



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

ASO 4235.11  
SUSR2  
8 Sep 06

AIR STATION ORDER 4235.11

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

Subj: SERIAL NUMBER AND DELIVERY CODE ASSIGNMENT FOR USE BY MARINE  
CORPS AIR STATION CHERRY POINT REQUISITIONERS

Ref: (a) NAVSUP Manual P485, Volume II, Appendix 7

Encl: (1) Requisition Serial Number and Delivery (DEL) Code  
Assignment for Use by Unit Identification Code (UIC)  
X00146 or M00146 Requisitioners  
(2) Marine Transport Squadron 1 (VMR-1) High Priority Serial  
Number List

1. Situation. This Order updates serial numbers and delivery codes assigned to requisitioners within MCAS Cherry Point who use UIC X00146 or UIC M00146 to prepare requisitions and returned-material documents. The serial numbers listed in enclosure (1) should be used for all input to the Uniform Automated Data Processing System (UADPS).

2. Cancellation. ABO 4235.11K.

3. Mission. To assign and effectively employ requisition serial numbers and delivery codes in order to obtain any type of material and to deliver material to the correct organization or unit.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS, Cherry Point has designated the Director of Supply to advise and provide guidance for MCAS Cherry Point requisitioners.

(2) Concept of Operations

(a) The reference lists the service designator and UIC codes for the various branches of service. The service code and the UIC code identify the Department of Defense Activity Address Code (DODAAC) for the activity entered in requisitions and returned-material documents in columns 30 through 35. The Service Code X

ASO 4235.11

8 Sep 06

is cited in column 30 for all requisitions input into UADPS. The Service Code M is cited in column 30 for all other requisition processing, to include open purchases. The use of distinct serial numbers is required for each Air Station requisition to prevent duplication of document numbers. Precise and positive control of serial numbers is necessary to preclude duplication within any UIC. Therefore, requisitioners should contact the activity shown in paragraph 4.c. below when additional serial numbers and delivery codes are required or deletions are warranted.

(b) Enclosure (1) contains serial numbers/delivery codes assigned to M00146 or X00146 requisitioners. The serial numbers assigned are structured using numeric digits 00 through 99 in the first two positions and with alpha characters, excluding I, O, and Z, as a delivery code in the third and fourth positions. The two-digit delivery code is mandatory on all M00146 and X00146 requisitions and will be entered in cc 67-68 of the requisition. The only exception to this requirement is VMR-1, which has two unique serial numbers for use in high priority and Not Mission Capable Supply (NMCS)/Partial Mission Capable Supply (PMCS)/Broad Arrow requisitions. Those exceptions are noted in enclosure (2). These serial numbers/delivery codes for VMR-1 are not input through the regular supply system or UADPS.

(c) Assignment of delivery addresses for both material and status is based on information provided by requisitioners. Delivery information is entered in the UADPS Name and Address File and is used to construct an in-the-clear address for the DD Form 1348-1A, Item Release/Receipt Document.

b. Tasks. The Material Services Division of the Supply Directorate is responsible for the delivery of direct-turnover material and purchased material to MCAS Cherry Point requisitioners. MCAS Cherry Point requisitioners should return any material that was erroneously delivered by the Supply Directorate to the Material Services Division, Building 159 Door T4 or call 466-5754 for pick up of the misdelivered material. All other erroneous deliveries and discrepancies should be processed according to existing instructions and regulations.

c. Coordinating Instructions. Request for additions, deletions or changes to delivery codes, serial numbers and points of contact listed in enclosures (1) and (2) will be directed to the Supply Directorate, Supply Operations Department, Customer Services Division (SUSC20) phone (252) 466-5941 or DSN 582-5941.

5. Administration and Logistics. The Comptroller concurs with this order as it pertains to matters under his cognizance.

6. Command and Signal

a. Command. This Order is applicable to all requisitioners within MCAS Cherry Point who use UIC X00146 or M00146 on their requisitions.

b. Signal. This Order is effective upon the date of signature.



