



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

ASO 5750.1L
TRNG
22 Jun 11

AIR STATION ORDER 5750.1L

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

Subj: COMMAND CHRONOLOGY

Ref: (a) MCO 5750.1H
(b) MCIEASTO 5750.1

Encl: (1) Directorate Reporting Functions
(2) Sample Directorate Command Chronology
(3) Sample Manpower Directorate Command Chronology
(4) Sample Facilities Directorate Command Chronology
(5) Sample Staff Historian Appointment Letter

1. Situation. This Order establishes the provisions of references (a) and (b) for the administration of Marine Corps Air Station (MCAS) Cherry Point Command Chronology.

2. Cancellation. ASO 5750.1K

3. Mission. To publish revised guidance and instructions for commanders, staff members, and individuals involved in the execution of the MCAS Cherry Point Command Chronology.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Air Station Order replaces ASO 5750.1K and its changes, and provides revised instructions and requirements for the MCAS Cherry Point Command Chronology.

(2) Concept of Operations. The Command Chronology will provide a concise review of the highlights in the experiences and events of this Air Station that are considered to be of significance to higher authority. Enclosure (1) identifies Directorate specific reporting functions.

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

b. Coordinating Instructions

(1) Command Chronologies will be submitted according to the following schedule:

<u>Quarter</u>	<u>Period Covered</u>	<u>Due Date</u>
1 st Quarter	1 Jan - 31 Mar	10 Apr
2 nd Quarter	1 Apr - 31 Jun	10 Jul
3 rd Quarter	1 Jul - 30 Sep	10 Oct
4 th Quarter	1 Oct - 31 Dec	10 Jan

If the due date falls on a weekend or holiday, the submission will be due on the following business day. Enclosure (2) contains a sample Directorate Command Chronology submission. All Directorates with the exception of the Manpower and Facilities Directorates will follow this format when compiling their submission. Enclosure (3) contains a sample Command Chronology submission from the Manpower Directorate. Enclosure (4) contains a sample Command Chronology submission from the Facilities Directorate.

(2) An original and one copy of the signed chronology is required. The submission must be hand delivered and the electronic version must be emailed to the Command Historian in accordance with the timelines listed above.

(3) All Directorates are tasked with preparing quarterly Command Chronologies and forwarding them to the Operations Directorate/Command Historian. Enclosure (1) details all Directorate reporting functions.

(4) In addition to the Directorates listed in enclosure (1), the following will each submit a separate Command Chronology in accordance with reference (a). These chronologies will be attached to the Air Station Command Chronology as appendices. Enclosure (2) will be the format used for all submissions.

(a) Headquarters and Headquarters Squadron (H&HS).

(b) Marine Fixed-Wing Transport Squadron One (VMR-1)

(c) Center for Naval Aviation Technical Training -
Marine Unit (CNATT)

(5) Command Historian. The Command Historian will maintain all recorded interviews, presentations, briefings, etc. in accordance with paragraphs 3005 and 9004.1 and Appendix B of reference (a), to be made a part of the oral historical program.

(6) Supporting documents will be folded to 8-1/2" x 11" and attached to the narration. Do not place enclosure markings on supporting documents.

(7) Directorates tasked with submitting quarterly Command Chronologies must appoint a Staff Historian in writing. Enclosure (5) will be the format used for appointment letters.

5. Administration and Logistics

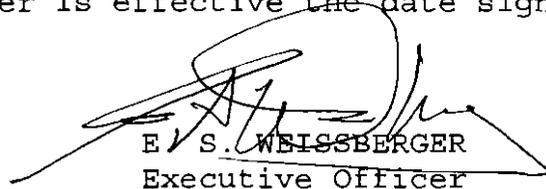
a. The Command Chronology will be submitted quarterly to the Command Historian for annual submission covering the period of 1 January to 31 December.

b. Recommendations concerning the contents of this Order may be forwarded to the Director of Operations via the appropriate chain-of-command.

