



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003
AND
SECOND MARINE LOGISTICS GROUP
PSC BOX 20002
CAMP LEJEUNE, NORTH CAROLINA 28542-0002

AirStaO 1000.8A
MPR
01 MAY 2008

AIR STATION ORDER 1000.8A

From: Commander, 2d Marine Logistics Group
Commanding Officer, Marine Corps Air Station, Cherry
Point

To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR COMBAT LOGISTICS
COMPANY 21 (CLC-21), 2D MARINE LOGISTICS GROUP (2d
MLG) PERSONNEL ASSIGNED TO THE FLEET ASSISTANCE
PROGRAM (SHORT TITLE: CLC-21 FAP SOP)

Ref: (a) MCO 1000.8

Encl: (1) FAP Billets
(2) FAP/DEFAP Orders

1. Situation. To publish policy and guidance to appropriate Marine Corps Air Station (MCAS), Cherry Point and 2d Marine Logistics Group (2d MLG) commanders regarding the Fleet Marine Force Personnel Assistance Program (FAP), in accordance with the reference.

2. Cancellation. AirStaO 1000.8.

3. Mission

a. The FAP is the assignment of tenant Fleet Marine Force (FMF) personnel to MCAS Cherry Point on a temporary basis. The intent of the FAP is to augment MCAS Cherry Point in order to accomplish tasks associated with supporting operational forces.

b. Per the reference, all commanders are directed to conduct the FAP program and adhere to the policies, instructions, and guidelines within this Order.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

01 MAY 2008

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order provides guidance for the management of the FAP at MCAS Cherry Point. Assignment of personnel to the FAP will be accomplished pursuant to the instructions contained in this Order. The CO, CLC-21 will exercise daily cognizance over the assignment of personnel to FAP.

(2) Concept of Operations. This Order delineates guidance required for the effective management and assignment of FAP personnel to fulfill Category I requirements contained in enclosure (1). CLC-21 will provide Marines and Sailors as determined to be available by the CO, CLC-21, CO, Combat Logistics Regiment-25, and G-1, 2d Marine Logistics Group.

(3) Review, Modification and Cancellation. All modifications to this Order must be in writing and signed by both signature parties to this order or their successors. This order may be cancelled at any time by either signature party to this agreement or their successor. Fifteen (15) days prior notice to the date of cancellation must be given. The notice may take any form. In the event of cancellation, personnel assigned to the FAP will be administratively returned to their parent command and assistance to the Station will be provided on a case-by case basis as determined by the CO, CLC-21, CO, Combat Logistic Regiment 25, and G-1, 2d Marine Logistics Group. Should there be a dispute, final resolution for assistance rests with the Commander, 2d Marine Logistics Group.

b. Subordinate Element Missions

(1) CLC-21 Commanding Officer

(a) Personnel assigned to the FAP will have their OQR/SRB and the minimum allowance of uniform clothing in their possession upon reporting for FAP duty.

(b) Coordinate all administrative and disciplinary matters pertaining to Marines assigned to the FAP with CO, H&HS, MCAS Cherry Point.

(c) The CO, CLC-21 will take final discharge action.

(2) CO, H&HS, MCAS Cherry Point

(a) Provide CLC-21 with notification on recommended discharges of Marines assigned to the FAP.

(b) Ensure that administrative procedures and requirements promulgated by current directives are adhered to with respect to assigned FAP personnel. This responsibility includes, but is not limited to, promotion, classification, proficiency pay, messing, billeting, health, welfare, personal affairs/family assistance, servicing and administrative audits of service records, fitness reports, pay matters, proficiency and conduct marks (Pro/Cons), testing, individual equipment issue and inspection, clothing issue, separation physical examinations, casualty reporting, leave and liberty and processing for administrative discharges.

(c) Ensure personnel assigned to the FAP complete all required annual training in accordance with current directives.

(d) Provide technical training within the capability of the command.

(e) FAP personnel may be used to fill H&HS school quotas for a formal school outside the command if approved by the CO, CLC-21.

(f) Info copy CLC-21 on messages pertaining to Marines from their command.

