



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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SAN DIEGO CA 92145-2000

StaO 1601.2

G-3

20 NOV 2001

STATION ORDER 1601.2

From: Commanding General
To: Distribution List

Subj: INSTRUCTIONS FOR COMMAND OPERATIONS CENTER WATCH PERSONNEL

1. Purpose. To set forth instructions and guidance for watch personnel within the Command Operations Center (COC).
2. Scope. This Order applies to Marine Corps Air Station, (MCAS) personnel assigned duties as the Senior Watch Officer (SWO), Watch Officer (WO), or Watch Clerk (WC).
3. Mission. The SWO and the WO are responsible for maintaining a high degree of situational awareness. They are the Commanding General's (CG) direct representative and link to higher headquarters. These billets are required because of increased risk of terrorist threats and potential deployment by units of the 3d Marine Aircraft Wing (MAW). If a threat occurs, time is of the essence and information must flow up and down the chain of command. The SWO and WO will use their best judgment to react to any situation and inform the CG.
4. Assignments. Colonels and Lieutenant Colonels will stand the SWO watch. Majors, Captains and Chief Warrant Officers 3 and 4 will stand the WO watch. Naval Officers will stand the appropriate watch equivalent to their grade. Designated Sergeants and below will stand the WC watch. Additionally, the senior officer identified in the SWO and WO listings are assigned as Watch Coordinators. The G-1 Chief is assigned Watch Coordinator for the WC. Watch coordinators will make up the monthly watch bill and submit names to the Station Adjutant by the 15th of each month, for publication of the monthly COC Duty Bulletin.
5. Clearance and Access. All Watch Standers are required to have a Security Clearance and have access to classified material up to and including Secret.
6. Type of Post. The COC will be manned 24 hours a day, 7 days a week. The SWO is a supervisory position and must be able to be contacted by phone when not at the COC and never more than one hour

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away from the COC. The WO billet is designated as a sleeping post. Watch standers, with the exception of the SWO, will stand watch in the secured area of the COC located at building 9211, Base Operations. Watch duties are "NOT" permitted at any other location except by prior approval of the Assistant Chief of Staff (AC/S), G-3 or the Chief of Staff. When operations permit, and all requirements have been met, the WO may retire to the designated sleeping quarters on the second deck of building 9211. However, the COC must be manned by either the SWO, WO, WC, or G-3 personnel 24 hours a day.

7. Tour of Duty and Post. The tour of duty will cover a 24 hour period, Monday through Sunday, from 0800 to 0800. Watch standers, with the exception of the SWO, will stand Post in the COC located in the Base Operations building next to the Air Traffic Control Tower, building 9211, room 214, located on the second deck.

8. Logbook and Duty Binders. All binders and the duty logbook are maintained on the SWO desk within the COC. All watch standers will complete the following at the start of their watch:

a. Read the MCAS Miramar COC Order herein. Pay particular attention to paragraphs 4, 11, and 13 regarding watch duties and information flow.

b. Read the AT/FP plan and familiarize yourself with the chapter on Force Protection Conditions.

c. Locate the COC Recall plan. Primaries and alternates are designated for each section.

d. Inventory three STU Phone keys. There is one on the Plans Officer's desk, one in the STU phone connected to the classified fax machine, and the third one is located by the classified fax machine for the STU Phone in the COC. Log this when you assume the duty.

e. Make liaison with the SWO upon assuming the duty.

9. Post and Relief

a. SWO. The SWO will conduct an informal watch change over. The COC SWO is not required to confine themselves at the COC during their watch period, however, they will remain on call to respond to situations that may be encountered by the WO or WC.

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b. WO. The WO will report to the COC daily at 0800, Monday through Friday for formal posting and relief with the Deputy G-3. After relief and posting, the oncoming WO may return to their work section and will assume the watch at 1600 to 0800 the following day. Personnel from the AC/S, G-3 will maintain the watch from 0800 to 1600, Monday through Friday. On weekends and holidays, WO's will conduct an informal post and relief in the COC. The WO billet is designated as a sleeping post. Sleeping accommodations are provided and located in the COC area.

c. WC. The WC will report to the COC daily at 0800, Monday through Friday for formal posting and relief with the G-3 Plans Admin Personnel. After relief and posting, the oncoming WC may return to their work section and will assume the watch at 1600 to 0800 the following day. Personnel from the AC/S G-3 will maintain the watch from 0800 to 1600, Monday through Friday. On weekends and holidays, WC's will conduct an informal post and relief in the COC. The WC billet is designated as a non-sleeping post.

10. Uniform. The uniform for all watch standers is the utility uniform or flight suit.

11. WO Duties

a. Maintain the WO logbook in a chronological sequence of events that take place during the tour of duty. Include other appropriate entries as directed in this order. Entries will indicate time of occurrence and will be printed legibly. Entries will be brief but complete. The logbook will be relinquished to the Deputy G-3 after posting except on weekends and holidays where it will be turned over to the oncoming WO.

b. Cite all AT/FP, or Deployment Order message traffic. A WC is on duty after hours. They man a non-sleeping post and look for NIPRNET and SIPRNET message traffic. Call the SWO if needed. Further recalls are at his/her direction.

c. Call the duty NCIS agent if any Anti-Terrorism Alert Center (ATAC) messages come across the SIPRNET/NIPRNET.

d. Call the SWO if a Blue Dart message comes in via NIPRNET. Blue Dart messages are unclassified traffic warnings of imminent terrorist activity. They warrant immediate action.

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e. Respond to MARFORPAC inquiries. A STU phone with a key is on the Plans Officer's Desk. To make a secure call, place the call and inform the receiver you are going secure. Press SECURE and wait for the phone to synchronize. It will show the other unit and SECURE VOICE when ready.

f. Initiate recall of duty sections on order of the SWO.

12. WC Duties

a. Monitor the NIPRNET and SIPRNET computers for all inbound naval messages. Download messages relating to terrorists activities, local security matters, or activity on deployed forces, etc., and file these messages in daily message read board. Immediately notify the WO of each message that is processed.

b. Answer all inbound phone calls, unclassified and classified.

c. Prepare naval messages when required.

d. Assist the SWO and WO in all administrative requirements.

13. Emergency Procedures. As a guide, the events listed below require immediate notification of the SWO. This list is not all inclusive:

a. Terrorist attacks within southwest CONUS or on COMCABWEST units.

b. Deployment orders for 3d MAW units.

c. Changes in FPCON/DEFCON/INFOCON levels.

d. Use of deadly force by COMCABWEST units.

e. Death or injury of COMCABWEST personnel due to terrorist attack.

f. Blue Dart or ATAC messages.

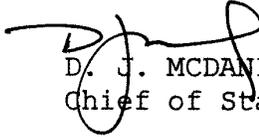
14. Situations not specifically addressed. When a situation or condition is presented to the SWO or WO that is not covered in any portion of this Order or the Information Binder, the WO will immediately contact in the following order; the Deputy G-3,

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G-3 Plans Officer, the AC/S G-3 or the Chief of Staff, for guidance. Consult the appropriate recall roster for the latest, up-to-date names and telephone numbers.

15. Responsibility. The AC/S, G-3 has overall cognizance of the COC. He will advise the Chief of Staff and Commanding General of any significant event(s) that requires their immediate attention.

16. Certification. Reviewed and approved this date.


D. J. MCDANIEL
Chief of Staff

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