



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NC 28533-0003

AirStaO 5050.5C  
AOPS  
10 Jan 07

AIR STATION ORDER 5050.5C

From: Commanding Officer  
To: Distribution List

Subj: DISTINGUISHED VISITOR (DV) PROCEDURES, ARRIVALS/  
DEPARTURES

Ref: (a) AirStaO P1601.19  
(b) AirStaO P3710.5J

1. Situation. To provide information and instructions concerning the responsibilities of directors, department heads, and Command Duty Officers (CDOs) when handling DV arrivals and departures.

2. Cancellation. AirStaO 5050.5B.

3. Mission

a. The purpose of this Order, distinguished visitors are defined as general or flag officers (Code 6 or above) or civilian officials of equivalent (or higher) status.

b. Detailed procedures for the Command Duty Officer and the Airfield Operations Duty Officer are outlined in the current editions of references (a) and (b).

c. All directors, department heads, and other officers involved with a DV visit will ensure the contents of this order are strictly adhered to.

4. Execution

a. Directors, department heads, and other officers having cognizance of a distinguished visitor or assigned control of a DV visit, are responsible for providing the following information to the personnel listed in paragraph 4c (DV Arrival) or paragraph 4d (DV Departure) below.

(1) Name, grade, or title and parent command of visitor.

(2) Time and date of arrival/departure.

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(3) Mode of travel (air or ground). When arriving by air, include aircraft call sign and last point of departure prior to Cherry Point arrival and next destination after departing Cherry Point.

(4) Aircraft parking area requested (VIP-1, VAL Line, designated squadron parking ramp, etc.).

(5) Honors requested.

(6) Facilities to be visited.

(7) Transportation requirements while visiting Air Station.

(8) Billeting required.

(9) Special requests or requirements.

b. This information will be passed on all DVs arriving and departing Marine Corps Air Station (MCAS), Cherry Point. This includes aircraft transfer, i.e., fixed wing into Cherry Point, helicopter flights to MCAS New River, Camp Lejeune, or other local locations.

c. Distinguished Visitor Arrivals

(1) The following personnel shall be notified during normal working hours.

(a) Adjutant or Protocol Officer.

(b) Executive Officer.

(c) Director, Operations.

(d) Director of organizations to be visited.

(2) The following personnel shall be notified after normal working hours.

(a) Executive Officer.

(b) Command Duty Officer.

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(c) Airfield Operations Duty Officer.

d. Distinguished Visitor Departures

(1) The following personnel shall be notified during normal working hours.

(a) Adjutant or Protocol Officer.

(b) Executive Officer.

(c) Director, Operations.

(2) The following personnel shall be notified after normal working hours and weekends.

(a) Executive Officer.

(b) Command Duty Officer.

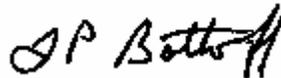
(c) Airfield Operations Duty Officer.

5. Administration and Logistics. This Order is published electronically and can be accessed on-line via the MCAS homepage at <http://www.cherrypoint.usmc.mil/MCASCP/stationadj/>.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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

  
F. P. BOTTORFF

DISTRIBUTION: A