



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 4491.1
LOGS

09 SEP 2019

AIR STATION ORDER 4491.1

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

Subj: ASSIGNMENT OF SERIAL NUMBERS FOR SUPPLY SYSTEM REQUISITIONS

Ref: (a) NAVSUP P-485
(b) DLM 4000.25-1

Encl: (1) Serial Number Assignments for M30146 Requisitions

1. Situation. Unique serial numbers are assigned to each Installation activity that uses an automated supply system (e.g., FedMall, One Touch Support, etc.) or manually submits a Department of Defense Single Line Item Requisition System Document (DD Form 1348-6) to requisition material, supplies, or equipment in support of Department of Defense Activity Address Code (DoDAAC) M30146 requirements. The use of assigned serial numbers allows requisitioners to generate multiple requisitions on the same day without creating duplicate document numbers, ensures requisitioners are easily identified, and provides the correct delivery location for the receipt of requisitioned items.

2. Cancellation. ASO 4235.11A.

3. Mission. To ensure, per the references, serial numbers assigned to DoDAAC M30146 activities are used when constructing the requisition's document number.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish procedures to ensure use of the correct serial number for DoDAAC M30146 requisition document numbers.

(2) Concept of Operations. Serial numbers are composed of four characters: the first two numerical characters allow for sequential numbering of requisitions and the last two alpha characters (i.e., delivery code) identify the requisitioning activity and delivery location. Serial numbers that DoDAAC M30146 requisitioners must use as the last part of the requisitioning document number are assigned in enclosure (1).

b. Coordinating Instructions

(1) Logistics Services Directorate

(a) Assigns serial numbers to each Installation activity that uses DoDAAC M30146 to requisition items from a supply system.

(b) Maintains the list of points of contact, contact information and delivery location(s) for each activity assigned a serial number.

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(c) Assists customers with preparing and/or submitting supply system requisitions.

(d) Utilizes the delivery code portion of the assigned serial number to coordinate delivery or pick-up of material with customers.

(2) Requisitioners

(a) Utilize assigned serial number, enclosure (1), when entering a requisition via an automated supply system or when submitting a completed DD Form 1348-6 to the Customer Services Division at Chpt_Supply_Cust_Serv.OMB@usmc.mil for processing.

(b) Contact the Logistics Operations Department, Logistics Services Directorate, at 466-6969/5634, to request a change to the last two alpha characters (i.e., delivery code) of an existing serial number, if required.

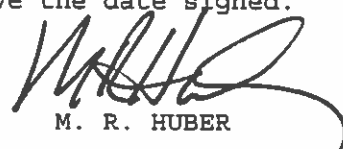
(3) Additional Resources. For additional information regarding the requisitioning process, refer to reference (b), Appendices 1.6 and 3.2, or contact the Customer Services Division, Logistics Operations Department, Logistics Services Directorate at 466-7045/3541.

5. Administration and Logistics. Questions or concerns pertaining to the contents of this Order should be directed to the Logistics Services Directorate, MCAS Cherry Point (Attn: LOGSL).

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point and its subordinate and supported commands.

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



M. R. HUBER

DISTRIBUTION: A

SERIAL NUMBER ASSIGNMENTS FOR M30146 REQUISITIONS

Activity	Serial Number	Deliver to Building	POC phone number
Communications & Electronics Maintenance Department (CEMD)	00GG-99GG	148	466-2448/2667
Comptroller/Business Performance Office (BPO)	00CA-99CA	HQ1 Room 1046	466-4627
Facilities - Director's Office	00NA-99NA	HQ1 Room 1107	466-2832
Facilities - Engineering	00NC-99NC	163	466-4762
Facilities - Environmental Affairs Department - Receiving Deck	00NP-99NP	4223	466-3631
Facilities - Housing Department	00NE-99NE	298	466-2071
Facilities - Support (Contracts)	00BA-99BA	163	466-4191
Facilities - Transient Lodging Housing (BOQ/TEQ)	00NG-99NG	487	466-2385
Headquarters and Headquarters Squadron (H&HS) (S-4)	00BB-99BB	294 Wing 5	466-5166
Joint Public Affairs Office	00BC-99BC	HQ1 Room 1136	466-4241/6204
Legal Services Support Team	00BD-99BD	219	466-2310/7102
Logistics Services Directorate - Container Reuse Refurbishment Center	00RS-99RS	159/149	466-4539/5969
Logistics Services Directorate - Contracting Department	00RK-99RK	159	466-7726
Logistics Services Directorate - Customer Services Division	00RH-99RH	159	466-3541/7045
Logistics Services Directorate - Customer Services Division (Supplies)	00RT-99RT	159	466-3541/7045
Logistics Services Directorate - Fuels Department	00SW-99SW	4221	466-4955/6232
Logistics Services Directorate - Station Property Control Department	00SP-99SP	159	466-5425
Logistics Services Directorate - Distribution Management Department	00SR-99SR	298	466-4457
Logistics Services Directorate - Food Service (Accounting)	00UN-99UN	150	466-5329/4030
Logistics Services Directorate - Food Service (Property)	00UL-99UL	150	466-5329
Logistics Services Directorate - Resources Office	00RB-99RB	159	466-5631/6595
Logistics Services Directorate - Ordnance Department	00NR-99NR	4810	466-3838
Logistics Services Directorate - Station Furniture Department	00FP-99FP	151A	466-5107
Logistics Services Directorate - Station Furniture Department	00UD-99UD	151	466-5130/4770

SERIAL NUMBER ASSIGNMENTS FOR M30146 REQUISITIONS (Cont.)

