



UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT FORT LEE
WEAPONS TRAINING BATTALION
2001 31ST STREET
FORT LEE VA 23801-1726

5330

CO

JAN 23 2015

MARINE CORPS DETACHMENT ORDER 5530.1

From: Commanding Officer, Marine Corps Detachment, Fort Lee, VA
To: Distribution List

Subj: OFFICER/STAFF DUTY OFFICER OF THE DAY ORDER

Ref: (a) MCO 5530.15 (Marine Corps Interior Guard Manual)

Encl: (1) Area of Responsibility
(2) Sample Logbook Entries
(3) Route Maps to John Randolph and Southside Hospitals
(4) Red Cross Message Intake Form
(5) Detachment Policy Letter 1-14 (Cmd Notification of Serious and Casualties)
(6) Notification Diagram
(7) Check-In Procedures
(8) Medical Assistance Procedures

1. Situation. This Order establishes policy, authority, and assigns responsibilities governing the Officer/Staff Duty Officer of the day.

2. Cancellation. MCDetO 5530 dtd 3 Feb 2014

3. Mission. To establish policy, authority, and assign responsibilities within Marine Corps Detachment (MarDet) for the interior guard.

4. Execution

a. Commander's Intent

(1) The interior guard will preserve order, protect property, enforce regulations and ensure the health and welfare of the Marines and their families within Marine Corps Detachment, Fort Lee, VA.

(2) Provide the chain of command timely reporting of incidents in accordance with Detachment Policy Letter 1-14.

b. Concept of Operations

(1) MarDet Interior Guard (Guard) is composed of the Officer of the Day (OOD), Staff Duty Officers (SDO), Duty NCOs (DNCO), and Sentries (Barracks fire watch)(encl 6).

(2) One Officer is assigned as OOD weekly for the Detachment.

(3) One SNCO is assigned within each company as the SDO daily.

(4) One Marine is assigned within each company as the DNCO daily.

(5) Each deck of the student barracks will have a roving sentry posted to ensure the safety and security of each deck. The rovers will be posted at the end of each training day and perform these duties for no more than two consecutive hours.

c. Mission, Authority and Responsibilities:

(1) OOD:

a. To preserve order, protect property, enforce regulations, and ensure the health and welfare of the Marines and their families.

b. Is guided in the performance of his/her duties by this Order.

c. Is designated as an on-call post with an assigned duty cell phone.

d. Will be assigned, briefed, and posted by the Detachment Executive Officer (XO). The off-going and oncoming OODs will report to the Detachment Executive Officer or designated staff officer at 0800 on designated changeover days for formal posting, relief and to receive any special orders/instructions. Informal posting and relief will be conducted between OODs on non-training days.

e. Is the direct representative of and is directly responsible to the Commanding Officer (CO).

f. On training days, will contact the assigned SDO at the company areas, student barracks, and instructional facilities at the conclusion of the training day to ensure accountability.

g. During non-training days (weekends or holiday periods), the OOD will contact the assigned company SDO in order to ensure accountability and to be made aware of any situation not of a routine nature.

h. Will serve as the on-site incident command representative to assist the SDO in the event that the respective company staff is unable to respond to the situation in a timely or effective manner. The OOD will provide the necessary guidance and direction to the SDO and other agencies as needed, until the appropriate company staff is notified and has taken control of the situation.

i. The OOD will ensure that the Company Commander is notified of any incident that requires immediate notification to the Detachment Commander (encl 6). The OOD will provide the Company Commander all information available at that time to initiate the 5W report as required by encl (5).

j. Once initial contact is made with the Company Commander, the OOD will then contact the XO and provide all information available in regard to the incident. The OOD will inform the XO of the nature of the incident and to whom control of the incident has been passed off to. The Detachment XO will then provide the OOD with any further instructions/directions.

k. Notifications from the Fort Lee Information Operations Center pertaining to the status of the base; i.e. Base Closure, Delayed Opening due to weather, Natural Disaster, Increased Threat level, will be passed to the Detachment XO and Company Leadership.

l. Notification received from Fort Lee PMO or local law enforcement pertaining to permanent personnel will be passed to the Detachment XO (Officer Involvement) or Detachment SgtMaj for enlisted involvement. Company leadership will also be contacted once the above is accomplished.

m. Will ensure all orders relating to security of the command are executed.

(2) SDO:

a. To preserve order, protect property, enforce regulations, and ensure health and welfare of the Marines and their families.

b. The defined areas of responsibility are outlined in encl (1).

c. Is the direct representative of and is directly responsible to the Commanding Officer, via the Detachment Sergeant Major.

d. Will be assigned by the Company Commander. Post and relief will be conducted by their respective Company First Sergeant (1stSgt).

e. Is designated as a sleeping post.

f. Supervises sentries; ensuring that they are physically and mentally capable of performing the required duties of their post.

g. Is guided in the performance of his/her duties by this Order, General Orders, and special orders.

h. Will maintain SDO logbook.

i. Will maintain Phase I and II Liberty Logbooks.

j. Is responsible for the post and relief and supervision of the roving sentries.

k. Ensure that all entry level/career level students and permanent personnel that report for duty to this command after hours are properly accounted for, and notify the respective school house and company staff during duty changeover.

l. Report all incidents of a significant nature (IAW encl(5)) directly to the Detachment OOD. Further reporting guidelines are outlined in the Commanders CCIR policy.

m. Any incident reported to the OOD will contain as much information that is available at that time. Once the OOD has been notified, the First Sergeant will be notified by the SDO of the incident. The SDO will follow the direction of the OOD until proper handoff of the incident has been made between the OOD and the Company Commander.

(3) DNCO:

a. Will preserve order, protect property, enforce regulations, and ensure the health and welfare of the Marines and their families.

b. Will assist in supervision of the sentries and ensure all orders relating to security of the command are executed.

c. Is guided in the performance of his/her duties by this Order, General Orders, and Special orders.

d. Will fulfill the duties of the SDO during his/her absence.