6. Command and Signal

a. Command. This Order is applicable to all responsible for reporting a quarterly Command Chronology as identified in this Order.

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


E. S. WEISSEBERGER
Executive Officer

DIRECTORATE REPORTING FUNCTIONS

1. Manpower Directorate (MPR). MPR will report numbers of Marines, Sailors, Soldiers, Airmen, and Civilians (to include appropriated fund (APF) and Non-Appropriated Fund Instrumentality (NAFI)) on board strength per month. MPR will also select for inclusion into the chronology significant Air Station Orders and/or other documents considered to be historical in nature. MPR will also report status on awards/promotions for both military members and civilians. MPR will also report the number of workers' compensation claims and recovery efforts if warranted.
2. Joint Public Affairs Office (JPAO). JPAO will submit a CD which contains all Windsocks. JPAO will also submit articles deemed historically significant from local newspapers.
3. Facilities Directorate (FAC). FAC will report all modifications to plants and facilities. FAC will include estimates, sketches, blueprints, and maps of buildings deemed historically significant. Facilities will report on work requests submitted and completed during the reporting period. Facilities will also report on any significant studies and reports like the water quality report, etc...
4. Operations Directorate (OPS). Operations will report on all historically significant operational issues, statistics, and plans as related to Airfield Operations, Mission Assurance, Range Management, Training, and the Air Show.
5. Marine Corps Community Services (MCCS). MCCS will report on all programs under their purview available to service members/spouses. MCCS will also report on all special programs/events, and major modifications to plants and facilities.
6. Supply Directorate (SUP). SUP will report on all contracting efforts with statistics. SUP will report on purchase card efforts and statistics.
7. Telecommunication Information Systems Directorate (TISD). TISD will report ASDP waiver information, improvements to existing communication assets and facilities and other historical issues as required.

8. Comptroller Directorate (COMPT). The COMPT will report on all financial matters for the Command, the impact of any continued resolution, the results of audits, and statistics regarding the travel card program and program budget advisory committee (PBAC) issues.
9. Station Inspector (INSP). The INSP will report on all congressional inquiries, hotline complaints, and equal opportunity statistics for the Command.
10. Joint Law Center (JLC). The JLC will report on all legal issues and associated statistics.
11. Chaplain (CHAP). The CHAP will report on all religious items/programs of significance to the Command including programs like the holiday basket and other such programs.
12. Security and Emergency Services (SES). SES will report all statistics as it pertains to crime, fire fighting /prevention strategies, emergency calls, accidents, and licenses/suspensions.
13. Safety and Standardization Directorate (SS). The SS will report a summary of mishaps, accidents (to include cost), number of lost days/light duty days, and the number of inspections conducted.
14. Command Analysis and Review (CAR). The CAR office will report on all Continuous Process Improvement (CPI) initiatives throughout the Command. The CAR office will also report on the economic impact of the base.
15. Community Plans and Liaison Office (CPLO). The CPLO will report on all pertinent civic actions and community relations highlights.

SAMPLE DIRECTORATE COMMAND CHRONOLOGY

COMMAND CHRONOLOGY 2011
OPERATIONS DIRECTORATE
MARINE CORPS AIR STATION CHERRY POINT

SECTION I: OPERATIONS DIRECTORATE ORGANIZATIONAL DATE

1. OFFICE DESIGNATION: Operations Directorate
2. PERIOD COVERED: 1 January 2011 - 30 December 2011
Cherry Point, NC
3. PERSONNEL INFORMATION:
 - a. Director of Operations:

LtCol James M. Garrett
1 January 2011 - 6 February 2011

GS-13 James D. Riemer
7 February 2011 - 30 December 2011
 - b. Deputy Director of Operations:

GS-13 James D. Riemer
1 January 2011 - 6 February 2011

Vacant
7 February 2011 -
 - c. Principal Staff Members:
 - (1) Airfield Operations Department Director:

LtCol Kenneth L. Asbridge
1 January 2011 - 18 February 2011

LtCol Alan W. Solter
22 February 2011 -
 - (2) Mission Assurance Program Director:

Maj Todd E. Yeats (Acting)
1 January 2011 -

(3) Range Management Department Director:

GS-13 Kenneth L. Cobb
1 January 2011 -

(4) Training Support Department Director:

LtCol Paul A. Rosenbloom
1 January 2011 -

(5) Airfield Operations Department Deputy Director:

GS-13 John L. Jackson
1 January 2011 -

(6) Range Management Department Deputy Director:

GS-12 Mark E. Condra (Acting)
1 January 2011 -

(7) Training Support Department Deputy Director:

GS-12 L. Brie Lehew
1 January 2011 -

d. Operations Directorate Staff Historian:

GS-12 L. Brie Lehew
1 January 2011 -

e. Operations Directorate Senior Enlisted:

MGySgt Igor Pardee
1 January 2011 -

4. EQUIPMENT:

- (1) Conveyor Truck
- (2) Stair Trucks
- (1) 12 Passenger Van
- (15) Manual Boarding Stairs

SECTION II: OPERATIONS DIRECTORATE (OPS) NARRATIVE SUMMARY

During calendar year 2011, the Operations Directorate (OPS) maintained its vital support of MCAS Cherry Point's mission to provide the highest quality operating environment.

Airfield Operations (AOPS) Department

The Airfield Operations Department (AOPS) processed 14,316 flight plans and 763 stereo routes, including 3,573 transient aircraft. A total of 567 Notice to Airmen (NOTAMS) were transmitted. MCAS Cherry Point supported 805 large passenger/cargo aircraft that transported 61,318 passengers and 13,702.6 short tons of cargo in support of Second Marine Expeditionary Force (II MEF) and Second Marine Aircraft Wing (2d MAW) units.

Mission Assurance Department

The Mission Assurance Department (MA)...

Range Management Department

The Range Management Department (RMD)...

Training Support Department

The Training Support Department (TRNG)...

SECTION III: OPERATIONS DIRECTORATE SEQUENTIAL LISTING OF SIGNIFICANT EVENTS

Date	Item	Section
20 Jan 2011	Ms. Etta Lucas assumed duties as Installation Emergency Manager previously filled by Mr. Timothy Harvey.	MA
7 Feb 2011	Mr. James D. Riemer assumed responsibilities as Director of Operations from LtCol James M. Garrett.	OPS
22 Feb 2011	LtCol Alan W. Solter relieves LtCol Kenneth L. Asbridge as the Airfield Operations Officer.	AOPS

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SECTION IV: OPERATIONS DIRECTORATE LIST OF SUPPORTING DOCUMENTS

1. Article in New Bern Sun Journal dated 2 February 2011 on the 2012 Air Show.
2. Article in the Marine Corps Times dated 14 February 2011 on Marines celebrating Valentine's Day at MCAS Cherry Point.

SECTION I: MANPOWER DIRECTORATE ORGANIZATIONAL DATA

1. OFFICE DESIGNATION: Manpower Directorate
2. PERIOD COVERED: 1 January 2011 - 30 December 2011
Cherry Point, NC
3. PERSONNEL INFORMATION:
 - a. Director of Manpower:

GS-15 Andrew Kowalski
1 January 2011 - 31 December 2011
 - b. Deputy Director of Manpower:

GS-12 Joseph R. Onizuk (Acting)
1 January 2011 - 31 December 2011
 - c. Principal Staff Members:
 - (1) Civilian Manpower Director:

GS-12 D. Wayne Brooks
1 January 2011 - 31 December 2011
 - (2) Military Personnel Officer:

GS-11 Gary L. Thompson
1 January 2011 - 31 December 2011
 - (3) Installation Personnel Administration Center (IPAC) Director:

CW05 Jeffrey M. Bonzo
1 January 2011 -
 - (4) FECA Investigation Division Director:

GS-12 Dana M. Steele
1 January 2011 -
 - (5) Adjutant

Capt Elizabeth C. Snyder
1 January 2011 -

d. Manpower Directorate Staff Historian:

GS-11 Gary L. Thompson
1 January 2011 -

e. Manpower Directorate Senior Enlisted:

MGySgt Ira Hayes
1 January 2011 -

4. EQUIPMENT:

- (1) Surveillance Van
- (1) 12 Passenger Van
- (15) Manual Boarding Stairs

SECTION II: MANPOWER DIRECTORATE NARRATIVE SUMMARY

During calendar year 2011, the Manpower Directorate (MPR) maintained its vital support of MCAS Cherry Point's mission to provide the highest quality Manpower environment....

Civilian Manpower Office

The Civilian Manpower Office (CMO) processed ____ requests for personnel actions. . . A comprehensive review of the civilian portion of the Table of Organization (T/O) was conducted. Several civilian billets were added to the T/O including... On Board strengths appear below.

	Civilian APF	Civilian NAF
January 2011		
February 2011		
March 2011		

The following awards were presented to civilian personnel:

- a. Distinguished Civilian Service Medal: 3
- b. Meritorious Civilian Service Medal: 0
- c. Certificates of Commendation: 4

d. Letters of Appreciation: 5

e. Beneficial Suggestions: 6

Military Personnel Office

The Military Personnel Office (MilPers)... All Table of Organization Change Requests (TOECR) were placed on hold... Average monthly strength appears below.

	USMC Off	USMC SNCO	USMC Enl	USMC Reserve	FAP Off	FAP Enl	USN Off	USN Enl
January 2011								
February 2011								
March 2011								

Statistics appear below.

1. Officers Joined:

2. Officers Dropped:

3. USMC Enlisted Joined:

USMC Enlisted Dropped:

USN Joined:

USN Dropped:

Installation Personnel Administration Center

The IPAC (IPAC)...

Federal Employee Compensation Act Investigation Division

The FECA Investigation Division (FID)...

Adjutant Division

The Adjutant (ADJ) Division undertook its tasks of awards preparation, and files and directives control. The following details are provided:

1. Awards Presented to Personnel:

a. Navy Commendation Medal: 3

- b. Navy and Marine Corps Achievement Medal: 10
- 2. Legislation and Congressional Action: 20
- 3. Promotions: 100

The following promotions were effected:

Lieutenant Colonel	- 0
Major	- 2
Lieutenant (USN)	- 1
First Lieutenant	- 0
Master Gunnery Sergeant	- 1
Master Sergeant	- 2
Gunnery Sergeant	- 5
Staff Sergeant	- 7
Sergeant	- 15
Corporal	- 23
Lance Corporal	- 45
Private First Class	- 67

The following policies/directives/standard operating procedures directives, unit orders, bulletins and memoranda were issued:

Numerical Designation of Publication	Name of Publication	Responsible Directorate	Date Revised/Approved	Directive provided in Enclosure

SECTION III: MANPOWER DIRECTORATE SEQUENTIAL LISTING OF
SIGNIFICANT EVENTS

Date	Item	Section
20 Jan 2011	Mr. Joseph Onizuk assumed responsibilities as the Deputy Director of Manpower.	MPR
7 Feb 2011	CW05 Jeffrey Bonzo assumed responsibilities as the Director of the IPAC.	IPAC
22 Feb 2011	The Military Personnel section sent Cpl James Law to Afghanistan to serve as an Individual Augment (IA)	MilPers

SECTION IV: MANPOWER DIRECTORATE LIST OF SUPPORTING DOCUMENTS

1. Article in New Bern Sun Journal dated 2 February 2011 on the Status of Manpower.
2. Article in the Marine Corps Times dated 14 February 2011 on IPAC Marines celebrating Valentine's Day at MCAS Cherry Point.

