



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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AIR STATION BULLETIN 1601

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

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS OFFICER ASSIGNMENTS
FOR THE MONTH OF NOVEMBER 2015

Ref: (a) ASO 1601.1A

Encl: (1) CDO/CACO/Supernumerary Duty Roster

1. Purpose. Per reference (a), assign Command Duty Officers (CDO) and Casualty Calls Assistance Officers (CACO) for the month of November 2015.

2. Background. To provide duty assignment dates for CDO and CACO for MCAS Cherry Point.

a. New-joins Otherwise Exempt. Per the Commanding Officer, any new master sergeant, master gunnery sergeant, chief warrant officer (CWO3-CWO-5), major, and lieutenant colonel must stand duty at least once before any other SNCOs or Officers do in their section.

b. Requests to Change Duty Assignments. Personnel shall properly plan so as to limit the number of duty changes. Changes will only be made with the consent of both personnel concerned. Any proposed changes of duty assignment after publication of this Bulletin must be approved in writing by the Adjutant.

c. Supernumerary Assignment. Those assigned as supernumeraries will be used only in emergency situations whereby assignment of another individual to stand CDO is not possible. Individual sections shall make every reasonable attempt to resolve the issue by sourcing replacements from their own section or arranging an agreement with another section before requesting the supernumerary.

d. Monthly Armory Inventory. The monthly armory inventory will be conducted by Captain Michael J. McHugh between 16-20 November 2015. The point of Contact is Master Sergeant Vincent C. Savage at (252) 466-7361 or at vincent.c.savage@usmc.mil.

e. Non-Availability. Officers/SNCOs may submit non-availability requests for the following month at any time before the 5th of the month. Requests will be sent to their appropriate section representatives.

3. Action

a. Command Duty Officers

(1) CDOs shall familiarize themselves with the contents of reference (a) and other instructions that may be issued at time of posting prior to assuming their post.

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(2) CDOs are responsible for ensuring the timely and proper execution of morning and evening colors. The CDO is required to inspect the Color detail prior to the sounding of the five minute warning.

b. Casualty Assistance Calls Officers (CACO)

(1) Training. CACOs shall ensure they complete annual training prior to the start of the duty period (i.e., by the first day of the duty month). CACOs are required to have the following completed, current within a year. Once training is complete, CACOs may contact the Station Adjutant for an official certificate which can submitted to IPAC for unit diary action (Local Schools).

(a) Marine Net Course: Casualty Notification Process (Code: MFZLSICNP0).

(b) Video Instruction: Available for download at:

<https://slsp.manpower.usmc.mil/files/index.html>

(c) SharePoint: Additional information and references are available on SharePoint. CACOs shall visit the site in order to become familiar with references that are immediately available.

<https://cherrypoint1.mcieast.usmc.mil/Manpower/Pages/default.aspx>

(2) Uniform. CACOs shall ensure their Service Alphas are prepared and ready to don within one hour of notification.

(3) Availability. If traveling outside of the local area, CACOs are required to inform the Command Casualty Representative and provide for a temporary replacement. The Adjutant serves as the Command Casualty Representative and is available to assist in training and to coordinate with the Marine Corps Casualty Branch as required.

4. Reserve Applicability. This Bulletin is applicable to all personnel assigned to CDO, CACO, and Supernumerary.



M. A. ARGUELLO
By direction

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CDO ASSIGNMENTS FOR NOVEMBER 2015							
DATE	DAY	RANK	LNAME	FI	MI	EXT.	SECTION
1*	SUN	1STLT	OGDEN	G	S	5559	LSST
2	MON	CAPT	KNIGHT	M	W	5746	SUP
3	TUE	SSGT	DUNSEITH	A	L	463-1603	MCCS
4	WED	CAPT	MARKHAM	C	J	4650	LSST
5	THU	GYSGT	TIUSECO	N	N	5306	OPS
6	FRI	SSGT	NELSON	M	P	3846	PMO
7*	SAT	SSGT	MANIVONG	A	W	5841	TISD
8*	SUN	GYSGT	TIENSVOLD	D	E	2131	OPS
9	MON	SSGT	SOBIERALSKI	J	C	1250	SUP
10*	TUE	SSGT	HERRIN	F	T	3846	PMO
11*	WED	GYSGT	POPE	C	D	8146	MPR
12*	THU	SSGT	SMITH	M	A	4146	OPS
13	FRI	SSGT	WILSON	T	L	3109	MPR
14*	SAT	GYSGT	ROBERTS	V	L	463-1601	MCCS
15*	SUN	SSGT	FETTERMAN	W	E	3395	SUP
16	MON	SSGT	STYERS	R	J	2131	OPS
17	TUE	CAPT	AARON	J	H	5571	LSST
18	WED	WO	QUESINBERRY	J	R	7689	MPR
19	THU	SSGT	MANCHEGO	P	I	4962	TISD
20	FRI	GYSGT	OBERHAUSER	C	A	3846	PMO
21*	SAT	GYSGT	GLOVER	T	T	4276	MPR
22*	SUN	GYSGT	LAUREANO	J	R	5096	TISD
23	MON	SSGT	MACHADO	B	F	3539	MPR
24	TUE	GYSGT	KRUPPA	H	A	2523	OPS
25	WED	EM1	JOHNSON	C	W	3014	MCCS
26*	THU	GYSGT	DERRINGER	J	M	4146	OPS
27*	FRI	SSGT	TAPIA	K	V	4690	SUP
28*	SAT	SSGT	TRIPP	P	D	3109	MPR
29*	SUN	SSGT	LEVESQUE	S	R	3846	PMO
30	MON	SSGT	LLEWELLYN	G	L	7361	MPR
SUPERNUMERARIES							
1st -10th		CW02	HUFFMAN	J	K	7689	MPR
11th - 20th		CAPT	MCHUGH	M	J	5425	SUP
21st - 30th		GYSGT	KNIGHT	D	D	2837	OPS
PRIMARY CACO ASSIGNMENTS FOR NOVEMBER 2015							
OFFICER CACO		CW03	KRETZ	S	A	3403	MPR
SNCO CACO		GYSGT	VARGAS	J	NMI	2486	OPS
ALTERNATE CACO ASSIGNMENTS FOR NOVEMBER 2015							
OFFICER CACO		CW02	COLLINS	S	A	3520	SUP
SNCO CACO		SSGT	HUTCHINS	M	E	5096	TISD

*Denotes weekend and/or holiday duties.

Enclosure (1)