(4) Sentries:

a. Will keep watch, maintain order, and protect persons and property.

b. Will memorize, understand, and comply with the General Orders for Sentries and any Special Orders.

d. Subordinate Element Missions

(1) Company Commanders

(a) Post and maintain current and accurate roster of the liberty phase for all Marine students assigned to their school/platoons.

(b) Create and post a monthly SDO/DNCO roster.

(c) Ensure (1) SNCO is assigned SDO daily.

(d) Ensure (1) LCPL or above permanent personnel or career level student is assigned DNCO daily.

(e) All personnel assigned to watch will have appropriate equipment for that post.

(f) Ensure SDOs have access to linen for new joins.

(g) Maintain procedures that ensure 100% accountability of all keys and linen.

(h) Ensure that all entry level/career level students and permanent personnel that report for duty to this command are properly accounted for, and notify the respective school house and S-1 no later than the next available work day.

(2) S-1 Officer

(a) Maintain a current Detachment Recall Roster of all permanent personnel.

(b) Maintain this Order.

(c) Provide a copy of this order to the Fort Lee Information Operations Center (IOC). POC is Mr. Mesloh at 804-734-1584.

(3) S-4 Officer

(a) Maintain serviceable duty belts.

(b) Post and maintain current room rosters in sequential order for all barracks.

(c) Ensure the current facility maintenance report is made available to the OOD/SDO.

(d) Ensure doors and alarms are operational to prevent intruders.

(e) Ensure security cameras are all operational.

(4) S-6

(a) Ensure student computer rooms in each company barracks are operational.

(b) Establish voice mailboxes for each duty mobile telephone.

(c) Ensure the OOD mobile telephone number is posted as the commands official telephone number with SOI East/West, Post directory, Weapons Training Battalion, Training Command etc.

e. Coordinating Instructions

(1) Uniform

(a) OOD will wear the uniform of the day as required.

(b) Unless otherwise directed, the uniform for the SDO and DNCO will be the seasonal service uniform.

5. Administration and Logistics

a. Submit recommended changes to this Order via the chain of command to the XO.

b. The company leadership is responsible for training all SDOs and DNCOs.

c. The S-1 Officer is responsible for maintaining the Order and posting the OOD watch roster.

(1) The S-1 will post and maintain a current roster located: https://cascom.tradoc.army/TRNGCMD/SitePages/Command_Dashboard.aspx

d. The School Directors/Platoon Commander, and MAT Platoon Sergeants are responsible for posting the Sentry watch rosters.

6. Command and Signal

a. This Order is applicable to all Marines assigned or attached to Marine Corps Detachment Fort Lee, VA.

b. This Order is effective the date signed.

