



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

IN REPLY REFER TO:  
ASO 1300.4L  
MPR  
28 Sep 11

AIR STATION ORDER 1300.4L

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

Subj: TEMPORARY ASSIGNMENT OF MILITARY PERSONNEL TO THE  
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 (S-4) for daily police of areas aboard MCAS Cherry Point which have not been assigned to a specific unit for routine police.
2. Cancellation. AirStaO 1300.4K.
3. Mission. Marines and Sailors from various directorates will be temporarily assigned to S-4 to provide assistance enabling 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 some of the functions tasked to the department. Rather than permanently assigning valuable Marines or Sailors to augment the S-4, Marines and Sailors from various directorates throughout MCAS Cherry Point will be used to temporarily provide assistance. Desired end state is a program that rotates Marines and Sailors on a monthly basis to S-4, minimizing the impact on the permanent directorate to which the Marine or Sailor is assigned, yet still enabling S-4 to carry out its assigned mission.

(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.

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b. Tasks

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

(2) Commanding Officer, VMR-1. Designate one Marine for the months of March and October to be assigned to the Air Station Police Detail.

(3) Military Personnel Officer. Coordinate the assignment of Marines and Sailors to the S-4 Officer for the periods designated in enclosure (1).

(4) 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 the Air Station's ceremonies.

(5) 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 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. 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 this duty.

(3) Names of nominees for this duty will be submitted to the Military Personnel Officer by the 20th of the month, or as directed in a personnel tasker prior to assignment. Personnel will be assigned monthly by a Station Special Order.

5. Administration and Logistics. None.

6. Command and Signal

a. Command. This Order is not applicable to the Marine Corps Reserve.

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



E. S. WEISSBERGER  
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	Supply	LCpl or below	1
Mar	VMR-1	LCpl or below	1
Apr	*IPAC/Supply	LCpl or below	1
May	Operations	LCpl or below	1
Jun	JLC	LCpl or below	1
Jul	IPAC	LCpl or below	1
Aug	TISD	LCpl or below	1
Sep	Operations	LCpl or below	1
Oct	VMR-1	LCpl or below	1
Nov	Supply	LCpl or below	1
Dec	IPAC	LCpl or below	1

\*IPAC will cover 1-15 Apr and Supply will cover 16-30 Apr.

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: HHS S-4  
EQUIPMENT ASSIGNMENT: (1) Truck, ½ Ton pick-up  
QUALIFICATIONS: The truck must be equipped  
with flashing warning  
lights.