



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

ASO 5050.9F
FAC
17 MAR 2016

AIR STATION ORDER 5050.9F

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

Subj: COMMAND CONFERENCE CENTER (CCC)

Ref: (a) ASO 5760.2C

1. Situation. This Order provides information, procedures, and actions governing the use of the Command Conference Center (CCC), located within the Cherry Point Inn (first deck, building 487, Temporary Officer Quarters (TOQ)-1), and addresses a requirement for conference rooms that can accommodate up to 100 persons at one locale.

2. Cancellation. ASO 5050.9E.

3. Mission. To establish procedures for reserving the CCC and designate the Transient Housing Manager as the final approval/disapproval authority.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CCC serves as an optimum meeting and conference space that accommodates large groupings to support the readiness of activities aboard the Installation.

(2) Concept of Operations

(a) The Transient Housing Manager is the approval/disapproval authority for CCC reservations.

(b) The CCC may be scheduled for the following functions, in order of their priority:

1. Command sponsored conferences, meetings, and receptions. (Reservations may be made up to six months in advance).

2. Official training, seminars, and classes. (Reservations may be made up to three months in advance).

3. Meetings of private organizations that are authorized to operate aboard the Installation per the reference. (Reservations may be made up to 30 days in advance).

(c) Normal Operating Hours

1. Normal operating hours of the CCC are from 0700-1700, Monday through Friday, excluding holidays.

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

2. Requests to operate outside these posted hours will be reviewed on an individual basis.

(d) Cherry Point Lodging

1. Manage the CCC reservations.

2. Reservations are accepted on a first come, first serve basis per the established priority list.

3. Upon receipt of a phone call or e-mail reservation request, Cherry Point Lodging will provide an e-mail response with approval or disapproval, and disseminate any additional instructions if necessary.

b. Coordinating Instructions

(1) Requests for use of the CCC are accepted by calling (252) 466-5169, Monday through Friday, 0730-1600 (excluding holidays). Requests shall be confirmed in writing, via e-mail, within three working days of the request.

(2) Coordination for refreshments or catering services is the responsibility of the requester. Requests for refreshments and/or catering services will be accepted by calling Marine Corps Community Services (MCCS) at (252) 466-5555, or by contacting any other food establishment aboard the Installation. Staging of refreshments in the CCC is restricted to the designated area in the lobby of the conference room.

(3) Furnishings shall not be removed from the conference room areas. Furniture rearranged for conference purposes shall be returned to its original arrangement on the day the event ends.

(4) Cleanup is the responsibility of the user and shall be accomplished daily and immediately following the end of the scheduled event. Cleanup shall include trash removal from the premises, removal of all unused materials, and general cleanup when refreshments are provided. At the completion of the cleanup, the event point of contact (or other appointed personnel) must coordinate with the Cherry Point Inn front desk staff for inspection of the room. Failure to clean and restore the room back to its original arrangement will result in a service charge.

(5) Telephone jacks are available throughout the CCC lobby, which allows for access to Installation phone lines only. If access to outside phone lines is needed, contact the Telecommunications and Information Systems Directorate (TISD) at (252) 466-4800 for assistance. Once a computer jack is available for connecting a government computer to the unclassified network, the user must call (252) 466-5058 for connectivity.

(6) Audio and visual equipment are available in the CCC. See the front desk for instruction on its use.

5. Administration and Logistics. Questions pertaining to the contents of this Order should be directed to the Facilities Directorate, MCAS Cherry Point.

17 MAR 2016

6. Command and Signal

(a) Command. This Order is applicable to MCAS Cherry Point, its subordinate and tenant commands, and all other personnel authorized to use the Command Conference Center.

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



TRAVIS L. POWERS
Executive Officer

DISTRIBUTION: A