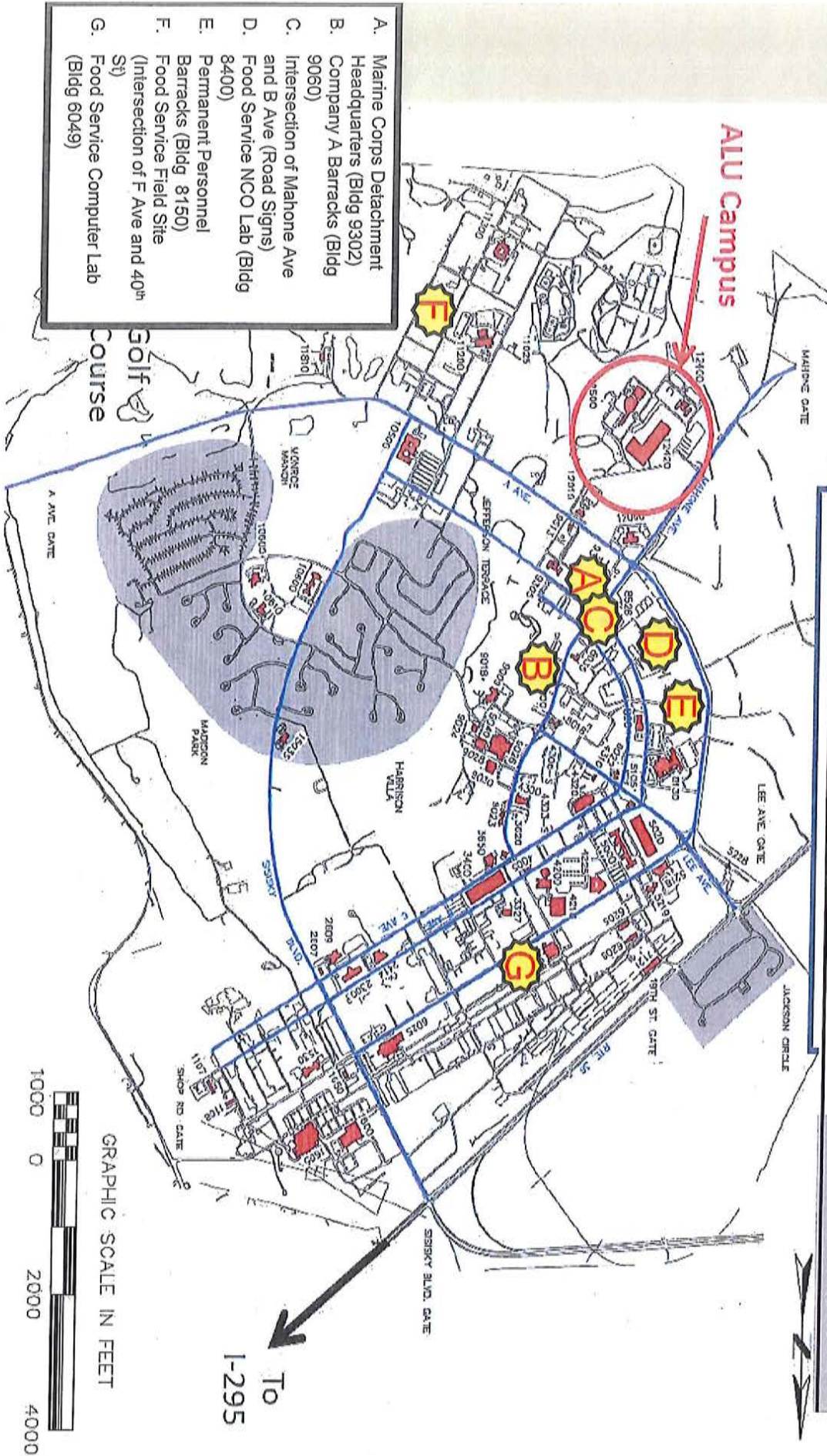

T. H. GILLEY



COMPANY A AREA OF RESPONSIBILITIES

ENCLOSURE (1)

ALU Campus



- A. Marine Corps Detachment Headquarters (Bldg 9302)
- B. Company A Barracks (Bldg 9060)
- C. Intersection of Mahone Ave and B Ave (Road Signs)
- D. Food Service NCO Lab (Bldg 8400)
- E. Permanent Personnel Barracks (Bldg 8150)
- F. Food Service Field Site (Intersection of F Ave and 40th St)
- G. Food Service Computer Lab (Bldg 6049)

Golf Course

GRAPHIC SCALE IN FEET

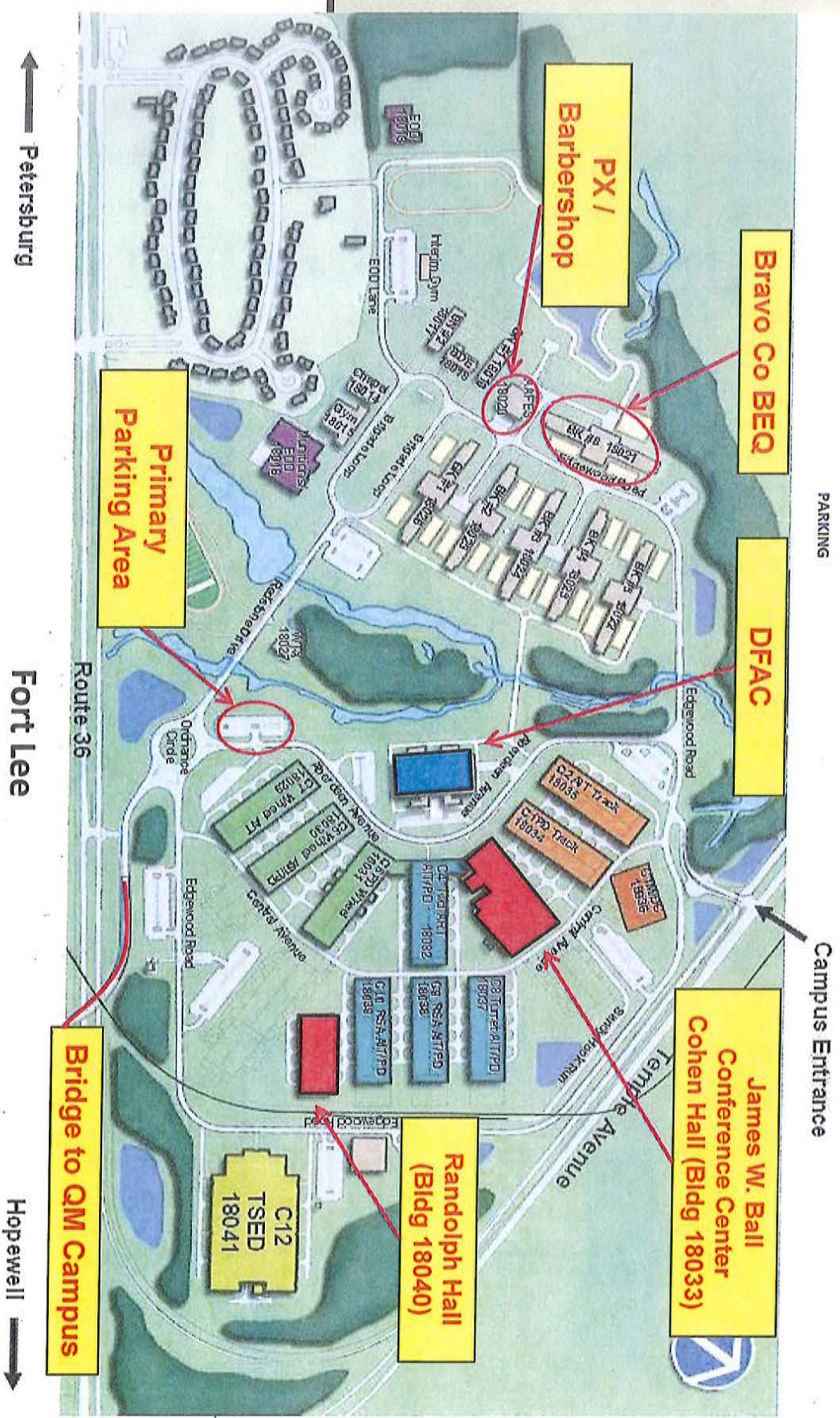


To I-295



COMPANY B AREA OF RESPONSIBILITIES

ENCLOSURE (1)



Sample Logbook Entries

OOD Logbook: The OOD will maintain a written account of his/her tour of duty from posting through relief in the OOD Logbook. All logbook entries will be in print, not cursive, with black ink. Entries will be legible, neat, and concise. Entries involving breaches of security, the health and welfare of the Marines and their families, and violations of the UCMJ will have the "who (including School/Platoon), what, where, when, why and how" of the incidents clearly outlined in the logbook. The chain of command will determine legal or disciplinary actions based in information recorded in the logbook and subsequent preliminary or command investigations if warranted. Enclosure (5) provides sample logbook entries. The logbook will be safeguarded by the OOD at all times.

