



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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ASB 5215
ADJ
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AIR STATION BULLETIN 5215

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

Subj: DIRECTIVES SYSTEM QUARTERLY REVIEW

Ref: (a) MCO 5215.1K
(b) MCIEAST-MCB CAMLEJO 5215.1A
(c) ASO 5215.1

Encl: (1) Directives requiring quarterly review

1. Purpose. To publish a checklist of current Marine Corps Air Station (MCAS) Cherry Point (CHERPT) directives per the references.

2. Background. Directives are promulgated to give direction to command functions and not the functions or organizations of individual departments.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish the guidelines for update and submission of all MCAS Cherry Point directives.

(2) Concept of Operations. Sponsors shall regularly review the MCAS CHERPT directives they sponsor for currency and relevance. Obsolete directives shall be cancelled or revised. Submit all requests to cancel directives to the Installation Commander via the Station Adjutant using NAVMC 10974.

b. Subordinate Element Missions. Directive Sponsors shall:

(1) Review sponsored directives on an annual basis NLT the directive's anniversary date (i.e., promulgation date, date signed), to revise, combine similar subjects into one directive, issue a change, or request the Installation Commander cancel as appropriate.

(2) Review and update a directive when it previously supplemented or implemented a higher authority's directive that has been modified. Do not wait until the annual review.

(3) Upon finishing a review, submit a completed NAVMC 10974 (or update the NAVMC 10974 on file with the Adjutant Division) to the Directives Control Point (i.e., Adjutant Division) and denote one of the following:

(a) Current.

(b) Under revision. Estimated submission to DCP on _____.

(c) Change needed. Estimated submission to DCP on _____.

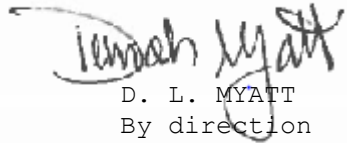
(d) Request cancellation because _____.

c. Coordinating Instructions. All new MCAS Cherry Point directives and requests for changes to current directives must be routed through the Adjutant Division.

(1) Current directives are located on the Adjutant's webpage of the MCAS Cherry Point website at
<http://www.cherrypoint.marines.mil/Resources/StationAdjutant.aspx>.

(2) For further assistance contact the Adjutant Division at 252-466-2540 or DSN 582-2540.

4. Reserve Applicability. This Bulletin is applicable to MCAS Cherry Point and all sponsors of MCAS Cherry Point directives.



D. L. MYATT
By direction

DISTRIBUTION: A

Dir Type	Current Sponsor	SSIC	Ch	Title	Date Signed
Order	ADJ	5210		Records Management Program	07-Feb-2017
Order	ADJ	1610.7B		Performance Evaluation System	17-Jan-2017
Order	ADJ	1650.6D	1	Awards	13-Mar-2013
Order	ADJ	3040.3B		Casualty Procedures	09-Feb-2007
Order	CO	5354		Marine Corps Air Station, Cherry Point Military Equal Opportunity (EO) SOP	24-Jan-2017
Order	COMPT	4860.2B		Competitive Sourcing Program	01-Feb-2010
Order	COMPT	5224.3B		Continuous Process Improvement (CPI) Program	08-Mar-2013
Order	COMPT	5381.1G		Banking and Credit Union Liaison	23-Feb-2017
Order	COMPT	7100.1B		Procedures for Interservice and Intragovernmental Support	02-Mar-2009
Order	DEN	6600.2D		Dental Health Care Program	06-Feb-2015
Order	EEO	1700.4A		Hazing	06-Jan-2010
Order	EOA	5355.1		Cultural Heritage Day Observance	11-Jan-2006
Order	FAC	1700.26		Welcome Home Banner Application Guidance	17-Feb-2009
Order	FAC	5090.1		Standard Operating Procedures (SOP) for Prescribed (Controlled) Burning at MCAS Cherry Point and Outlying Fields	12-Feb-1998

