



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 4610.1
SUSR2
12 Jul 06

AIR STATION ORDER 4610.1

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

Subj: TRANSSHIPMENT OF MATERIAL WITHIN MARINE CORPS AIR STATION
(MCAS) CHERRY POINT

Ref: (a) NAVSUP Publication 485 (NOTAL)

1. Situation. To document current policy and procedures required for the transshipment of material.
2. Cancellation. ABO 4610.1F.
3. Mission. To ensure that MCAS Cherry Point units have sufficient instructions to effect timely and efficient material transshipment.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. MCAS Cherry Point customers will have transshipment capability located within the geographical area of the unit. Each customer will have the information necessary to properly submit a transshipment request that will be processed without excessive delays.

(2) Concept of Operations

(a) Reference (a), Chapters 7 and 8 cite the use of transshipment of material. The originating activity will deliver material, qualifying for mail, to the Postal Service. Items not eligible for mail distribution will be submitted to the transshipping activity located within the geographical region of the customer requiring the service. The below listing provides the transshipment activity and contact phone number for each geographical region.

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<u>MCAS Activity</u>	<u>Telephone</u>	<u>Transshipment Activity</u>
MCAS Cherry Point Center Cell	(252) 466-2254 (252)725-9675	Defense Distribution Cherry Point (DDCN) serves MCAS Cherry Point and all tenants.

(b) Documentation

1 As stipulated in the reference, the originating activity will prepare and submit a DoD Single Line Item Release/Receipt Document (DD Form 1348-1A) or the Requisition and Invoice Shipping Document (DD 1149) using standard MILSTRIP data with the material. Additionally, the document must have a typed and signed authorization name and a contact phone number.

2 Forward the original and two copies of the completed document along with the material to the transshipping activity. The transshipment activity will reject insufficient, incomplete or erroneous transshipment documents.

3 Activities transshipping hazardous material will provide a Material Safety Data Sheet (MSDS) to the transshipment activity.

b. Tasks

(1) MCAS Cherry Point Station Activities And Tenant Commands. Package material, to the extent capable, and forward to DDCN for transshipment. All material sent to DDCN for transshipment should have paperwork as described in paragraph 4.a.(2)(b) attached to the material. DDCN transshipment drop off locations are listed below:

Freight (Non-hazardous)	Building 147, Bay A
Small Parcel (Non-hazardous)	Building 147, Bay A or Building 159
Items requiring Packaging & Preservation	Building 159
Items requiring crating	Building 150
All hazardous material	Building 147, Bay C

(2) Units of 2d MAW. By definition, Marine Aircraft Groups (MAG's) are deployable and are therefore considered transshipment activities with packaging and packing capabilities. DDCN will provide transshipment support in accordance with paragraph 4.a.(2)(b).

(3) Originating Activities. Originating activities may make inquiries concerning shipping status by contacting the transshipment activity. If the item was shipped by DLA, the customer may access the web using the following:
<http://wegal.ogden.disa.mil/mrostatus/query.html> for shipment information.

5. Administration and Logistics. The CG, 2d MAW; Commanding Officers, NADEP, Naval Hospital, DRMO, DDCN, CLC-21 concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps and Navy Reserves.

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



D. L. BULAND
Chief of Staff

DISTRIBUTION: A