(a) The following are required logbook entries:

1. All Special Orders from competent authority, i.e., Commanding Officer, XO, and Sergeant Major.
2. Results of SDOs tour of barracks, detachment instructional facilities and mess halls (i.e. security, facility cleanliness, meal quality and quantity, and staff hospitality).
3. All reported violations of the UCMJ and the action taken including but not limited to:
 - a. Missing ID Card/room keys.
 - b. Alcohol related incidents.
 - c. Any allegations of sexual assault/harassment.
 - d. Any allegation of hazing (i.e. students disrupting neatness and/or cleanliness of another student's room, stripping racks initiations, etc).
4. PMO reports of on/off post incidents.
5. Reports of Marines in hands of civil authorities (IHCA).
6. Red Cross message(s).
7. Emergency facility maintenance.
8. Items of interest concerning the Command (i.e. race, color, creed, gender, religion, etc).
9. Breaches of security, i.e. intruders, unsecured hatches or port holes, broken alarms or cameras, etc.
10. Any Marines deemed UA.
11. OOD/SDO will read and ensure Marines understand their article 31 rights prior to any questioning. A period of sobriety recommended for any personnel under the influence of drugs or alcohol before being questioned or notified of their rights. Questioning of any Marine currently under the influence will be on a "as needed" basis only.

12. Time of departure from the Detachment areas and time of return.

13. Time of arrival and departure from off base facilities while in the execution of duties.

(4) Reporting Incidents: The OOD will notify the Commanding Officer, Detachment XO, and/or Sergeant Major in accordance with Commanders policy letter 1-14 enclosure (5).





(a) SDO's will notify the OOD of all incidents that require reporting to the Commanding Officer as directed in enclosure (5).

(6) UA and Deserter. SDO's will notify the OOD of Marines returning from UA or deserter status. Any Marine returning from UA or desertion status will be billeted in the restriction room adjacent the SDO desk. The OOD will ONLY contact the Deserter Information Point (DIP) at Marine Corps Base Quantico, VA at (703) 614-3248 (this is a 24 hour number) if the SgtMaj, Personnel Officer, XO, or CO cannot be reached. The DIP will inform the OOD of what to do with the deserter, (i.e., contact PMO, give that a room until picked up by chasers etc.) Once information and guidance have been received from DIP personnel, contact SgtMaj, Personnel Officer, XO, or CO (in that order) to inform him/her of the DIP's Special Orders.



Directions to 411 W Randolph Rd, Hopewell, VA 23860
8.0 mi – about 16 mins

A Fort Lee, VA

-
- 1. Head **south** on **Brandywine Ct** toward **Laurel Hill Ct** go 476 ft
total 476 ft
 -  2. Turn **right** onto **Battle Dr**
About 1 min go 0.4 mi
total 0.4 mi
 -  3. Slight **left** toward **Lee Ave** go 0.1 mi
total 0.6 mi
 - 4. Continue onto **Lee Ave**
About 2 mins go 0.8 mi
total 1.3 mi
 -  5. Turn **right** onto **VA-36 E/Oaklawn Blvd**
Continue to follow VA-36 E
About 8 mins go 4.3 mi
total 5.6 mi
 - 6. Continue onto **Winston Churchill Dr**
About 3 mins go 1.4 mi
total 7.0 mi
 -  7. Turn **left** onto **E Randolph Rd**
Destination will be on the right
About 2 mins go 1.0 mi
total 8.0 mi

B 411 W Randolph Rd, Hopewell, VA 23860

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

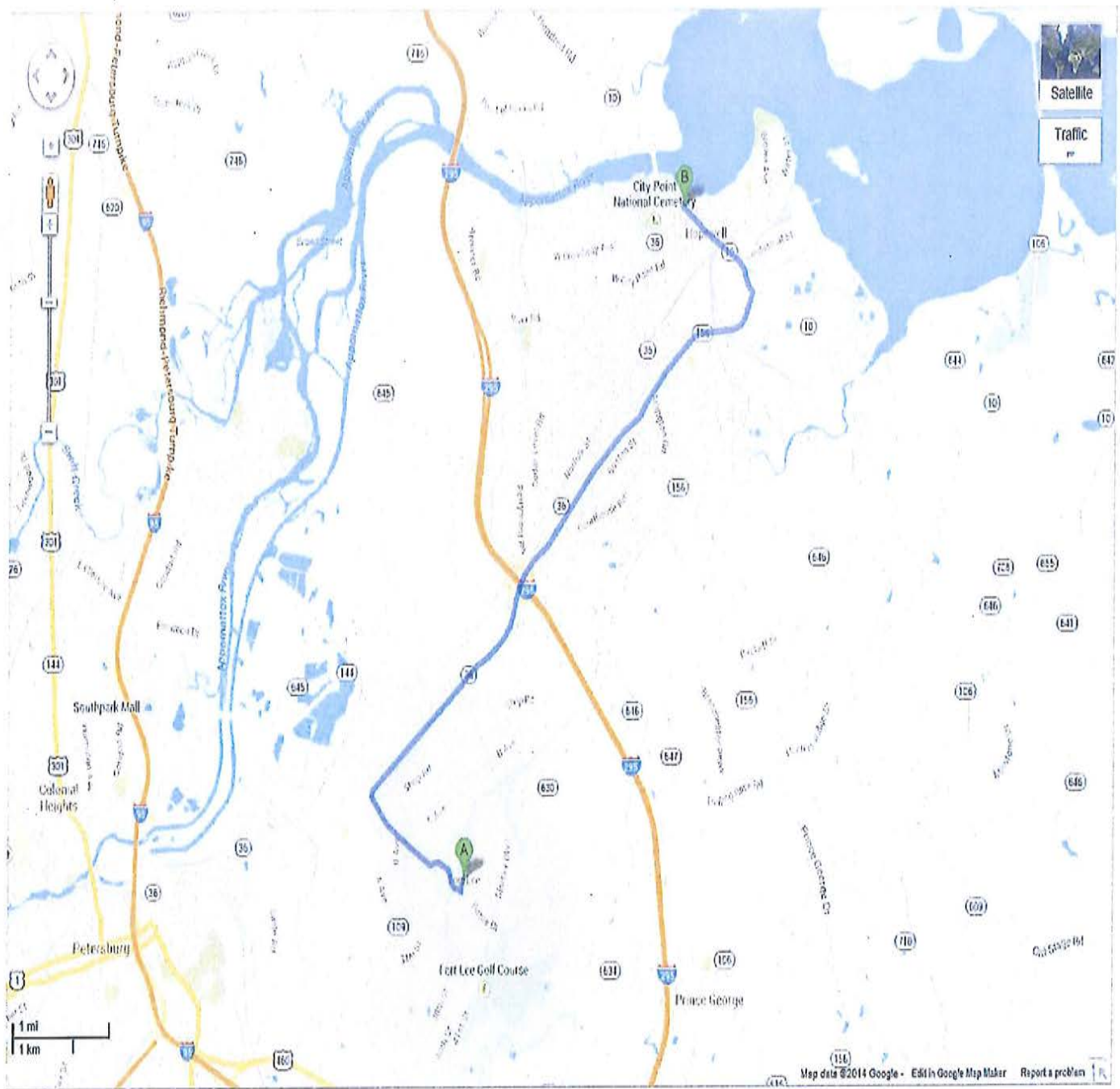
Map data ©2014 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

