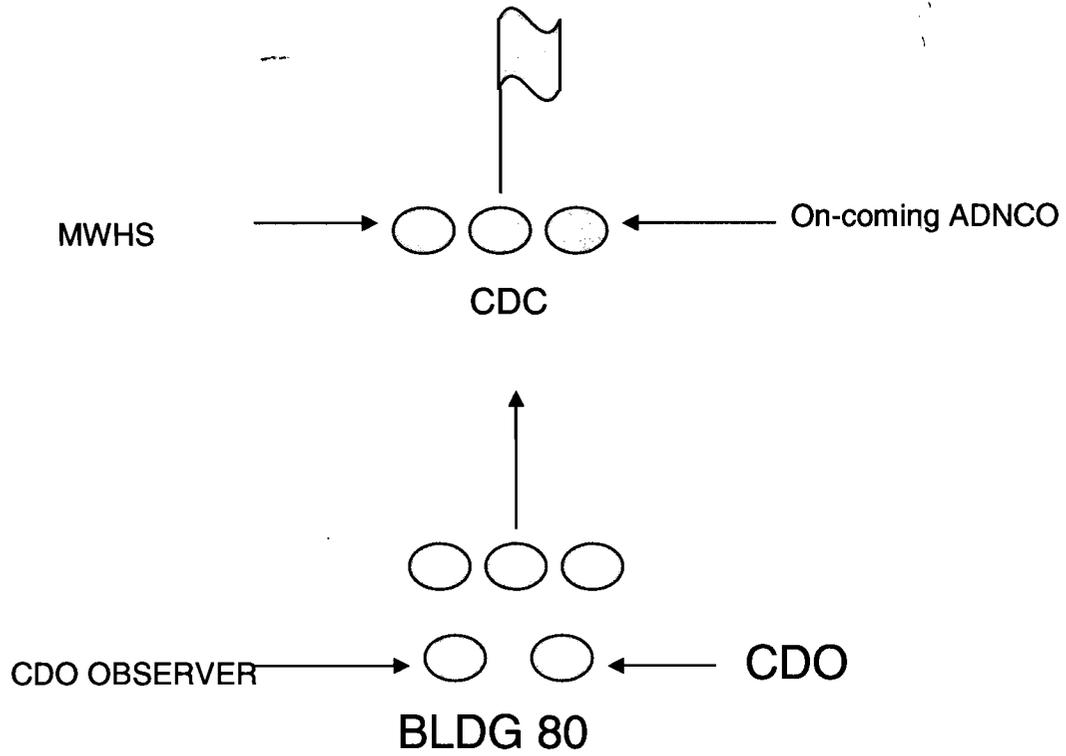


3. EVENING COLORS INSTRUCTION

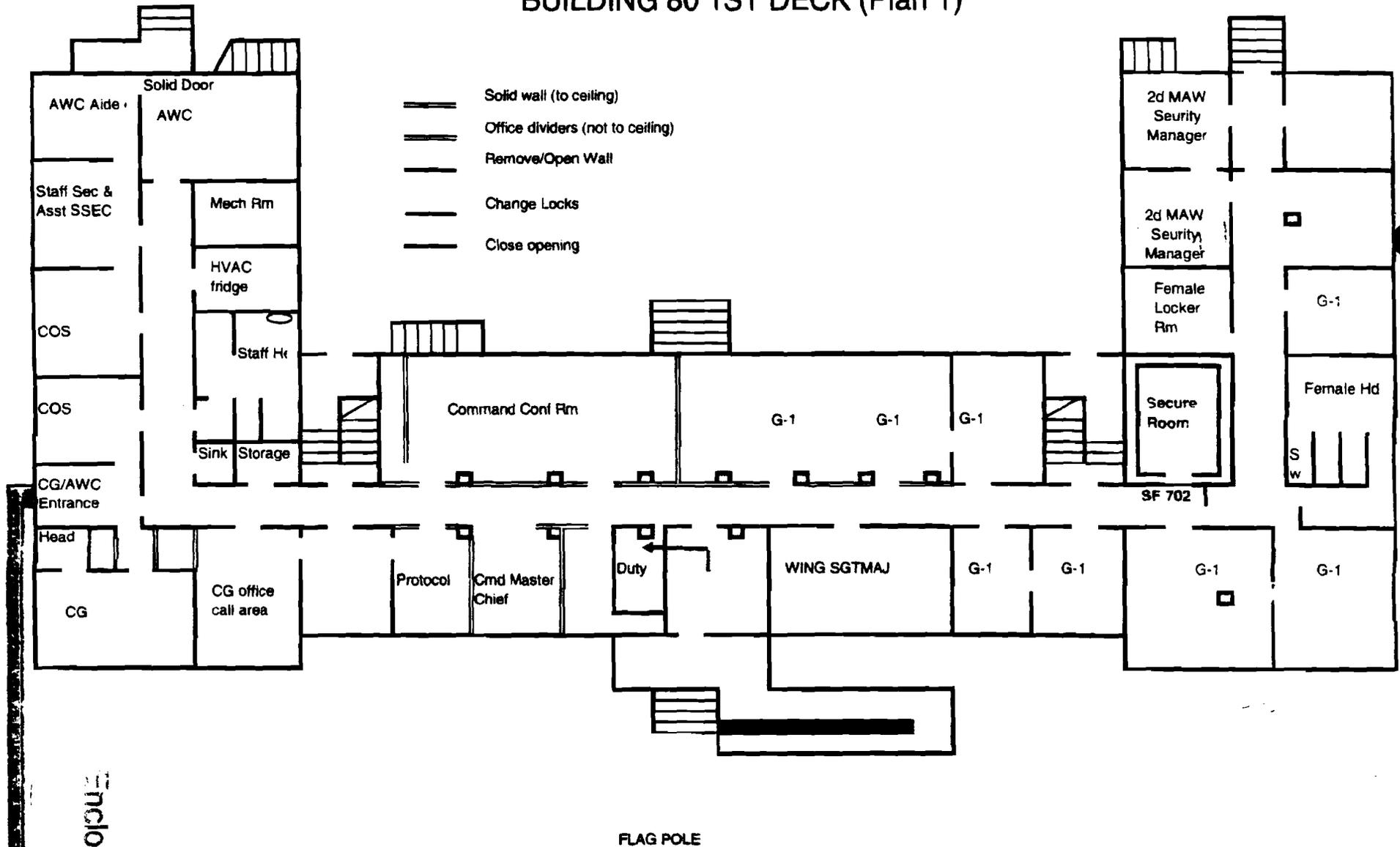
a. CDO will call the Station Duty Officer at 1630 daily to verify time for evening colors. At five minutes to evening colors, the colors detail will position themselves outside the entrance to the Wing HQ building. Once in position, the CDC will command "Forward March." The detail will halt 2-paces from the flag pole. The CDC will then command, "Post," the DNCO and the ADNCO will both step outboard in a 45 degree angle as in marching take three steps, halt facing away from the building. The CDC will then command, "CENTER, FACE." The ADNCO will unsecure the guideline and maintain the "pull line." The tracking line will be handed to the DNCO. Both DNCO/ADNCO will then take a step back. The CDC will then command, "PARADE, REST."

b. At one minute to evening colors, the CDO will announce, "ONE MINUTE TO EVENING COLORS." The CDC will then command, "DETAIL, ATTENTION." At COLORS, the CDO will sound-off 3 times, "COLORS." The ADNCO will lower colors. The CDC will accept colors. The DNCO will hold release line to ensure it does not get tangled. Once colors are in the control of the CDC, the DNCO/ADNCO will hold guideline with left hand and everyone will then execute hand salute. The CDO will execute hand salute on "COLORS." CDO will wait 30 seconds once colors are in control of CDC and then command, "CARRY ON," DNCO will attach clips and hand guideline to ADNCO. The ADNCO will then secure guideline. Once guideline is secured, the CDC will command, "POST," the CDC will then execute and about face, and the DNCO/ADNCO will face 45 degrees in-board and step off. The CDC will then command, "FORWARD MARCH," and "HALT." The CDC will salute and then report to CDO, "SIR, EVENING COLORS HAS BEEN SOUNDED." The CDO will then salute and command, "FALL-OUT."

