



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SERVICE BATTALION  
HEADQUARTERS MARINE CORPS HENDERSON HALL  
ARLINGTON VA 22214-5000

BnO 1601.1H  
CO

SEP 29 2022

BATTALION ORDER 1601.1H

From: Commanding Officer, Headquarters and Service Battalion,  
Headquarters Marine Corps, Henderson Hall

To: Distribution List

Subj: HENDERSON HALL OFFICER OF THE DAY DUTY ORDERS

Ref: (a) MCO 3504.2 (OPREP-3 Reporting)  
(b) MCO P3040.4E (Casualty Manual)  
(c) MCO 5500.6H (Arming of Law Enforcement and Security  
Personnel and the Use of Force)  
(d) MCO P10520.3B (Flag Manual)

Encl: (1) Special Instructions for Officer of the Day

1. Situation. To publish instructions, guidance, and command policy in accordance with the references concerning the duties and responsibilities of Marines assigned as the Officer of the Day (OOD), Headquarters and Service Battalion, Headquarters Marine Corps, Henderson Hall (H&S Bn, HQMC, HH).

2. Cancellation. BnO 1601.1G.

3. Mission. To provide security, preserve order, protect property, enforce regulations, and to ensure heightened awareness and effective leadership down to the lowest level.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The purpose of this Order is to outline the responsibilities and the authorities of the OOD. It is my intent for all watch standers to familiarize themselves with this order and all special instructions prior to being posted.

(2) Concept of Operations

Subj: HENDERSON HALL OFFICER OF THE DAY DUTY ORDERS

(a) The OOD is my direct representative outside of normal working hours. The OOD must ensure the command staff is notified of any Commander's Critical Information Requirements (CCIR) via phone call to the officer who posted the OOD. The OOD will not be relieved of this responsibility until properly relieved by the Executive Officer or his or her designated officer.

(b) The Executive Officer will conduct a turnover with OODs at 0800 on normal work days. OODs serving weekend or liberty duty will report for their duty brief Friday morning, 0800 or the last working day prior to commencing liberty. OODs serving during a liberty period will report for their duty brief the morning of a liberty commencement day.

(c) Following turnover, duties may return to their normal work section. Pistol draw will occur daily at 1530 during normal work days. Regular duty hours are 1600 until 0800 the following morning. On liberty days, the OOD posts at 0800 until properly relieved the following morning at 0800. These hours may be amended by the Battalion Executive Officer.

(d) The OOD will post at building 29 aboard Henderson Hall. Armed duties will remain aboard Joint Base Myer-Henderson Hall at all times. The OOD will be accompanied by an assigned Duty Driver. The OOD will not operate a motor vehicle while posted. The Henderson Hall Duty Driver will transport the OOD to the barracks and other on-base locations as required.

(e) The OOD will report emergencies or incidents that require attention through the staff and/or chain of command to the Battalion Commander.

(f) If the OOD requires search authority, he or she must request it from the Commanding Officer. The OOD will secure the scene, post a Barracks Duty or the Duty Driver to ensure no one can enter the secured area, and coordinate with the Adjutant or Executive Officer to receive authorization from the Battalion Commander.

## 5. Administration and Logistics

a. The Battalion Adjutant will:

(1) Perform duties in the absence of the Executive Officer, to include briefing and posting the oncoming OOD and debriefing and relieving the off-going OOD.

Subj: HENDERSON HALL OFFICER OF THE DAY DUTY ORDERS

(2) Check the OOD logbook daily for matters that require command action.

(3) Promulgate a duty roster.

b. The Battalion Logistics Officer will:

(1) Ensure the OOD is issued a service pistol, ammunition, and necessary gear before posting.

(2) Ensure the OOD returns all issued equipment.

c. The Battalion Operations Officer will reconcile pistol qualifications against duty rosters.

d. The Henderson Hall OOD will:

(1) Maintain the service weapon at condition one while posted (magazine inserted, slide forward with round in the chamber, weapon on safe).

(2) Comply with all orders contained in the references and enclosures to this order, along with any special instructions that may be given.

(3) Refrain from consuming alcohol from at least eight (8) hours prior to duty until after properly relieved.