JOHN RANDOLPH MEDICAL CENTER

804 541 1600

ENCLOSURE (3)














Directions to **200 Medical Park Blvd,**
Petersburg, VA 23805
 7.6 mi – about 15 mins

SOUTH SIDE 804 765 5000

A Fort Lee, VA

- | | | |
|---|---|---------------------------|
| | 1. Head south on Brandywine Ct toward Laurel Hill Ct | go 476 ft
total 476 ft |
|  | 2. Turn right onto Battle Dr
About 1 min | go 0.5 mi
total 0.6 mi |
|  | 3. Turn left onto Mahone Ave
About 4 mins | go 1.3 mi
total 1.9 mi |
| | 4. Continue onto Hickory Hill Rd
About 1 min | go 0.7 mi
total 2.6 mi |
|  | 5. Turn left onto Jamestown Dr | go 0.2 mi
total 2.8 mi |
|  | 6. Turn left onto County Dr
About 3 mins | go 2.0 mi
total 4.7 mi |
|  | 7. Turn right onto Wagner Rd
About 2 mins | go 1.7 mi
total 6.4 mi |
|  | 8. Slight left to stay on Wagner Rd | go 0.4 mi
total 6.8 mi |
|  | 9. Take the 1st left onto Medical Park Blvd
About 1 min | go 0.7 mi
total 7.4 mi |
|  | 10. Turn left | go 0.1 mi
total 7.5 mi |
|  | 11. Turn right
Destination will be on the right | go 131 ft
total 7.6 mi |

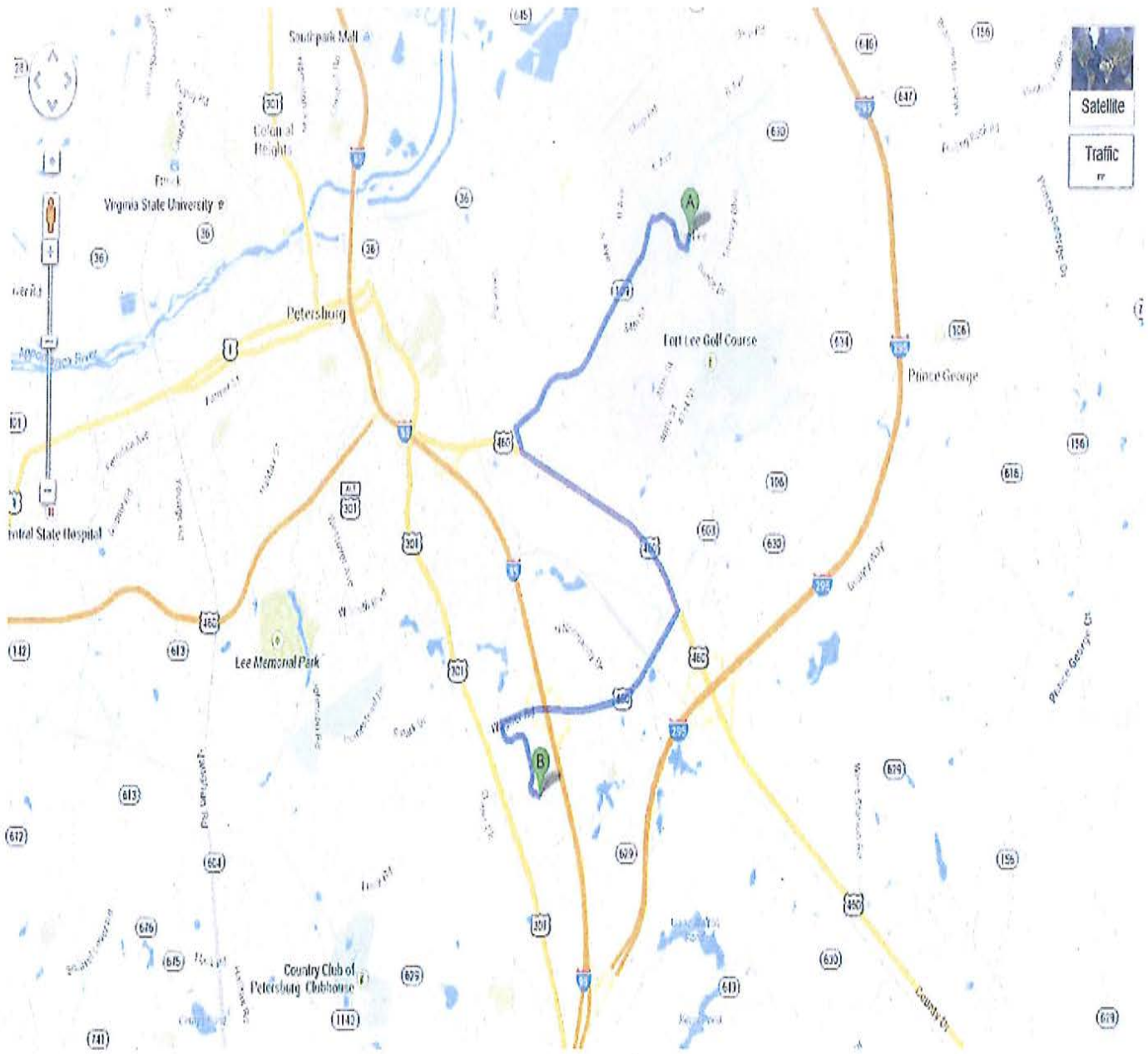
B 200 Medical Park Blvd, Petersburg, VA 23805