R. C. MANN  
By direction

DISTRIBUTION: A

REQUISITION SERIAL NUMBER AND DELIVERY (DEL) CODE ASSIGNMENT FOR USE  
BY UNIT IDENTIFICATION CODE (UIC) X00146 OR M00146 REQUISITIONERS

| DEL CODE | ACTIVITY                              | SERIAL NUMBER | DELIVERY BUILDING NUMBER | POINT OF CONTACT PHONE NUMBER |
|----------|---------------------------------------|---------------|--------------------------|-------------------------------|
| AA       | VMR-1 AVIONICS                        | 00AA-99AA     | 1639                     | 466-2454/2499/2333            |
| AB       | VMR-1 FLIGHT                          | 00AB-99AB     | 1639                     | 466-2454/2499/2333            |
| AC       | VMR-1 AIR FRAMES                      | 00AC-99AC     | 1639                     | 466-2454/2499/2333            |
| AD       | VMR-1 HYDRAULICS                      | 00AD-99AD     | 1639                     | 466-2454/2499/2333            |
| AE       | VMR-1 SAR/SAFETY                      | 00AE-99AE     | 1639                     | 466-2454/2499/2333            |
| AF       | VMR-1 FLIGHT<br>EQPMT                 | 00AF-99AF     | 1639                     | 466-2454                      |
| AK       | VMR-1 GSE                             | 00AK-99AK     | 1639                     | 466-2454/2499/2333            |
| AL       | VMR-1                                 | 00AL-99AL     | 1639                     | 466-2454                      |
| AN       | VMR-1 CMD STOCK                       | 00AN-99AN     | 1639                     | 466-2454/2499/2333            |
| AU       | VMR-1 RMD STOCK                       | 00AU-99AU     | 1639                     | 466-2454/2499/2333            |
| AV       | VMR-1 ANALYSIS                        | 00AV-99AV     | 1639                     | 466-2454                      |
| AW       | VMR-1 TOOLROOM                        | 00AW-99AW     | 1639                     | 466-2454/2499/2333            |
| BA       | FACILITIES<br>SUPPORT<br>(CONTRACT)   | 00BA-99BA     | 87                       | 466-5330                      |
| BB       | H & HS S-4                            | 00BB-99BB     | 294<br>WING 5            | 466-7361                      |
| BC       | PUBLIC AFFAIRS<br>OFFICE              | 00BC-99BC     | 198<br>ROOM 152          | 466-4241                      |
| BD       | LEGAL SERVICES<br>OFF                 | 00BD-99BD     | 219<br>ROOM 114          | 466-7102                      |
| BE       | COMMAND ANALYSIS<br>& REVIEW          | 00BE-99BE     | 400                      | 466-2404                      |
| BM       | NAVAL<br>INVESTIGATIVE<br>SERVICE     | 00BM-99BM     | 487                      | 466-3681                      |
| BN       | MAINTENANCE<br>TRAINING<br>DETACHMENT | 00BN-99BN     | 244                      | 466-2582                      |
| BP       | G6 FINANCE<br>DIVISION                | 00BP-99BP     | 4397                     | 466-2583                      |

