



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1300.4M
MPR

13 FEB 2017

AIR STATION ORDER 1300.4M

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: TEMPORARY ASSIGNMENT OF MILITARY PERSONNEL TO HEADQUARTERS AND
HEADQUARTERS SQUADRON (S-4)

Encl: (1) Monthly Quota Assignments
(2) Summary of Personnel and Equipment Requirements for Headquarters and
Headquarters Squadron (S-4)

1. Situation. To provide a work force within Headquarters and Headquarters Squadron (HQHQRON) (S-4) for daily policing of areas aboard Marine Corps Air Station (MCAS) Cherry Point, which have not been assigned to a specific unit for routine police.

2. Cancellation. ASO 1300.4L.

3. Mission. Marines and Sailors from various directorates will be temporarily assigned to S-4 to provide assistance that enables them to carry out its assigned mission.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Assignment of military personnel to S-4 is necessary to enable them to conduct functions tasked to their department. Rather than permanently assigning valuable personnel to augment the S-4, Marines and Sailors from various directorates throughout MCAS Cherry Point will be used to temporarily provide assistance. The desired end state is a program that rotates Marines and Sailors on a monthly basis which allows S-4 to carry out its mission, yet minimizes the impact on the permanent directorate to which the Marine or Sailor is assigned.

(2) Concept of Operations. This Order delineates guidance required for the effective management of the Air Station Police Detail and assignment of personnel to fulfill quota assignments.

b. Tasks

(1) Commanding Officer, HQHQRON. Designate Marines and Sailors from the various directorates to be assigned to the Air Station Police Detail as listed in enclosure (1).

(2) HQHQRON, S-4. Coordinate the assignment of Marines and Sailors to the S-4 for the periods designated in enclosure (1).

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(3) Facilities Maintenance Department

(a) Provide for augmentation of the beautification and appearance enhancement efforts of the Air Station.

(b) Provide seating accommodations in support of ceremonies aboard the Air Station.

(4) Motor Transport Officer (MTO). Per enclosure (2), the MTO will provide one vehicle to S-4 for use by the Air Station Police Detail on a permanent basis.

c. Coordinating Instructions

(1) Marines assigned to Categories II and III of the Fleet Assistance Program are prohibited from being assigned to the Air Station Police Detail.

(2) One Lance Corporal or below will be assigned to the Air Station Police Detail for a period of one month. Personnel assigned to the police detail must have a valid state driver's license and full Air Station driving privileges. Assigned personnel will report for duty on the first day of the month, and personnel relieved of duty will return to their regular duties on the following day. Replacements are required for personnel who must be reassigned prior to normal termination of duty.

(3) Names of nominees for duty will be submitted to HQHQRON's S-4 by the 20th of each month.

5. Administration and Logistics. None.

6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point, but not applicable to the Marine Corps Reserve.

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


B. MOLL
Executive Officer

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MONTHLY QUOTA ASSIGNMENTS

<u>MONTH</u>	<u>DIRECTORATE/UNIT</u>	<u>GRADE</u>	<u>QUOTA</u>
Jan	Operations	LCpl or below	1
Feb	Logistics	LCpl or below	1
Mar	IPAC	LCpl or below	1
Apr	SJA/LSST	LCpl or below	1
May	Operations	LCpl or below	1
Jun	Logistics	LCpl or below	1
Jul	IPAC	LCpl or below	1
Aug	TISD	LCpl or below	1
Sep	Operations	LCpl or below	1
Oct	UC-35 Acft Spt	LCpl or below	1
Nov	Logistics	LCpl or below	1
Dec	IPAC	LCpl or below	1

Enclosure (1)

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SUMMARY OF PERSONNEL AND EQUIPMENT REQUIREMENTS FOR HEADQUARTERS AND
HEADQUARTERS SQUADRON S-4

PERSONNEL REQUIREMENTS

TOTAL NUMBER OF AUGMENTS REQUIRED:	1 LCpl or below
PERIOD ASSIGNED TO DETAIL:	1 month period
DUTY ASSIGNMENT:	Air Station Police Detail

EQUIPMENT REQUIREMENTS

SOURCE OF EQUIPMENT:	Motor Transport
ASSIGN TO:	HQHQRON S-4
EQUIPMENT ASSIGNMENT:	(1) Truck, one-half ton pick-up.
QUALIFICATIONS:	The truck must be equipped with flashing warning lights.

Enclosure (2)