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2014 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.

ENCLOSURE (3)



American Red Cross Message

Red Cross Message Form

Date _____

Time of Call _____

American Red Cross (ARC) representative _____

Case Number _____

Rank. _____

Social Security number _____

Service Member's Name _____

Message Content

Case closed by ARC representative _____

Date _____

Time _____



UNITED STATES MARINE CORPS
MARINE CORPS DETACHMENT FORT LEE
WEAPONS TRAINING BATTALION
2001 THIRTY-FIRST STREET
FORT LEE VA 23801-1726

IN REPLY REFER TO:
3504
CO

AUG 18 2014

POLICY LETTER 01-14

From: Commanding Officer
To: All Detachment Marines

Subj: COMMAND NOTIFICATION OF SERIOUS INCIDENTS AND CASUALTIES

Ref: (a) MCO P3504.2 OPREP-3/SIR Reporting Requirements
(b) TRNGCMD Policy Letter 02-14 (SERIOUS INCIDENT AND PERSONNEL CASUALTY REPORTING AND TRACKING), Dated 21 Apr 2014

Encl: (1) Marine Detachment Fort Lee Reporting Procedures Matrix.
(2) Reporting Format for Email Notification (Example)

1. Purpose. To publish standard reporting instructions for the timely reporting and tracking of serious incidents and casualties within Marine Detachment Fort Lee in accordance with the references and enclosures.
2. Cancellation. Marine Detachment Policy Letter 03-13 is cancelled. This policy letter now incorporates recent revisions within reference b.
3. Applicability. This policy is applicable to all permanent personnel and student Marines.
4. Action. Company Commanders and/or the Detachment Officer of the Day will notify the Commanding Officer of events as described in enclosures (1) and (2).
 - a. Commander's Critical Information Requirement (CCIR): Incidents that require an immediate phone call to the Commanding Officer regardless of time of day. Phone call should be followed by a 5W Report using Enclosure (2) sample format.
 - b. Significant Notification Event (SNE): Incidents that require email notification using standard email format, followed by a phone call as soon as practical during normal working hours.
 - c. Higher Headquarters (Detachment) Event: Incidents internal to the companies or HQ element not reportable outside the Detachment, but important for CO information or situational awareness.
5. Point of contact on this matter is the Detachment Executive Officer at (804) 734-6031.


T. H. GILLEY

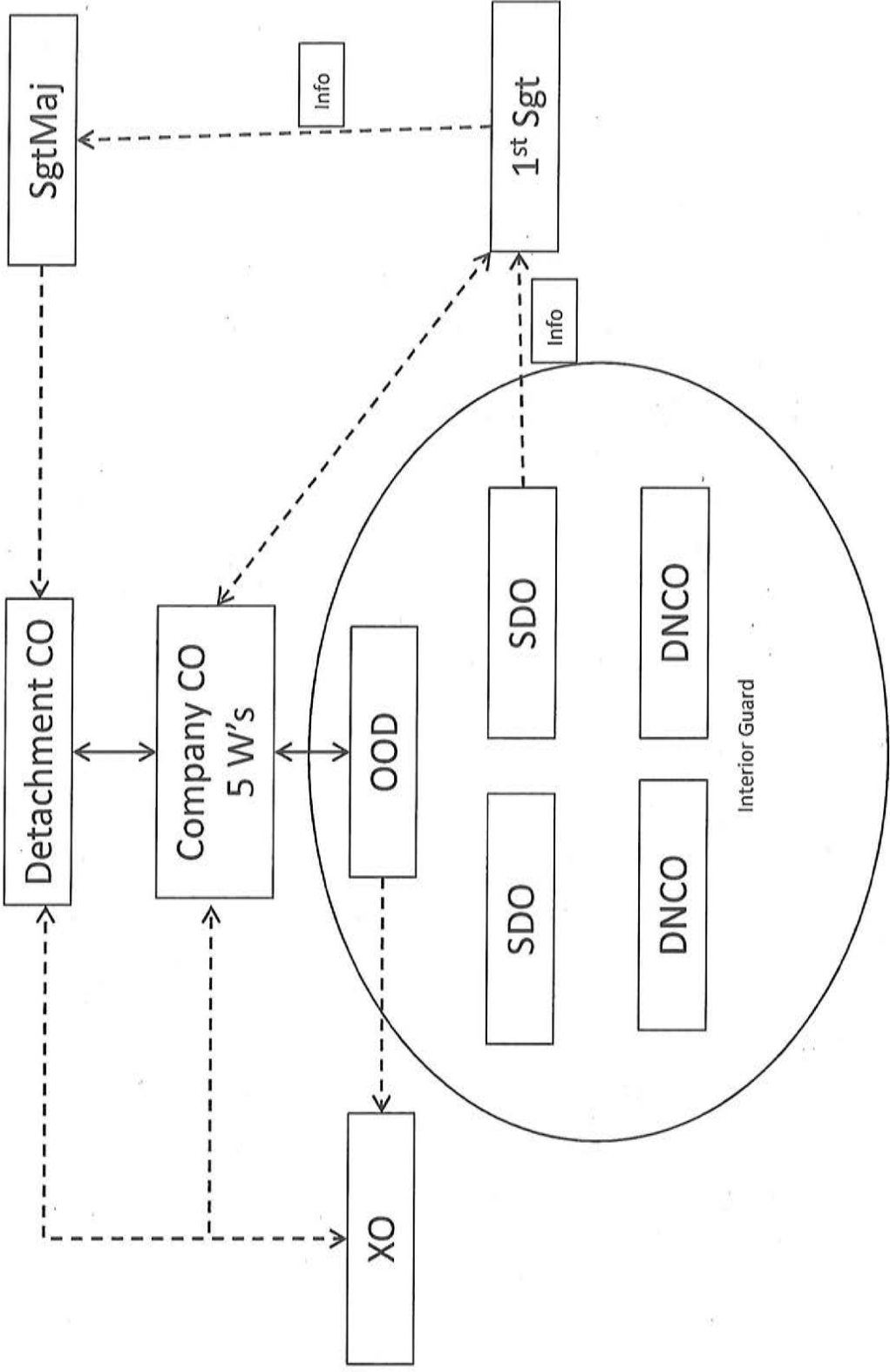
Copy to:
Company Commander, Company A
Company Commander, Company B
HQ Staff Sections