SAMPLE FACILITIES DIRECTORATE COMMAND CHRONOLOGY

COMMAND CHRONOLOGY 2011
FACILITIES DIRECTORATE
MARINE CORPS AIR STATION CHERRY POINT

SECTION I: FACILITIES DIRECTORATE ORGANIZATIONAL DATA

1. OFFICE DESIGNATION: Facilities Directorate
2. PERIOD COVERED: 1 January 2011 - 30 December 2011
Cherry Point, NC
3. PERSONNEL INFORMATION:
 - a. Director of Facilities:

GS-15 Chester A. Conklin
1 January 2011 - 31 December 2011
 - b. Deputy Director of Facilities:

LtCol Brian E. Kuhn
1 January 2011 - 31 December 2011
 - c. Principal Staff Members:
 - (1) Environmental Affairs Officer:

GS-14 George W. Radford
1 January 2011 - 31 December 2011
 - (2) Facilities Development Officer:

GS-13 Donald M. Elliott
1 January 2011 - 31 December 2011
 - (3) Facilities Engineering Officer:

CDR Kevin K. Juntunen
1 January 2011 - 31 December 2011
 - (4) Facilities Maintenance Officer:

Maj Sean T. Dugan
1 January 2011 - 31 December 2011

(5) Facilities System Services Officer:

GS-12 Alice E. Mouraviev
1 January 2011 - 31 December 2011

(6) Housing Officer:

LtCol Brian E. Kuhn
1 January 2011 - 31 December 2011

(7) Motor Transport Officer:

GS-12 John E. Robinson
1 January 2011 - 31 December 2011

d. Facilities Directorate Staff Historian:

GS-06 Sally C. Kelley
1 January 2011 - 31 December 2011

e. Facilities Directorate Senior Enlisted:

MGySgt Ira Hayes
1 January 2011 - 31 December 2011

4. EQUIPMENT:

a. Environmental Affairs Department:

Equipment	Auth	Poss
Ford 4110 Tractor with assorted implements	1	1

b. Motor Transport Department:

Type	Class "A"	Class "B"	Class "C"	Total
Automotive USMC	0	124	33	157

SECTION II: FACILITIES DIRECTORATE NARRATIVE SUMMARY

During calendar year 2011, the Facilities Directorate (FAC) maintained its vital support of MCAS Cherry Point's mission to provide the highest quality Facilities environment....

Environmental Affairs Department

The Environmental Affairs Department (EAD) continued to foster their excellent relationship with environmental regulatory personnel in the State of North Carolina and Federal levels. The Qualified Recycling Program reported the following statistics:

	Gallons of Used Oil Sold	Earned Income from Used Oil Proceeds
January 2011		
February 2011		
March 2011		

Facilities Development Department

The Facilities Development Department (FDD) awarded sustainment and restoration projects valued at over 32 million. The following major modifications (valued at \$100K or more) to plant and facilities are submitted:

Bldg #	Synopsis of Renovation	Contractor	Value of Renovation

197 Military construction (MilCon) projects were approved and funded. Details of major projects appear below.

Project #	Synopsis of MilCon	FY	Value of Project

The following MilCon projects were completed during this year. Details of major projects appear below:

Project #	Synopsis of MilCon	FY	Value of Project	Date Completed

Ribbon cutting ceremonies for the buildings described above were conducted. Photographs and associated newspaper articles appear in Enclosures (1) through (23).

Facilities Engineering Department

The Facilities Engineering Department (FED) designed or consulted on 259 tasks during 2010. Under the design control of Facilities Engineering, 88 contracts valued at \$37,032,964 were awarded. A list of major projects appears below.

Project #	Synopsis of Project	Contractor	Cost

In addition to the projects listed above, another 12 M2 projects valued at \$9,500,000 were completed.