6. Command and Signal. This Order is applicable to all personnel assigned to H&S Bn, HQMC, HH. This Order is effective the date signed.

  
A. R. WINTHROP

## SPECIAL INSTRUCTIONS FOR OFFICER OF THE DAY

These Special Instructions (SPINS) provide additional guidance for the Officer of the Day (OOD) in the conduct of the barracks tours during the duty period.

1. Uniform of the Day. Unless otherwise directed, the OOD will be in Marine Corps Combat Utility Uniform (MCCUU) Saturday through Thursday and any liberty day. On Fridays, the OOD will wear the appropriate seasonal uniform of the day until sunset, and will then change into the MCCUU.

### 2. Duty Pistol

a. The OOD will be issued a service pistol with appropriate ammunition and equipment by the S-4 in Building 29 at 1530 on normal work days. The weapon will be maintained Condition 1, with the magazine inserted and the slide forward on a chambered round with the weapon on safe.

b. After relief on normal work days, the OOD will return the service pistol and all issued ammunition and equipment to the S-4 in Building 29.

c. On non-workdays, the OOD will use proper weapons handling safety and clearing barrel procedures to transfer possession of the service pistol and issued gear to the oncoming OOD. The oncoming and off-going OOD will make appropriate entries into the logbook noting the pistol's serial number, round count, and other issued gear.

d. The OOD will read all documents pertaining to deadly force, weapons handling, and weapons safety, then annotate his or her understanding of all orders pertaining to this post.

e. Because the post is armed, the OOD will not depart Joint Base Myer-Henderson Hall.

### 3. Logbook Entries

a. The OOD will maintain a logbook of all chronological events that occurred during his or her watch. Make clear, legible and concise entries with a black ink pen. Include the time of event, a summary of the event, action taken, and any further action required. Correct mistakes by drawing a single line with a straight edge through the error and initialing the line. Do not remove any pages from the logbook.

b. Upon assuming post, and immediately prior to being relieved, the OOD will make appropriate entries into the logbook stating that he/she has been posted and annotate serial number of the duty pistol, the number of rounds issued, the number of keys issued, and any other issued gear.

c. The OOD will log all personnel reporting aboard H&S Bn, HQMC,

## SPECIAL INSTRUCTIONS FOR OFFICER OF THE DAY

HH. The OOD will endorse the orders with the date and time the Marine reported to the OOD and direct the service member to return to the Consolidated Administration Office (CONAD) in the proper uniform of the day on the next regular working day. Enlisted personnel who require billeting may contact the Barracks Duty to receive transient billeting.

d. The OOD will review the DNCO log book and note any barracks discrepancies within the OOD log book regarding facilities issues, state of police, or any other pertinent information requiring command attention the following business day. Particular attention will be paid to issues that compromise barracks security or quality of life.

e. Marines on restriction will report to the OOD at the times prescribed on their restriction papers and a logbook entry will be made. The OOD will sign the Marine's copy and the Marine will sign the OOD's copy.

4. Keys. The OOD will maintain all keys issued upon the OOD key ring in his/her possession at all times. The OOD is not authorized to issue those keys to personnel. If a door must be opened by the OOD, then the OOD will first confirm the requestor's identity and cross-reference that area's access roster prior to unlocking any door.

### 5. Tours

a. In order to ensure the OOD can be reached at any time, the duty cell phone must be set at maximum volume and contact information posted on the front hatch of Building 29 when the OOD is not posted on the Quarter Deck.

b. The OOD is provided a Duty Driver. Unless a bona fide emergency occurs, the OOD is not authorized to operate a vehicle. The Duty Driver provides transportation and any other mission assistance the OOD requires.

c. The Company Gunnery Sergeant will be responsible for posting and relieving the Duty NCO NLT 0800 at HH building 29, Quarter deck. NLT 0800, the oncoming and off-going DNCO and duty driver will muster at the Quarter deck for a changeover/duty briefing. The oncoming and off-going ADNCO will conduct an internal changeover at the barracks, building 416, in order to maintain a presence at the barracks.

d. After the end of the normal work day, the OOD will tour the Henderson Hall (HH) area and ensure all buildings are secured. A logbook entry will be made to document any office spaces found unsecured.