ENCLOSURE (5)

MARINE DETACHMENT FORT LEE REPORTING PROCEDURES MATRIX

CCIR	Commander's Critical Information Requirements - The severity of the event requires IMMEDIATE notification of the Commanding Officer by the Company Commander (COO if situation dictates). This will be done via phonenum to the CO's cell @ (340) 945-7926 or (804) 691-6751. Follow up with email notification (see Encl 2) and include the Detachment Sergeant Major and Detachment Executive Officer.																	
SNE	Significant Notification Event - Email notification in standard notification format to the CO, XO, SgtMaj and appropriate Staff Section as soon as possible; include basic information in plain text email (include the attached file) and not encrypted (no PII). Include the Detachment Sergeant Major and Detachment Executive Officer on the email notification.																	
HHQ	Higher Headquarters (Detachment) Event - Email notification to CO/XO and/or appropriate Detachment staff section within stated time.																	
****	Any event that requires a PCR/SIR, ensure the CO has the S/Ws email notification for HHQ (NTSI CO) reporting and to satisfy a two-hour initial report, then develop the PCR/SIR for release.																	
Category	Incident/Activity	XO	SgtMaj	Co Code	S-1	S-3	S-4	S-6	Safety	EO	SACO	UVA						
CCIR #1	Any accident/incident resulting in VSI (Death likely w/in 72 hrs), SI, or death of or caused by a MarDet Ft Lee Marine/CIV ****(SIR)	X	X	X	X				X									
CCIR #2	Any misconduct or mishap that will result in immediate media coverage ****(SIR)	X	X	X					X									
CCIR #3	Class A mishap involving MCD assets ****(SIR)	X	X	X		X	X		X									
CCIR #4	CONFIRMED compromise of classified information ****(SIR)	X	X	X		X		X										
CCIR #5	Physical security breach of unit armory or secured space ****(SIR)	X	X			X	X	X										
CCIR #6	Any report of officer, SNCO or instructor misconduct ****(SIR)	X	X	X														
CCIR #7	Unrestricted sexual assault/rape report ****(SIR)	X	X															X
CCIR #8	Attempted suicide (No PCR until confirmed by medical officer) ****(SIR)	X	X	X	X													
CCIR #9	Class B (\$500k-\$2M and/or potential permanent/partial disability) mishap	X	X	X			X		X									
Category	Incident/Activity	XO	SgtMaj	Co Code	S-1	S-3	S-4	S-6	Safety	EO	SACO	UVA						
SNE #1	Injury or death of MarDet Ft Lee family member (PCR required in cases of death only)	X	X	X	X													
SNE #2	Suicidal ideation (No SIR until confirmed by medical officer)	X	X	X	X													
SNE #3	Any queries from O-6 or higher or O-6 & higher Commander's Staff	X				X												
SNE #4	Alleged misconduct of a severe nature (e.g. assault, hazing, domestic violence with injury)	X	X	X							X							
SNE #5	Natural/man made disaster, evacuation, or any event that threatens the safety of MCD personnel	X	X	X		X	X	X	X									
SNE #6	Any spillage, (the introduction of classified material onto a lower classified network)	X	X	X		X		X										
SNE #7	Any investigation by law enforcement involving MCD personnel or dependants	X	X	X														
SNE #8	Any escalation in the Force Protection condition	X	X	X		X	X	X										
SNE #9	Any UA or missing person report involving Marine, Civilian, or family member	X	X	X	X													
SNE #10	Any serious event in housing or DOD schools that requires investigation by Investigative Authorities ****(SIR)	X	X															
SNE #11	Any FORMAL EO complaint of any nature	X	X															X
Category	Incident/Activity	XO	SgtMaj	Co Code	S-1	S-3	S-4	S-6	Safety	EO	SACO	UVA						
HHQ #1	Class C mishap (\$50K-\$500K and/or non-fatal w/ loss time from work beyond 1-day; training-related). (Notify next work day)	X	X	X			X		X									
HHQ #2	Anything that negatively impacts production (facilities, equipment, resources, personnel shortfalls, utility outages, loss of critical school seats). (Notify the next work day)	X	X	X		X	X											
HHQ #3	Any missing, lost, stolen, or recovered MLSR reportable assets. (Notify next work day)	X	X	X		X	X											
HHQ #4	Loss or Destruction of USMC Capital Property (Non-class A mishap). (Within 24 hours)	X					X											
HHQ #5	Any COMSEC incident, to include loss or destruction of any COMSEC Controlled Items (CCI) (Notify immediately)	X	X	X				X										
HHQ #6	Compromise of Personal Identifiable Information (PII) (Notify w/in 24 hrs)	X	X	X				X										
HHQ #7	Non-CCIR/SNE incidents of permanent personnel or students (e.g. hospital visit, minor injury, liberty violation, etc.). (Notify next work day)	X	X	X														