Activity	Serial Number	Deliver to Building	POC phone number
Logistics Services Directorate - Station Motor Transport (Automotive)	00NK-99NK	160	466-3406
Logistics Services Directorate - Station Motor Transport (COPARS)	00NL-99NL	160	466-5902
Logistics Services Directorate - Station Motor Transport (Fleet Admin)	00NM-99NM	160	466-5192
Logistics Services Directorate - Station Motor Transport Heavy Equipment	00NJ-99NJ	157	466-3683
Manpower - Equal Employment Office	00EE-99EE	286	466-2218
Manpower - Installation Personnel Administration Center (IPAC)	00IP-99IP	298	466-2724
Manpower - Military Personnel (MILPERS) Department	00MC-99MC	HQ1 room 2112	466-3871/3913
Manpower - Realtime Automated Personnel Identification System (RAPIDS)	00MD-99MD	298	466-3330/3375
Marine and Family Services Program Office	00ME-99ME	3452	466-2196/2255
Marine Corps Air Station (MCAS) - Chaplains Office	00CH-99CH	100	466-4000
Marine Corps Community Services - Semper Fit	00SF-99SF	3452	466-2196/2255
Marine Corps Community Services (MCCS)	00BE-99BE	400	720-1678/1669
MCAS - Station Command Echelon (Command Deck)	00MA-99MA	HQ1 Room 1119	466-2063
MCAS - Station Inspector	00MB-99MB	HQ1 Room 1100	466-3449
MCCS - Clubs Warehouse	00CN-99CN	3452	466-2196/2255
MCCS - Management Warehouse	00CR-99CR	3452	466-2196/2255
MCCS - Marine and Family Programs (Substance Abuse Counseling Center)	00CG-99CG	3452	466-2196/2255
MCCS - Receiving Deck Warehouse	00CK-99CK	3452	466-2196/2255
MCCS - Recreation Warehouse	00CL-99CL	3452	466-2196/2255
Naval Air Warfare Center (NAWC) AV8B Maintenance TRNG	00GX-99GX	244	466-5961/7206
Naval Criminal Investigative Service	00BM-99BM	487 Rear Door	466-2641
Naval Surface Warfare Center Tactical Aircrew Training Systems (TCTS) (East Coast Electronic Warfare Systems Branch)	00GT-99GT	4280	447-7575/466-2625
NAWC KC-130 Flight TRNG	00GY-99GY	3898	466-5961/4550
Operations - Recovery	00GP-99GP	4293	466-3422
Operations - Air Traffic Control Maintenance	00GE-99GE	199A	466-6585
Operations - Airfield Operations	00GJ-99GJ	199A	466-2671
Operations - AirOps	00GO-99GO	199	466-2671
Operations - Crash Crew	00GK-49GK	1791	466-4585
Operations - Director's Office	00GA-99GA	HQ1 Room 1099	466-5147

SERIAL NUMBER ASSIGNMENTS FOR M30146 REQUISITIONS (Cont.)

Activity	Serial Number	Deliver to Building	POC phone number
Operations - Emergency Management (Disaster Control)	00GB-99GB	HQ1 Room 1086	466-2343
Operations - Explosive Ordnance Disposal	00NH-99NH	1795	466-3432
Operations - Explosive Ordnance Disposal (EOD)	00GL-99GL	1795	466-3432
Operations - Navy Boat Docks	00GQ-99GQ	1023	466-4114/4098
Operations - Range Management	00GN-99GN	1023	466-4114
Operations - Range Management (Administration)	00GH-99GH	1023	466-4114/4098
Operations - Training Support Division	00GR-99GR	4335 Room 129	466-2963
Operations - Training Support Division	00GS-99GS	4335 Room 129	466-2963
Operations - Watercraft Support	00GW-99GW	1023	466-4114/4098
Operations - Weather Service	00GM-99GM	199	466-2346
Operations Directorate - BT-11 (Sea Level)	00YM-99YM	7029 MCOLF Atlantic	466-3182/3184
Public Works Department	00PA-99PA	87	466-5348/3809
Public Works Department	00PB-99PB	87	466-5348/3809
Safety & Standardization Office	00BS-99BS	294 Wing 4	466-2730/3578
Security and Emergency Services - Fire Department	00MF-99MF	193	466-5601/3000
Security and Emergency Services - Cherry Point Police	00MG-99MG	294 Wing 2	466-3445/3802
Security and Emergency Services - Cherry Point Police	00MH-99MH	294 Wing 2	466-3445/3802
Security and Emergency Services - Criminal Investigation Division (CID)	00MP-99MP	294 Wing 5	466-2688
Station Library	00MN-99MN	298	466-3552
Telecommunications Information Systems Directorate - Networking	00XP-99XP	164	466-2583
INACTIVE BUT AVAILABLE SERIAL NUMBERS			
(Inactive)	00FR-99FR		
(Inactive)	00FS-99FS		
(Inactive)	00FX-99FX		
2d FIIU SSO MALS 14 (Inactive)	00BR-99BR		
CEMB Comm-Elect (Inactive)	00GC-99GC		
CEMB Comm-Elect (Inactive)	00GD-99GD		
Center For Naval Aviation Technical Training (CNATT) (Inactive)	00BN-99BN		
Civilian Human Resources Office - East (Inactive)	00CE-99CE		
Comm-Elect (Inactive)	00GF-99GF		
Facilities - Resident Officer In Charge Of Construction (Inactive)	00PG-99PG		
Facilities - Systems Service Office (Inactive)	00CB-99CB		