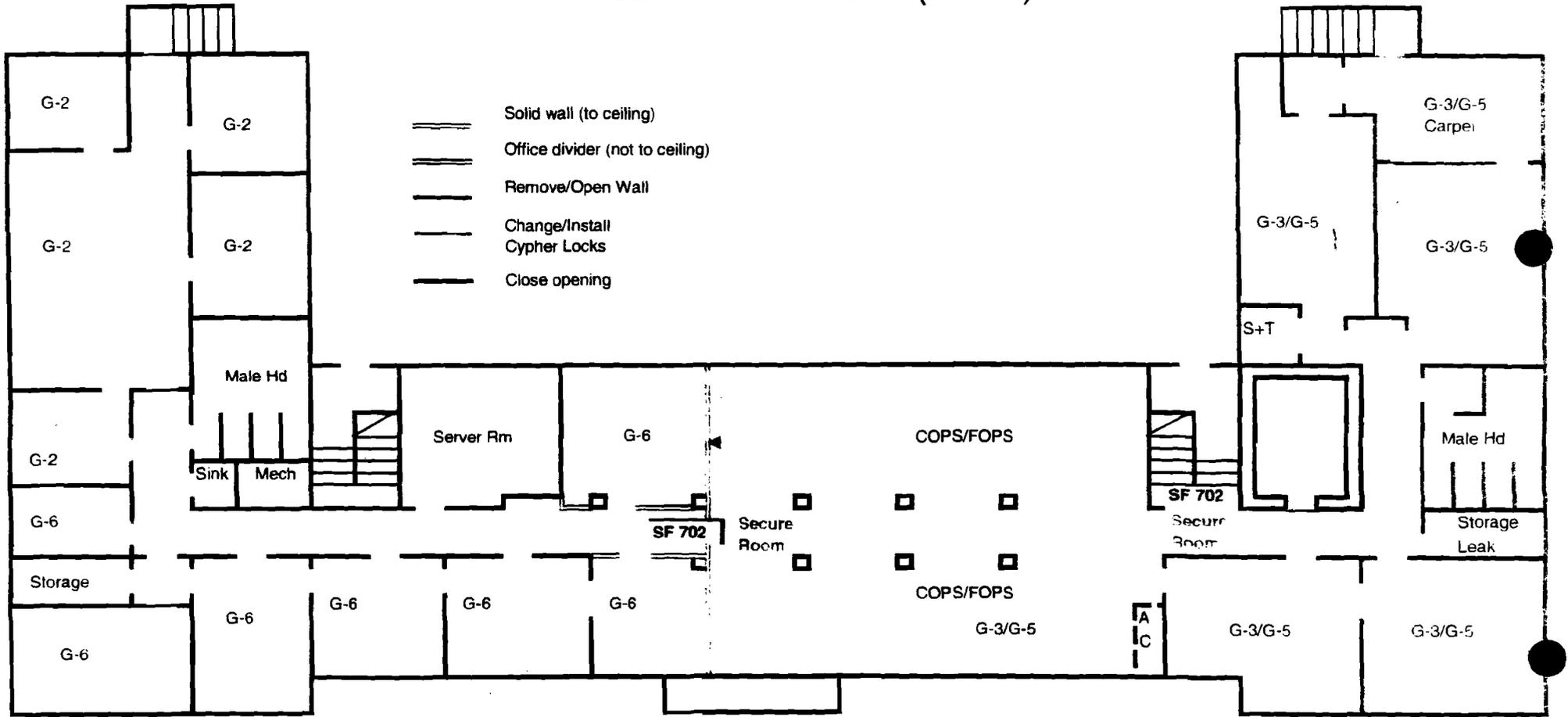
4. Evening Colors Diagram



BUILDING 80 1ST DECK (Plan 1)



BUILDING 80 2D DECK (Plan 1)



2

Enclosure (8)