Notification Diagram



CHECK IN PROCEDURES

1. Check-in Procedures. Marine Corps personnel reporting aboard Marine Corps Detachment Fort Lee, VA after normal working hours will be processed by Company SDO's as follows:

a. Permanent Personnel:

(1) Annotate original orders in the upper right hand corner with time and date SNM reported and log Marine into the SDO Logbook. Officers and enlisted personnel (E-6 and above) will be directed to the Fort Lee Lodging for billeting. If billeting is not available, the Marine must obtain a statement of non-availability from Fort Lee prior to obtaining billeting off base.

(2) Single E-5 and below will be provided a temporary room within the permanent personnel barracks. The SDO will issue the Marine linen and a key via ECR card.

(3) Permanent personnel will report to the Detachment S-1 in the Service "A" uniform the following work day.

(4) SDO's will notify the OOD NLT 0730 each morning of any permanent personnel that checked in during their tour.

b. Student Personnel

(1) Officers and enlisted personnel (E-6 and above) will be directed to the Fort Lee Lodging for billeting. If billeting is not available, the Marine must obtain a statement of non-availability from Fort Lee Lodging prior to obtaining billeting off base, if not already authorized in the Marines orders.

(2) Enlisted personnel E-5 and below, will be assigned billeting in designated student barracks by the SDO.

(3) SDO's will notify the OOD NLT 0730 each morning of the total number of student that were received during their tour.

2. Recall Roster. The OOD/SDO will access the up to date recall roster located on the Share Point Dashboard at:

https://cascom.tradoc.army/TRNGCMD/SitePages/Command_Dashboard.aspx

ENCLOSURE (2)

MEDICAL ASSISTANCE PROCEDURES

1. Medical Assistance

(a) For all medical emergencies involving potential loss of life, limb, or eyesight immediately call 911.

(b) SDO's will be the first command representation on scene in most cases of medical emergencies involving student personnel after hours. SDO's will notify the OOD immediately in cases involving loss of life, limb, or eyesight, or admittance to a medical treatment facility.

(c) The SDO will contact Kenner Army Health Clinic at (804) 734-9000 for guidance and instructions in support of after hour medical care on behalf of Marines not involving potential loss of life, limb, or eyesight. The Marines will be taken to either John Randolph Hospital, 411 West Randolph Road, Hopewell, VA 23860, telephone number (804) 541-7765 or Southside Regional Hospital, 801 South Adams Street, Petersburg VA 23803, telephone number (804) 862-5000 for after hours emergency care, see enclosure (3) for route maps. When an injured/ill Marine is taken to a medical treatment facility he/she will be accompanied by a Marine buddy, with a mobile telephone if possible. The Marine buddy will remain with the injured/ill Marine until her/she is formally released from or admitted to the hospital. The Marine buddy will be directed to not call the injured/ill Marine's parents/guardians.

(d) Procedures when an injured/ill Marine is taken by ambulance to a medical treatment facility. The Company SDO is the primary escort for any Marine from the student or permanent personnel barracks taken to the hospital after hours.

(1) The SDO will follow the ambulance to the medical treatment facility via a Company duty.

(2) The SDO will expedite and assist with checking the Marine into the hospital's admissions section.

(3) The SDO will ensure that the hospital has accurate contact information for the Marine Corps Detachment Fort Lee, VA, i.e., OOD's telephone numbers. The SDO will ensure that the hospital staff understands that the OOD is the appropriate point of contact during non-working hours.

(4) The SDO is required to return to Marine Corps Detachment Fort Lee, VA as soon as the injured/ill Marine has been checked in. Regardless of extent of injury/illness; the SDO will contact the Marine's Company, at this point, the Company Representative will assume responsibility for the injured/ill Marine, i.e., monitoring his status, going to hospital and waiting for his/her admission, if required, driving him/her back to Marine Corps Detachment Fort Lee VA once released, etc. The SDO will remain at the hospital until relieved by injured/ill Marine's Company Representative.

(5) Upon the SDO return to Fort Lee, VA a complete logbook entry will be made.

(6) Until relieved by Company Representative, the SDO will check with the Medical treatment facility every two hours to determine if there is any change in the condition of the injured/ill Marine.

ENCLOSURE (8)

(7) Should the injured/ill Marine be released from the medical treatment facility before the injured/ill Marine's Company representative arrives at the medical treatment facility, if supportable, the SDO should notify the injured/ill Marine's Company Representative if his/her intent to pick up the injured/ill Marine.

(a) Procedures when an injured/ill Marine is taken by government vehicle to a medical treatment facility. In the event the Marine's injury/illness does not involve potential for loss of life, limb, or eye sight, the Company SDO may take the Marine and his Marine buddy to the medical treatment facility.

(b) The SDO will report all incidents of injured/ill Marines that have been taken to a medical treatment facility to the OOD.

ENCLOSURE (8)