(g) H&HS will conduct reenlistment interviews for all FAP personnel attached to them and process all documentation per current directives. FAP Marines who reenlist while attached to Station will be counted on CLC-21 goals.

c. Coordinating Instructions

(1) Information

(a) There is no minimum tour length for any FAPs.

(b) FAP/DEFAP orders for personnel movement between CLC-21 and the Air Station are shown in enclosure (2).

(c) Except as negotiated on a case-by-case basis between the CO, CLC-21 and CO, H&HS, Cherry Point, any personnel in the following categories will not be assigned to the FAP or will be removed from FAP. Determination of whether personnel meet the criteria of a particular category will be within the cognizance of CO, CLC-21. Should the status of a Marine be disputed, the Commander, 2d Marine Logistics Group will be the final authority for determining the category of the disputed personnel should the issue not be resolved at lower levels.

1. Any CLC-21 personnel pending disciplinary proceedings to include non-judicial punishment or courts-martial.

2. Any CLC-21 personnel pending administrative discharge.

3. Personnel on light or limited duty if they are unable to perform the duties of the FAP billet.

4. Have chronic physical problems or assigned to the weight control/personal appearance or remedial physical training programs, any of which can lead to medical or administrative separation. Marines on the weight control program may be assigned to the FAP provided the parent command has already enrolled the Marine on the program and all unit diary entries have been made. Case-by-case exceptions will be made if mutually agreed upon.

5. Received more than one NJP or courts-martial during current enlistment. Marines who receive an NJP or court-martial for reasons of moral turpitude or illegal drug activity will not be considered for billets where trust and confidence are required for the billet (i.e., Military Police). Case-by-case exceptions will be made if mutually agreed upon.

6. Any Marine determined by the CO, CLC-21 to be unsuitable for service in FAP for any reason not listed above.

7. Any Marine as determined by the Commander, 2d Marine Logistics Group to be required to fill an identified internal need to the 2d Marine Logistics Group

8. Any Marine determined by the Commander, 2d Marine Logistics Group to be required to fill an identified external need tasked to the 2d Marine Logistics Group.

(d) Personnel who enter a disciplinary status while assigned to a FAP billet will be retained by the CO, H&HS, MCAS Cherry Point until all disciplinary action has been completed.

1. H&HS Legal Section will notify CLC-21 of any legal proceedings initiated against any CLC-21 Marines assigned to the FAP.

2. Should the Marine be unable to perform his/her duties as a result of the disciplinary action or when it may not be appropriate to continue to work in that billet, he/she will be returned to their parent command within 5 working days. Normally, a Marine will not be defapped solely based on an NJP or page 11 entry. Exceptions will be by mutual agreement between the CO, H&HS, MCAS Cherry Point and CO, CLC-21.

3. In the event that the Marine commits an offense that results in separation, the following actions apply:

a. The Marine will complete all legal and separation proceedings with Station to allow the Marine to continue working within his/her MOS. Once these proceedings are completed and the 10-day letter is received, the Marine will be defapped to CLC-21 for final processing.

b. Upon notification that a Marine has been awarded a punitive discharge from a courts-martial, the Marine will complete all legal proceedings or confinement with H&HS. Upon completion or release from confinement, the Marine will be defapped to CLC-21 for appellate leave approval. Upon receipt of the convening authority's action, notification will be made to CLC-21 so that the parent unit can transfer the Marine by SRB to the Navy and Marine Corps Appellate Leave Activity (NAMALA).

4. Marines entering a UA status will not be defapped while assigned to the FAP program. However, once a Marine enters a deserter status, the Marine will be administratively defapped to CLC-21. Individual orders, personal effects and all CLC-21 property will be returned to the company within 5 working days. The CO, CLC-21 will publish the Notice of Absentee wanted by the Armed Forces (DD Form 553).

Prior to returning the SRB to CLC-21, a copy of the letter forwarded to the absentee's next of kin generated by the CO, H&HS will be inserted into the service records. Any subsequent legal proceedings will be applied as appropriate.

(e) Operations and Exercises. Email notification will be submitted to the CO, H&HS, MCAS Cherry Point at the earliest practical date prior to the date FAP personnel are recalled for deployment, exercises, any other operational needs or training. Upon notification, the CO, H&HS, MCAS Cherry Point will issue defap orders to the required personnel and direct those individuals to report to CLC-21.