AirStaO 4235.11  
 8 sep 06

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| DEL CODE | ACTIVITY                             | SERIAL NUMBER | DELIVERY BUILDING NUMBER | POINT OF CONTACT PHONE NUMBER |
|----------|--------------------------------------|---------------|--------------------------|-------------------------------|
| BR       | 2D FIIU SSO MALS 14                  | 00BR-99BR     | 3997                     | 466-6881                      |
| BS       | JOINT SAFETY OFFICE                  | 00BS-99BS     | 294                      | 466-2730                      |
| CA       | COMPTROLLER                          | 00CA-99CA     | WING 4                   | 466-4924                      |
| CB       | FACILITIES SYSTEMS SERVICE           | 00CB-99CB     | 87                       | 466-4924                      |
| CE       | CHRO (EAST)                          | 00CE-99CE     | 286                      | 466-4776/4524                 |
| CG       | SUBSTANCE ABUSE COUNSELING CENTER    | 00CG-99CG     | CODE-LP                  | 466-4776/4524                 |
| CH       | CHAPLAIN OFFICE                      | 00CH-99CH     | 80                       | 466-3143                      |
| CK       | MCCS                                 | 00CK-99CK     | 294                      | 466-3143                      |
| CL       | MCCS RECREATION                      | 00CL-99CL     | WING 7                   | 466-4401                      |
| CN       | MCCS CLUBS                           | 00CN-99CN     | 100                      | 466-4000                      |
| CP       | MCCS RETAIL                          | 00CP-99CP     | 400                      | 463-1661                      |
| CR       | MCCS MANAGEMENT                      | 00CR-99CR     | 3452                     | 463-1661                      |
| CS       | COMMUNITY PLANS                      | 00CS-99CS     | 198                      | 466-4196                      |
| DA       | NATEC DETACHMENT CHERRY POINT        | 00DA-99DA     | ROOM 237                 | 466-4196                      |
| DB       | NAVY PORT CONTROL                    | 00DB-99DB     | 1699                     | 466-2149                      |
| EE       | EQUAL EMPLOYMENT OFFICE              | 00EE-99EE     | PICKUP CALL              | 726-5167                      |
| FP       | FACILITIES DEV & FACILITIES PROPERTY | 00FP-99FP     | 80                       | 466-3143                      |
| FR       | LB & B ASSOCIATES                    | 00FR-99FR     | 151A                     | 466-4168                      |
| FS       | CAEUSA                               | 00FS-99FS     | 4305                     | 466-9040                      |
| FX       | FACILITIES DEV & FACILITIES PROPERTY | 00FX-99FX     | 4414                     | 466-9032                      |
| GA       | DIRECTOR OF OPERATIONS               | 00GA-99GA     | ROOM 114                 | 466-9032                      |
| GB       | DISASTER CONTROL (OPS)               | 00GB-99GB     | 151A                     | 466-4168                      |
|          |                                      |               | 1023                     | 466-4114                      |
|          |                                      |               | 1023                     | 466-4114                      |

ENCLOSURE (1)

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| DEL CODE | ACTIVITY  | SERIAL NUMBER | DELIVERY BUILDING NUMBER | POINT OF CONTACT PHONE NUMBER |
|----------|---|---------------|--------------------------|-------------------------------|
| GC       | CEMD COMM-ELECT                                     | 00GC-99GC     | 164                      | 466-2448                      |
| GD       | CEMD COMM-ELECT                                     | 00GD-99GD     | 164                      | 466-2448                      |
| GE       | AIR TRAFFIC CONTROL MAINTENANCE                     | 00GE-99GE     | 1023                     | 466-4114                      |
| GF       | COMMUNICATIONS ELECT                                | 00GF-99GF     | 164                      | 466-2448                      |
| GG       | COMMUNICATIONS ELECT (TELEPHONES) STATION           | 00GG-99GG     | 164                      | 466-2448                      |
| GH       | COMMUNICATIONS                                      | 00GH-99GH     | 164                      | 466-2448                      |
| GJ       | AIRFIELD OPERATIONS                                 | OOGJ-99GJ     | 1023                     | 466-4114                      |
| GK       | CRASH CREW  | 00GK-49GK     | 1023                     | 466-4114                      |
| GL       | EOD   | 00GL-99GL     | 1023                     | 466-4114                      |
| GM       | OPERATIONS WEATHER SERVICE                          | 00GM-99GM     | 1023                     | 466-4114                      |
| GN       | AERIAL SURFACE TARGETS                              | 00GN-99GN     | 1023                     | 466-4114                      |
| GP       | RECOVERY  | 00GP-99GP     | 1023                     | 466-4114                      |
| GQ       | NAVY BOAT DOCKS                                     | 00GQ-99GQ     | 1023                     | 466-4114                      |
| GR       | TRAINING SUPPORT DIVISION                           | 00GR-99GR     | 4335<br>ROOM 159         | 466-2963                      |
| GS       | TRAINING SUPPORT DIVISION                           | 00GS-99GS     | 4335<br>ROOM 159         | 466-2963                      |
| GT       | TACTS   | 00GT-99GT     | 4280                     | 466-2625                      |
| GW       | NAWC AV8B FLT TRNR                                  | 00GW-99GW     | 4066                     | 466-5961                      |
| GX       | NAWC AV8B MAINTENANCE TRNG                          | OOGX-99GX     | 244                      | 466-5961                      |
| GY       | NAWC KC-130 FLIGHT TRNG                             | 00GY-99GY     | 3898                     | 466-5961                      |
| IP       | INSTALLATION PERSONNEL ADMINISTRATION CENTER (IPAC) | 00IP-99IP     | 298                      | 466-2724                      |
| MA       | STATION G-1   | 00MA-99MA     | 198<br>ROOM 231          | 466-3685                      |

