



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
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AirStaO 8960.1A  
EADJ  
17 JUL 2001

AIR STATION ORDER 8960.1A

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

Subj: CONSOLIDATED ARMORY

Ref: (a) OPNAVINST 5530.13A  
(b) AirStaO P11016.2E  
(c) AirStaO 6280.1A

Encl: (1) Scheduled Duty Roster

1. Situation. To disseminate instructions for the consolidation of the Armory, Marine Corps Air Station, Cherry Point.

2. Cancellation. AirStaO 8960.1.

3. Mission. This Order is designed to consolidate those functions and duties that lend themselves to consolidation vice individual direction within the Armory.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CG, MCAS Cherry Point has designated the Consolidated Armory Officer (CAO) as the Responsible Officer (RO) for all Garrison Property within the Armory and facility itself.

(2) Concept of Operations

(a) Each Group/Squadron assigned an individual space within the Armory will continue to perform and be responsible for the maintenance of their own T/E.

(b) The CAO will sub-sign Garrison Property to Group/Squadron S-4/Armory Officers for use within their Armories. Common area equipment, e.g., benches, steam jenny, etc.,

AirStaO 8960.1A  
17 JUL 01

will remain the responsibility of the CAO. Once the Garrison Property account is established, all requests for modifications of allowance for Garrison Property will be routed from the individual Group/Squadron to the CAO for endorsement and forwarded to the Director of Facilities.

(c) The CAO will be responsible for supervising the overall security of the Armory per reference (a).

(d) Daily cleanup will be performed by each unit on a rotating basis as assigned by the CAO. The CAO will supervise a weekly field day using all personnel as operational commitments permit.

b. Tasks

(1) Commanding Officer, Headquarters and Headquarters Squadron, MCAS Cherry Point

(a) Assign a Consolidated Armory Officer (CAO).

(b) Exercise operational and administrative control of the CAO.

(c) Budget for the CAO's administrative and maintenance supplies.

(2) Director of Facilities

(a) Act as liaison between the CAO and the 2d MAW (G-4) on policy matters.

(b) Consolidate all Station Property within the Armory and assign the CAO as the RO.

(c) Provide the CAO with individual Consolidated Memorandum Receipts (CMR's) for the separate units to sub-sign.

(3) Consolidated Armory Officer (CAO)

(a) Supervise the overall security of the Armory. Make recommendations to improve security, as required, to the Commanding Officer, Headquarters and Headquarters Squadron, MCAS Cherry Point.

(b) Maintain the upkeep of the Armory compound utilizing Armory personnel as required.

(c) Maintain the Garrison Property Account per reference (b).

(d) Supervise weekly field days.

(e) Coordinate the disposal of all hazardous wastes generated within the Armory per reference (c).

(f) Provide performance evaluation input for individual Armories upon request.

(g) Authorize direct liaison with all units with individual armory spaces within the Consolidated Armory.

(4) CG, 2d MAW

(a) Commanding Officers of units with unit spaces within the Consolidated Armory:

1 Maintain cleanliness of assigned spaces.

2 Properly dispose of hazardous waste.

3 Provide personnel for scheduled field days and minor maintenance in common areas.

(b) 2d MAW (G-4) is the single point of contact for policy matters and unresolved Armory issues between 2d MAW units and the CAO.

(c) MCAS and 2d MAW will rotate duty Armory requirements which will entail the daily opening and securing of the Armory building. Hours of operation will be from 0500-1700. Any changes to the normal hours of operation will be the responsibility of the unit requiring special hours. The rotation will be on a weekly basis and will rotate among all units that utilize the armory. The schedule will be the responsibility of Headquarters and Headquarters Squadron, MCAS Cherry Point and will be promulgated on an annual basis in accordance with enclosure (1).

5. Administration and Logistics. The CG, 2d MAW and CO, CSSD-21

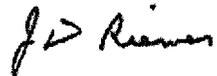
AirStaO 8960.1A  
17 JUL 01

concur with this Order insofar as it pertains to members of their command.

6. Command and Signal

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

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



J. D. RIEMER  
Chief of Staff

DISTRIBUTION: MCAS A  
2d MAW A

## SCHEDULED DUTY ROSTER

### MAY

07-11 WK 1 H&HS  
14-18 WK 2 CSSD-21  
21-25 WK 3 MAG-14  
29-01 WK 4 MACS-2

### JUNE

04-08 WK 1 MASS-1  
11-15 WK 2 MWCS-28  
18-22 WK 3 MTACS-28  
25-25 WK 4 2<sup>ND</sup> LAAD

### JULY

02-06 WK 1 VMU-2  
09-13 WK 2 MWHS-2  
16-20 WK 3 MWSG-271  
23-27 WK 4 MWSG-274  
30-03 WK 5 H&HS

### AUG

06-10 WK 1 CSSD-21  
13-17 WK 2 MAG-14  
20-24 WK 3 MACS-2  
27-31 WK 4 MASS-1

### SEPT

03-07 WK 1 MWCS-28  
10-14 WK 2 MTACS-28  
17-21 WK 3 2<sup>ND</sup> LAAD  
24-28 WK 4 VMU-2

### OCT

01-05 WK 1 MWHS-2  
08-12 WK 2 MWSG-271  
15-19 WK 3 MWSG-274  
22-26 WK 4 H&HS  
29-02 WK 5 CSSD-21

### NOV

05-09 WK 1 MAG-14  
12-16 WK 2 MACS-2  
19-23 WK 3 MASS-1  
26-30 WK 4 MWCS-2

### DEC

03-07 WK 1 MTACS-28  
10-14 WK 2 2<sup>ND</sup> LAAD  
17-21 WK 3 VMU-2  
24-28 WK 4 MWHS-2  
31-04 WK 5 MWSG-271

### JAN

07-11 WK 1 MWSG-274  
14-18 WK 2 H&HS  
21-25 WK 3 CSSD-21  
28-01 WK 4 MAG-14

### FEB

04-08 WK 1 MACS-2  
11-15 WK 2 MASS-1  
18-22 WK 3 MWCS-28  
25-01 WK 4 MTACS-28

### MAR

04-08 WK 1 2<sup>ND</sup> LAAD  
11-15 WK 2 VMU-2  
18-22 WK 3 MWHS-2  
25-29 WK 4 MWSG-271

### APR

01-05 WK 1 MWSG-274  
08-12 WK 2 H&HS  
15-19 WK 3 CSSD-21  
22-26 WK 4 MAG-14  
29-03 WK 5 MACS-2