(f) Marines being Discharged or Released from Active Duty. Marines with an upcoming End of Active Service (EAS) will be returned to their parent command not later than 10 days prior to their Estimated Departure Date (EDD). The Marine's parent command is the approving authority for terminal leave.

(g) Marines in Receipt of Permanent Change of Station (PCS) Orders

1. Quotas or PCSOs/PCAOs which affect Marines who are assigned to the FAP will be forwarded by the CO, CLC-21 to the Station MILPERS Officer. In addition, for those assignments where completion of a CO's checklist is required, CLC-21 will contact the H&HS Admin Chief to ensure completion of the required screening process. In the case of nominees for Marine Security Guard (MSG), Drill Instructor (DI), or recruiter duty, the H&HS Career Retention Specialist will complete screening and ensure notification when a Marine is required to appear before a screening board.

2. Upon receipt of other PCSOs on augmented Marines, the CO, CLC-21 will notify the individual via the H&HS Admin Chief to determine the proceed, delay, and travel desired.

5. Administration and Logistics

a. Administration. Not applicable.

b. Logistics. Single FAP personnel will be billeted in the H&HS barracks. Married personnel will report any change of unit to the housing office if they occupy government quarters.

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6. Command and Signal

a. Command. The CO, CLC-21 and CO, H&HS, MCAS Cherry Point will comply with the content of this Order.

b. Signal. Not applicable.


A. B. WILL
Chief of Staff


R. C. MANN
By direction

DISTRIBUTION: MCAS A
2d MLG A

FAP Billets

<u>BIC</u>	<u>BILLET DESCRIPTION</u>	<u>RANK</u>	<u>QTY</u>	<u>MOS</u>
<u>Manpower Directorate</u>				
<u>Postal Office</u>				
M0220700109	ASST POSTAL CHIEF	GYSGT	1	0161
M0220700111	POSTAL CLERK	SSGT	1	0161
M0220700116	POSTAL CLERK	CPL	1	0161
M0220700118	POSTAL CLERK	LCPL	1	0161
M0220700119	POSTAL CLERK	LCPL	1	0161
<u>Installation Personnel Administration Center</u>				
M0220703231	PERSONNEL NCO	CPL	1	0121
M0220703163	PERSONNEL CLERK	LCPL	1	0121
M0220703297	PERSONNEL CLERK	LCPL	1	0121
<u>Marine Corps Community Services</u>				
<u>Retail Operations Department</u>				
M0220700129	RETAIL OFFICER	CWO3	1	4130
M0220700131	EXCHANGE CHIEF	MSGT	1	4133
M0220700133	OPERATIONS CHIEF	SSGT	1	4133
M0220700135	REC WHSE MGR	SGT	1	4133
M0220700137	EXCHANGE CLERK	SGT	1	4133
M0220700139	REC WHSE CLERK	SGT	1	4133
M0220703301	REC WHSE CLERK	SGT	1	4133
<u>Supply Directorate</u>				
<u>Fuels Department</u>				
M0220703374	SECTION LEADER	SSGT	1	1391
M0220701230	SECTION LEADER	SGT	1	1391
M0220703373	BULK FUEL SPEC	SGT	1	1391
M0220701238	BULK FUEL SPEC	SGT	1	1391
M0220701263	BULK FUEL SPEC	CPL	1	1391
M0220701264	BULK FUEL SPEC	CPL	1	1391
M0220701265	BULK FUEL SPEC	CPL	1	1391
M0220701266	BULK FUEL SPEC	CPL	1	1391