AirStaO 4235.11  
 8 Sep 06

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| DEL CODE | ACTIVITY                               | SERIAL NUMBER | DELIVERY BUILDING NUMBER | POINT OF CONTACT PHONE NUMBER |
|----------|--|---------------|--------------------------|-------------------------------|
| MB       | STATION INSPECTOR (CMEO)               | 00MB-99MB     | 198 ROOM 219             | 466-3449                      |
| MC       | MILITARY PERSONNEL DEPARTMENT/MILPERS  | 00MC-99MC     | 298                      | 466-2250                      |
| MD       | MILITARY PERSONNEL/RAPIDS              | 00MD-99MD     | 298                      | 466-3330/3375                 |
| ME       | MARINE AND FAMILY SERVICE OFFICE       | 00ME-99ME     | 232                      | 466-4401                      |
| MF       | FIRE DIVISION                          | 00MF-99MF     | 193                      | 466-2241                      |
| MG       | MILITARY POLICE                        | 00MG-99MG     | 294 WING 2               | 466-6444                      |
| MH       | MILITARY POLICE                        | 00MH-99MH     | 294 WING 2               | 466-6444                      |
| MJ       | FAMILY READINESS                       | 00MJ-99MJ     | 232                      | 466-3236                      |
| MN       | STATION LIBRARY                        | 00MN-99MN     | 298                      | 466-3552                      |
| MP       | MILITARY POLICE (CID DIVISION)         | 00MP-99MP     | 294 WING 2               | 466-6444                      |
| NA       | FACILITIES DIRECTORATE                 | OONA-99NA     | 198 ROOM 220             | 466-2832                      |
| NC       | FACILITIES ENGINEERING                 | 00NC-99NC     | 163                      | 466-4762                      |
| NE       | HOUSING DEPARTMENT                     | 00NE-99NE     | 298                      | 466-2071                      |
| NG       | HOUSING BOQ                            | 00NG-99NG     | 487                      | 466-2385                      |
| NH       | EXPLOSIVE ORDNANCE DISPOSAL            | 00NH-99NH     | 4293                     | 466-4114                      |
| NJ       | STATION MOTOR T                        | 00NJ-99NJ     | 160                      | 466-3502                      |
| NK       | STATION MOTOR T                        | 00NK-99NK     | 160                      | 466-3502                      |
| NL       | STATION MOTOR T                        | 00NL-99NL     | 160                      | 466-3502                      |
| NM       | STATION MOTOR T                        | 00NM-99NM     | 160                      | 466-3502                      |
| NN       | STATION MOTOR T (GAS)                  | 00NN-99NN     | 160                      | 466-3502                      |
| NP       | ENVIRONMENTAL AFFAIRS DEPARTMENT       | 00NP-99NP     | 4223                     | 466-3631                      |
| NR       | SUPPLY DIRECTORATE ORDNANCE DEPARTMENT | 00NR-99NR     | 1290                     | 466-3838                      |

