



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 2016

Ref: (a) ASO 1601.1B

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 2016.

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

a. 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.

b. 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.

c. Monthly Armory Inventory. The monthly armory inventory will be conducted by **SSgt Robert W. Roebuck** between **14-18 November 2016**. The point of Contact is Gunnery Sergeant Parmenter at (252) 466-7361 or at charles.parmenter@usmc.mil.

d. 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) Training. CDOs will complete MarineNet course ILEUOF001A, Use of Force, annually. Training certificates will be maintained in the CDO folder of the sharedrive.

(2) 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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(3) 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.

(4) Off-going CDOs will stand relieved after morning colors, but not until they have properly turned in their weapon and associated gear to PMO Ready for Issue Point (RFIP), the CDO Duty logbook has been emailed to the appropriate personnel, and the on-coming duty has initialed and signed the Use of Force checklist.

(5) The CDO post and relief is conducted by the Air Station Executive Officer following morning colors. In the absence of the XO, the post and relief will be conducted by the Station Adjutant.

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 be 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>

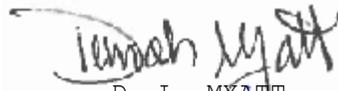
(c) SharePoint: Additional information and references are available on SharePoint. CACOs shall visit the site in order to become familiar with references that are immediately available.

<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.


D. L. MYATT
By direction

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CDO ASSIGNMENTS FOR NOVEMBER 2016							
DATE	DAY	RANK	LNAME	FI	MI	EXT.	SECTION
1	TUE	CAPT	AMELL	J	L	6779	LSST
2	WED	SSGT	HARRISON	R	E	3109	MPR
3	THU	SSGT	STONE	R		7118	MCCS
4	FRI	SSGT	HALL	J	J	4146	OPS
*5	SAT	GYSGT	POPE	C	D	8146	MPR
*6	SUN	SSGT	MANCHEGO	P	I	4962	TISD
7	MON	GYSGT	WAIAU	E	S	0609	OPS
8	TUE	WO	EMICK	D	J	8089	MPR
9	WED	GYSGT	COLEHOUR	W	R	6779	LSST
10	THU	CPO	JEFFCOAT	M	A	3655	SUP
11	FRI	CWO2	DECENT	S	K	6375	MPR
*12	SAT	SSGT	MICHAEL	J	A	4146	OPS
*13	SUN	CWO2	LEE	D	W	2700	MPR
14	MON	GYSGT	ELLIOTT	J	D	4328	TISD
15	TUE	SSGT	LUCIO	E	J	4146	OPS
16	WED	SSGT	HANSEN	L	R	1041	LSST
17	THU	CWO2	QUESINBERRY	J	R	8089	MPR
18	FRI	SSGT	SARMIENTO	M	NMI	1250	SUP
*19	SAT	SSGT	LEVERETTE	B	NMI	2684	VMR-1
*20	SUN	CAPT	OLIVERA	J	NMI	6779	LSST
21	MON	SSGT	DENNIS	J	J	2131	OPS
22	TUE	SSGT	JUDE	E	L	6965	VMR-1
23	WED	SSGT	PUGH	B	L	4146	OPS
*24	THU	2NDLT	KROMBACH	K	W	6779	LSST
*25	FRI	SSGT	MILLS	R	A	3520	SUP
*26	SAT	SSGT	CURL	J	T	2131	OPS
*27	SUN	SSGT	CLARK	D	F	3109	MPR
28	MON	SSGT	TREVINO	L	NMI	2684	VMR-1
29	TUE	SSGT	WILSON	C	MI	7147	OPS
30	WED	GYSGT	AKHTEEBO	A	J	3997	SUP
SUPERNUMERARIES							
1st -10th		GYSGT	LOZANO	F	NMI	4140	SUP
11th - 20th		SSGT	ROEBUCK	R	W	4334	OPS
21st - 30th		SSGT	POTTS	D	R	6232	MPR
PRIMARY CACO ASSIGNMENTS FOR NOVEMBER 2016							
OFFICER CACO		CWO3	HUFFMAN	J	K	7689	MPR
SNCO CACO		SSGT	TAPIA	K	V	4690	SUP
ALTERNATE CACO ASSIGNMENTS FOR NOVEMBER 2016							
OFFICER CACO		CAPT	SCHMITT	M	P	5256	VMR-1
SNCO CACO		SSGT	HARTKA	M	H	4146	OPS

*Denotes weekend and/or holiday duties.

Enclosure (1)