

CCP Duty Marine SOP

Focused on the Warfighter

From:	Combat Camera & Printing Officer
To:	Combat Camera & Printing Personnel
Subject:	CCP Duty Marine Standard Operating Procedures
References:	(a) DivO 4400.39D
Purpose of this SOP:	<p>The purpose of this SOP is to ensure that CCP personnel understand the following:</p> <ul style="list-style-type: none"> • Importance of physical security of the CPP buildings and compound. • The daily requirements of the CCP Duty Marine
CCP Personnel are responsible to:	<p>Combat Camera & Printing personnel are responsible to:</p> <ul style="list-style-type: none"> • Read & understand the CCP SOP. • Be familiar with reference (a). (SNCOIC has guidance) • Monitor & safeguard CCP property during normal working hours, extended working hours, and anytime you are in the CCP area. • Follow the daily procedures for the CCP Duty Marine. • Know & understand the 11 General Orders. • Police the area when performing daily tasks.
Importance of Physical Security:	<p>The purpose for a Duty Marine is to ensure proper security at the beginning and end of the workday. Our equipment is expensive and easily pilfered. It is important that we care for and secure our property at all times. Without it we cannot perform our mission to support the Division.</p>
Morning duty requirements:	<p>Each morning the CCP Duty will:</p> <ol style="list-style-type: none"> 1. Open buildings 33421, 33422 & the van compound thirty minutes prior to the start of each workday. The duty keys are located at the 33-Area Guard Shack. 2. Turn on the copiers in building 33421. 3. Check the job board and remind the Marines of their daily tasks. 4. Assume phone watch until relieved by next duty or Customer Service Desk personnel.
Phone Watch requirements:	<p>Phone watch starts everyday at 1130. The following will be performed</p> <ol style="list-style-type: none"> 1. Early chow is authorized from 1030-1130.

	<ol style="list-style-type: none"> 2. At 1130, assume the duties of the Customer Service Desk NCO. This includes copier operations, filling out job orders, assisting customers, and answering the phone. 3. Water grass, memorial tree and plants Monday, Wednesday & Friday.
<i>Mail Run requirements:</i>	<p>Once released from chow phone watch perform the following:</p> <ol style="list-style-type: none"> 1. Conduct a Guard Mail run and drop off any correspondence to the proper location. 2. Pick up any correspondence from the Company area. 3. Every Wednesday pick up any correspondence from the G-3 area.
<i>End of the Day requirements:</i>	<p>Prior to the end of each workday perform the following:</p> <ol style="list-style-type: none"> 1. At 1600 take charge and initiate daily clean up procedures. You need to ensure that clean up is accomplished. 2. At 1630 assume phone watch duties. <p>Once everyone is secured perform the following:</p> <ol style="list-style-type: none"> 1. Check with OIC, SNCOIC & Production Chiefs for any special orders or additional duties. 2. Ensure the coffee pot is turned off. 3. Secure buildings 33421 & 33422. Conduct a tour from the outside ensuring all windows and hatches are properly secured. 4. Ensure all vans are properly secured and all gates to the compound. 5. Log in anyone who works past normal hours. Secure all areas not in use. 6. Turn in the Duty Keys to the 33-Area guard shack. <p><u>Note:</u> On occasion the unit will work past normal hours or perform shift work. This does not preclude you from your responsibilities. Ask for guidance from the NCO's and SNCOIC.</p>
<i>Authority:</i>	J. A. SANDERS, Officer In Charge, Combat Camera & Printing Unit