Order	FAC	5090.4		Management of Storage Tanks for MCAS Cherry Point, MCALF BOUGE, MCOLF Atlantic, and BT-11	03-Mar-1999
Order	FAC	5090.6		Ozone Depleting Substance (ODS) Management	12-Jan-1996
Order	FAC	5090.7		Oils and Hazardous Substances (OHS) Spill Prevention and Contingency	21-Feb-2006
Order	OPS	11014.5C	1	SOP for Operation and Maintenance of MCALF Bogue	21-Mar-1996
Order	FAC	11101.18D	1-2	Military Family Housing Manual	12-Jan-2009
Order	FAC	11300.6F	1-3	Emergency Power Generators	19-Feb-2004
Order	FAC	5050.9F		Command Conference Center (CCC)	17-Mar-2016
Order	FAC	5090.5A		Requirements for Handling, Storage, Transfer, and Disposal of Hazardous Waste (HW)	12-Jan-2004
Order	FAC	5090.9A		Procurement of Firewood for Personal use	08-Mar-2006
Order	JPAO	1710.14E	1-2	Electronic Maquee Information System	04-Feb-2010
Order	LOGS	4600.2H		Operations of On-Station Material Delivery System	25-Feb-2003
Order	LOGS	4650.5E	1	Port Call Procedures	16-Mar-1998
Order	LOGS	8600.1F		SOP for Ammunition and Explosive Material	06-Mar-2015
Order	MCCS	10120.4B	1-2	Procedures for Requisitioning Military Clothing by Deploying Organizations/Units	12-Jan-2004

Order	MCCS	1710.12C		Semper Fit Policy Manual	27-Mar-2017
Order	MCCS	1710.2C		Hancock Creek Lodge Use Procedures	20-Mar-2013
Order	MPR	5510.2		Information and Personnel Security Program	10-Jan-2012
Order	MPR	10110.2L	1	Administration of Basic Allowance for Subsistence (BAS) for all units aboard Marine Air Station (MCAS), Cherry Point	26-Mar-2013
Order	MPR	12792.2D		Drug-Free Workplace Program (DFWP) for Civilian Employees	09-Mar-2017
Order	MPR	1300.4M		Temporary Assignment of Military Personnel to the Headquarters and Headquarters Squadron (S-4)	03-Feb-2017
Order	MPR	5000.1A		Installation Personnel Administration Center Standard Operating Procedures (Short Title: IPAC SOP)	20-Mar-2017
Order	NHC	6240.8D		Veterinary Services	12-Jan-2011
Order	OPS	3550.1		Standard Operating Procedures for the Ranges and Training Areas and Special Use Airspace, MCAS Cherry Point, NC	06-Feb-2017
Order	OPS	3574.4		Standing Operating Procedures for the Live Fire Shoot House, Marine Corps Outlying Field Atlantic, NC (Short Title: SOP LFSH MCOLF ATL)	12-Feb-2016

Order	OPS	1500.1B	1	Marine Corps Water Survival Training Program (MCWSTP)	27-Jan-2010
Order	OPS	3574.3A		Standing Operating Procedures for the Skeet/Trap Range (Short Title: Skeet Range SOP)	20-Feb-2015
Order	OPS	5050.5C		Distinguished Visitor (DV) Procedures, Arrival/Departures	10-Jan-2007
Order	OPS	5750.1M		Command Chronology	27-Feb-2014
Order	SSD	8020.1		Marine Corps Air Station Cherry Point Explosive Safety Management Program	
Order	SES	1610.6B**	1	Crime Prevention Physical Security	21-Feb-1995
Order	SES	6710.3K		Utilization of Military Working Dogs	18-Mar-2015
Order	SGTMAJ	1400.1		Meritorious Promotion to The Grades of Corporal and Sergeant	27-Mar-2015
Order	SGTMAJ	5060.6B	1	Military Honors at Funerals	02-Mar-2011
Order	SSD	5104.1C		Radiation Safety Program Standing Operating Procedures (Short Title: RSP SOP)	21-Jan-2015
Order	TISD	2070.3J		Operation of Radios in the Personal Radio Services and the Amateur Radio Service Onboard Marine Corps Air Station (MCAS) Cherry Point	23-Mar-2016
Order	TISD	2250.1F	1	Standing Operating Procedures for Distribution and Control of The Electronic Key Management System (EKMS)	12-Feb-2009

Policy Letter	CO	03-11		Policy Statement on Violence and Threatening Behavior in the Workplace	04-Feb-2011
Policy Letter	FAC	03-14		Geographic Bachelor Policy Letter for Marine Corps Air Station Cherry Point	11-Mar-2014
Policy Letter	MCCS	01-11		Sexual Assault Prevention	26-Jan-2011
Policy Letter	MPR	01-17		Unscheduled Overtime and Compensatory Time Off	24-Feb-
Publication	LOGS	P10110.1R	1	Standing Operating Procedures for Food Service (Short Title: SOP for Food Service)	27-Feb-2007