Facilities Maintenance Department

The Facilities Maintenance Department (FMD) continued its longstanding tradition of providing quality service to the installation. The Production Management Division performed work orders as specified in the Performance Work Statement of the Most Efficient Organization. The Department continues to receive an outstanding performance rating from the Quality Assurance Team. Statistics regarding work orders appears below.

Type of Work Order	#
Preventive Maintenance	45,476
Emergency Service	6
Urgent	54
Corrective Maintenance	19,752
Indefinite Quality Contracts Monitoring	568
FS	527
Totals	

Operations Management Division received and processed self help projects and continued to write specifications. Identified self-help projects resulted in a cost avoidance of \$10K. Total contracted projects awarded and funded was \$19.5M. Statistics regarding their area appears below.

Type of Project	#
Self Help Projects	32
Controlled Inspections	107
Indefinite Quality Contracts	333
Purchase Service Contracts	330
Small/Large Purchase Contracts	201
Warranty Issues	217
Totals	

The Utilities Management Division continued to collect analyses required to satisfy various national Pollution Discharge Elimination Systems permits for the North Carolina Division of Water Quality and North Carolina Department of Environment, Health and Natural Resources.

Type of Utility	Annual Utilities Consumed/Produced
Water produced	1,526,851 KGAL
Sewage Treatment	613,633 KGAL
Electrical purchases	217,687,000 KWH
Steam Produced	524,004,151 lbs

Facilities System Services Department

The Facilities System Services Department (FSSO) ...

Housing Department

The Housing Department (HD)...

Motor Transport Department

The Motor Transport Department...

SECTION III: FACILITIES DIRECTORATE SEQUENTIAL LISTING OF
SIGNIFICANT EVENTS

Date	Item	Section
20 Jan 2011	Mr. Skip Conklin attended the GeoFidelis working group.	FAC
7 Feb 2011	Don Elliott attended the Facilities Planning Conference in Norfolk.	FDD
28 Feb 2011	Mary Simmerman attended a conference in Florida attaining her Level IV rating	HD
5 Mar 2011	Received Notice of Violation (NOV-2011-LV-0007).	EAD

SECTION IV: FACILITIES DIRECTORATE LIST OF SUPPORTING DOCUMENTS

1. Article in New Bern Sun Journal dated 2 February 2011 on the Status of Facilities.
2. Blueprints for Building 1.
3. Ribbon cutting ceremony dated 24 February on the Headquarters Building.



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22 Jun 11

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

5750
OPS
DATE

From: Director of Operations, Marine Corps Air Station, Cherry Point
To: Heather R. Nicely, GS-06

Subj: APPOINTMENT AS DIRECTORATE STAFF HISTORIAN

Ref: (a) MCO 5750.1H
(b) MCIEASTO 5750.1
(c) ASO 5750.1L

1. Per references (a) through (c), you are appointed Staff Historian for the Operations Directorate.
2. You are to thoroughly familiarize yourself with references (a) through (c). As Staff Historian, your major responsibilities are to:
 - a. Compile information from the various departments into the Directorate submission ensuring all acronyms are spelled out the first time used.
 - b. Maintain copies of all supporting documentation for inclusion with the official Directorate submission.
 - c. Attend an annual Command Chronology training evolution.
3. You will submit the Directorate Command Chronology in accordance with the timeline established in reference (c).

J. D. RIEMER

OPS

(DATE)

From: Heather R. Nicely, GS-06
To: Director of Operations, Marine Corps Air Station, Cherry Point

Subj: APPOINTMENT AS DIRECTORATE STAFF HISTORIAN

1. I have read and understand the references and have assumed all duties in conjunction with my appointment as Staff Historian. I further understand that I am required to complete Command Chronology training.
2. My duty phone number is DSN 582-5147 or commercial (252)466-5147. My email address is heather.nicely@usmc.mil.

H. R. NICELY

Copy to:
OPS/Trng

ENCLOSURE (5)