e. The OOD, accompanied by the Duty Driver, will tour the barracks a minimum of twice during the weekday duty period. The first tour will occur between the end of normal working hours and midnight, and the second tour will occur after midnight before the start of the

## SPECIAL INSTRUCTIONS FOR OFFICER OF THE DAY

next business day. During non-work days, the OOD will tour the barracks twice before midnight on the day posted, and at least once after midnight prior to being relieved the following morning.

f. During the first tour of the barracks, the OOD will stop by Joint Base Myer-Henderson Hall Provost Marshall Office (PMO) at Building 415 and make liaison with the Desk Sergeant.

g. During each visit prior to midnight, the OOD will conduct a minimum of one room check per wing. Room checks will be performed before 2200 in order to limit disruption of sleeping Marines and Sailors. The OOD will check different rooms during each visit and record those room numbers in the OOD logbook. The OOD will not enter a room unless necessary. At NO time will an unlawful search be conducted. If the OOD deems a search is necessary, the Battalion Commander's authorization is required prior to conducting the search.

h. The OOD will ensure that Marines and guests consuming alcohol at the barracks are over the age of 21 and are consuming it responsibly, per the Battalion SOP.

i. There are three restricted spaces aboard HH. One is located in the back of CONAD in Room 205 of Building 29. The second is located in Marine Forces National Capital Region, Regional Operation Center, in Room 101 of Building 29. The third space is the Arms Room located in the rear of the S-6 spaces. The OOD must ensure each are secured during non-working hours. OODs will check these spaces once before midnight and once after midnight at least six hours apart.

j. OODs will ensure that any request to open a secured space is for a bona fide need by an authorized individual, per the access roster. Beyond the restricted spaces listed in subparagraph "i." above, offices throughout this command store controlled unclassified information (CUI), personally identifiable information (PII), and urine samples (SACO's office). OODs are the direct representative of the Commanding Officer and have the authority to say "no".

k. If during a tour of the Battalion's spaces, the OOD finds any unsecured classified information, the OOD must secure it and notify the Adjutant or Executive Officer immediately.

l. This is a sleeping post. The OOD will have the duty cell phone in his/her possession at all times. Sleeping hours can begin after all area tours are conducted, but no earlier than 2200. Reveille is no later than 0500 on normal work days and 0600 on liberty days.

m. The OOD will ensure the appropriate flag is flown in accordance with MCO P10520.3B (Flag Manual). The garrison flag will be flown Sunday and federal holidays from sunrise to sunset, the storm flag will be flown when anticipating inclement weather, and the post flag will be flown during all other circumstances.

SPECIAL INSTRUCTIONS FOR OFFICER OF THE DAY

6. Other

a. The OOD will use the Duty Driver to ensure the national colors at the USMC War Memorial (Iwo Jima Monument) are in good order. If the flag is not in good order, the duty driver may use the ladder located in the S-1 to correct it. The OOD will remain aboard Joint Base Myer-Henderson Hall.

b. If a deserter returns to military control, the OOD will notify the Battalion Adjutant for follow on action.

c. If the OOD encounters a situation where a Marine needs to be immediately confined, the OOD will coordinate with the Battalion Adjutant for all necessary orders.

d. If the OOD receives notification of any casualty or serious incident report (SIR) requirements, the OOD will immediately notify the Executive Officer or Adjutant. All SIR reportable events are illustrated within the OOD Binder.

e. Under no circumstance will the OOD release information to any news media agencies or personnel. Requests can be referred to HQMC Communication Strategy and Operations at (703) 614-4309.

f. The OOD will notify Joint Base Myer-Henderson Hall maintenance for any emergency issues such as water pipes bursting, electrical surges, etc. For any barracks facilities issues, contact DPW at (703) 696-3263.

g. In the event of a fire, the OOD will notify Joint Base Myer-Henderson Hall PMO and the chain of command.

h. Because of the high profile location of HH, the OOD must review bomb threat procedures contained within the OOD Binder.

7. My point of contact for these special instructions is the Battalion Executive Officer at (703) 693-2989.

  
A. R. WINTHROP