ENCLOSURE (1)

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| DEL<br>CODE | ACTIVITY                               | SERIAL<br>NUMBER | DELIVERY<br>BUILDING<br>NUMBER | POINT OF CONTACT<br>PHONE NUMBER |
|-------------|--|------------------|--------------------------------|----------------------------------|
|             | FACILITIES<br>MAINTENANCE              |                  |                                |                                  |
| PA          | DEPARTMENT (FMD)                       | 00PA-99PA        | 4464                           | 466-2198                         |
| PB          | FMD MASONRY                            | 00PB-99PB        | 4464                           | 466-6383                         |
| PC          | FMD PAINT AND GLASS                    | 00PC-99PC        | 4464                           | 466-6383                         |
| PD          | FMD MATERIAL<br>SUPPORT                | 00PD-99PD        | 4464                           | 466-6383                         |
| PE          | FMD MATERIAL<br>SUPPORT                | 00PE-99PE        | 4464                           | 466-6383                         |
| PF          | FMD                                    | 00PF-99PF        | 4464                           | 466-5965                         |
| PG          | ROICC FAC CONTRACTS                    | 00PG-99PG        | 4464                           | 466-4531                         |
| PH          | FMD WELDING &<br>SHEETMETAL            | 00PH-99PH        | 4464                           | 466-6383                         |
| PJ          | FMD PLUMBING                           | 00PJ-99PJ        | 4464                           | 466-6383                         |
| PK          | FMD MATERIAL<br>SUPPORT                | 00PK-99PK        | 4464                           | 466-6383                         |
| PL          | FMD PIPEFITTING                        | 00PL-99PL        | 4464                           | 466-6383                         |
| PM          | FMD WIRING                             | 00PM-99PM        | 4464                           | 466-6383                         |
| PN          | FMD ELECTRICAL                         | 00PN-99PN        | 4464                           | 466-6383                         |
| PP          | FMD MATERIAL<br>SUPPORT                | 00PP-99PP        | 4464                           | 466-6383                         |
| PS          | FMD BOGUE FIELD<br>(EXT 210)           | 00PS-99PS        | 4464                           | 466-6383                         |
| PT          | FMD MATERIAL<br>SUPPORT                | 00PT-99PT        | 4464                           | 466-3904                         |
| PU          | FMD QUICKDRAW                          | 00PU-99PU        | 4464                           | 446-6383                         |
| PV          | FMD REFUSE                             | 00PV-99PV        | 4464                           | 466-6383                         |
| PW          | FMD ENERGY<br>MANAGEMENT SYSTEMS       | 00PW-99PW        | 4464                           | 466-6383                         |
| PX          | FMD, ENERGY<br>SERVICES                | 00PX-99PX        | 4464                           | 466-6383                         |
| PY          | FMD, BOGUE FIELD<br>(EXT 210)          | 00PY-99PY        | 4464                           | 466-6383                         |
| RB          | SUPPLY DIRECTORATE<br>RESOURCES OFFICE | 00RB-99RB        | 159                            | 466-5631                         |