<u>BIC</u>	<u>BILLET DESCRIPTION</u>	<u>RANK</u>	<u>QTY</u>	<u>MOS</u>
M0220701267	BULK FUEL SPEC	LCPL	1	1391
M0220701268	BULK FUEL SPEC	LCPL	1	1391
M0220701269	BULK FUEL SPEC	LCPL	1	1391
M0220701270	BULK FUEL SPEC	LCPL	1	1391
M0220701271	BULK FUEL SPEC	LCPL	1	1391
M0220701272	BULK FUEL SPEC	LCPL	1	1391
M0220701273	BULK FUEL SPEC	LCPL	1	1391
M0220701274	BULK FUEL SPEC	LCPL	1	1391
M0220701275	BULK FUEL SPEC	LCPL	1	1391
M0220701276	BULK FUEL SPEC	LCPL	1	1391
M0220701290	BULK FUEL SPEC	PFC	1	1391
M0220701286	BULK FUEL SPEC	PFC	1	1391
M0220701287	BULK FUEL SPEC	PFC	1	1391
M0220701288	BULK FUEL SPEC	PFC	1	1391
M0220701289	BULK FUEL SPEC	PFC	1	1391
M0220701291	BULK FUEL SPEC	PFC	1	1391
M0220701292	BULK FUEL SPEC	PFC	1	1391
M0220701293	BULK FUEL SPEC	PFC	1	1391
M0220701294	BULK FUEL SPEC	PFC	1	1391
M0220701295	BULK FUEL SPEC	PFC	1	1391
M0220701296	BULK FUEL SPEC	PFC	1	1391
M0220701297	BULK FUEL SPEC	PFC	1	1391
M0220701298	BULK FUEL SPEC	PFC	1	1391

Airfield Operations Division

Air Freight/Pass Branch

M0220700704	NCOIC	SGT	1	3112
M0220700709	AIR FREIGHT CLERK	LCPL	1	3112
M0220700711	AIR FREIGHT CLERK	LCPL	1	3112
M0220700724	AIR FREIGHT CLERK	PFC	1	3112

Joint Law Center

M0220702832	OFFICER IN CHARGE	LTCOL	1	4402
M0220702833	TRIAL COUNSEL	MAJ	1	4402
M0220702839	DEFENSE COUNSEL	MAJ	1	4402
M0220702842	DEFENSE COUNSEL	CAPT	1	4402
M0220702843	DEFENSE COUNSEL	CAPT	1	4402
M0220702844	DEFENSE COUNSEL	CAPT	1	4402
M0220702845	TRIAL COUNSEL	CAPT	1	4402

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<u>BIC</u>	<u>BILLET DESCRIPTION</u>	<u>RANK</u>	<u>QTY</u>	<u>MOS</u>
M0220702846	TRIAL COUNSEL	CAPT	1	4402
M0220702858	NCOIC	MSGT	1	4421
M0220702821	WORD PROCESS CHF	SSGT	1	4421
M0220703522	LEGAL SERV CLERK	SSGT	1	4421
M0220702854	LEGAL SERV SPEC	SGT	1	4421
M0220702802	LEGAL SERV CLERK	CPL	1	4421
M0220702803	LEGAL SERV CLERK	CPL	1	4421
M0220702806	LEGAL SERV CLERK	LCPL	1	4421
M0220702807	LEGAL SERV CLERK	LCPL	1	4421
M0220702808	LEGAL SERV CLERK	LCPL	1	4421
M0220702809	LEGAL SERV CLERK	LCPL	1	4421
M0220702810	LEGAL SERV CLERK	LCPL	1	4421
M0220702811	LEGAL SERV CLERK	LCPL	1	4421
M0220702812	LEGAL SERV CLERK	LCPL	1	4421
M0220703520	STENOWRITER	GYSGT	1	4429

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MARINE CORPS AIR STATION
PSC BOX 8003
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IN REPLY REFER TO:
1326
S-1

DEFAP ORDERS/CHECK OUT

RANK LNAME FNAME MI SSN MOS _____

UNIT BILLET DESCRIPTION _____ CAT _____

BMOS BIC _____

REMARKS

I have received my DEFAP Orders from HHS S-1. I understand that I am to proceed to STATION MANPOWER for further direction to CLC-21 no later than _____

(Time/Date). If there are any questions with these orders, please contact Ms Beverly Robayo or Mr Gary Thompson at com1: (252) 466-7026/4054 or DSN: 582-7026/4054.

SIGNATURE DATE

SEQ SECTION SIGNATURE DATE TIME
1 HHS S-1
2 STA MNPWR
3 STA SECURITY
4 CLC-21 S-1