AirStaO 4235.11  
 8 Sep 06

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| DEL<br>CODE | ACTIVITY  | SERIAL<br>NUMBER | DELIVERY<br>BUILDING<br>NUMBER | POINT OF CONTACT<br>PHONE NUMBER |
|-------------|---|------------------|--------------------------------|----------------------------------|
| RH          | SUPPLY DIRECTORATE<br>CUSTOMER SERVICE                | 00RH-99RH        | 159                            | 466-3045                         |
| RK          | SUPPLY DIRECTORATE<br>CONTRACTING<br>DEPARTMENT       | 00RK-99RK        | 159                            | 466-3446                         |
| RS          | SUPPLY DIRECTORATE<br>CRRC<br>ISSUES/RECEIPTS         | 00RS-99RS        | 159                            | 466-2331                         |
| RT          | SUPPLY DIRECTORATE<br>CUSTOMER SERVICES<br>(SUPPLIES) | 00RT-99RT        | 159                            | 466-3045                         |
| SF          | SEMPER FIT (G-1)                                      | 00SF-99SF        | 3383                           | 466-2404                         |
| SP          | SUPPLY DIRECTORATE<br>STATION PROPERTY                | 00SP-99SP        | 159                            | 466-5425                         |
| SR          | SUPPLY DIRECTORATE<br>PERSONAL PROPERTY<br>(TMO)      | 00SR-99SR        | 298                            | 466-4457                         |
| SW          | SUPPLY DIRECTORATE<br>FUEL DEPARTMENT                 | 00SW-99SW        | 4221                           | 466-4955                         |
| UD          | FACILITIES DEV &<br>FACILITIES PROPERTY               | 00UD-99UD        | 151                            | 466-4168                         |
| UE          | FACILITIES DEV &<br>FACILITIES PROPERTY               | 00UE-99UE        | 151                            | 466-4168                         |
| UF          | FACILITIES DEV &<br>FACILITIES PROPERTY               | 00UF-99UF        | 151                            | 466-4168                         |
| UG          | FACILITIES DEV &<br>FACILITIES PROPERTY               | 00UG-99UG        | 151                            | 466-4168                         |
| UJ          | FAC DEV & FAC<br>PROPERTY                             | 00UJ-99UJ        | 151                            | 466-4168                         |
| UL          | SUPPLY DIRECTORATE<br>FOOD SERVICE<br>(PROPERTY)      | 00UL-99UL        | 150                            | 466-5329                         |
| UN          | SUPPLY DIRECTORATE<br>FOOD (ACCOUNTING)               | 00UN-99UN        | 3451                           | 466-3323                         |
| XP          | G-6 NETWORKING  | 00XP-99XP        | 4397                           | 466-2583                         |

ENCLOSURE (1)

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| DEL<br>CODE | ACTIVITY   | SERIAL<br>NUMBER | DELIVERY<br>BUILDING<br>NUMBER | POINT OF CONTACT<br>PHONE NUMBER |
|-------------|--|------------------|--------------------------------|----------------------------------|
| YB          | RESERVE SUPPORT  | 00YB-99YB        | 3933                           | 466-2435                         |
| YE          | HOSPITAL OPERATIONS<br>(SERVMART)                                      | OOYE-99YE        | 4389                           | 466-0133                         |
| YM          | NORTHROP-<br>GRUMMAN/CHUGACH<br>(TARGETS)                              | 00YM-99YM        | 7029                           | 252-225-0911 EX:337              |
| YT          | NAVY BOAT DOCKS<br>NORTHROP-<br>GRUMMAN/CHUGACH<br>(TARGETS SEA LEVEL) | 00YT-99YT        | 4280                           | 466-7557                         |

VMR-1 HIGH PRIORITY SERIAL NUMBER LIST  
(NOT FOR INPUT INTO UADPS)

| DEL<br>CODE | ACTIVITY                        | SERIAL<br>NUMBER | DELIVERY<br>BUILDING<br>NUMBER | POINT OF CONTACT<br>PHONE NUMBER |
|-------------|---------------------------------|------------------|--------------------------------|----------------------------------|
| A__         | VMR-1 High Pri                  | A001-A099        | 1639                           | 466-2454/2499/2333               |
| G__         | VMR-1 NMCS/PMCS/<br>Broad Arrow | G001-G100        | 1639                           | 466-2454/2499/2333               |