SERIAL NUMBER ASSIGNMENTS FOR M30146 REQUISITIONS (Cont.)

Activity	Serial Number	Deliver to Building	POC phone number
Facilities DEV & Facilities Property (Inactive)	00UE-99UE		
Facilities DEV & Facilities Property (Inactive)	00UF-99UF		
Facilities DEV & Facilities Property (Inactive)	00UG-99UG		
Facilities DEV & Facilities Property (Inactive)	00UJ-99UJ		
Family Readiness (Inactive)	00MJ-99MJ		
FMD Bogue Field (EXT 210) (Inactive)	00PS-99PS		
FMD Energy Management Systems (Inactive)	00PW-99PW		
FMD Material Support (Inactive)	00PK-99PK		
FMD Material Support (Inactive)	00PP-99PP		
FMD Material Support (Inactive)	00PD-99PD		
FMD Material Support (Inactive)	00PE-99PE		
FMD Material Support (Inactive)	00PT-99PT		
FMD Paint and Glass (Inactive)	00PC-99PC		
FMD Pipefitting (Inactive)	00PL-99PL		
FMD Plumping (Inactive)	00PJ-99PJ		
FMD Quick Draw (Inactive)	00PU-99PU		
FMD Refuse (Inactive)	00PV-99PV		
FMD Welding & Sheet Metal (Inactive)	00PH-99PH		
FMD Wiring (Inactive)	00PM-99PM		
FMD Wiring (Inactive)	00PN-99PN		
FMD, Bogue Field (EXT 210) (Inactive)	00PY-99PY		
FMD, Energy Services (Inactive)	00PX-99PX		
G6 Finance Division (Inactive)	00BP-99BP		
Hospital Operations (Servmart) (Inactive)	00YE-99YE		
Marine Transport Squadron One (VMR-1) High Priority (Inactive)	A001-A099	1639	466-2454/2499/2333
Marine Transport Squadron One (VMR-1) High Priority (Inactive)	A100-A199		
Marine Transport Squadron One (VMR-1) High Priority (Inactive)	A200-A299		
MCAS - Community Plans and Liaison (Inactive)	00CS-99CS	HQ1	466-4196
MCCS - Retail Warehouse (Inactive)	00CP-99CP		
Naval Air Technical Data & Engineering Command (Inactive)	00DA-99DA		
Navy Boat Docks Northrop-Grumman/Chugach (Targets Sea Level) (Inactive)	00YT-99YT		
Navy Port Control (Inactive)	00DB-99DB		

SERIAL NUMBER ASSIGNMENTS FOR M30146 REQUISITIONS (Cont.)

Activity	Serial Number	Deliver to Building	POC phone number
Public Works Department (Inactive)	00PF-99PF		
Reserve Support (Inactive)	00YB-99YB		
Station Motor Transport (Gas) (Inactive)	00NN-99NN		
VMR-1 Avionics (Inactive)	00AA-99AA		
VMR-1 Air Frames (Inactive)	00AC-99AC		
VMR-1 Analysis (Inactive)	00AV-99AV		
VMR-1 Consumable Management Division (CMD) (Inactive)	00AN-99AN		
VMR-1 Flight Clothing (Inactive)	00AB-99AB		
VMR-1 Flight Equipment (Inactive)	00AF-99AF		
VMR-1 Ground Support Equipment (Inactive)	00AK-99AK		
VMR-1 High Priority (Inactive)	H400-499		
VMR-1 Hydraulics (Inactive)	00AD-99AD		
VMR-1 Low Priority (Inactive)	H600-699		
VMR-1 Not Mission Capable Status, Partial Mission Capable Status, Broad Arrow (Inactive)	G001-G099		
VMR-1 Receiving Deck (Inactive)	00AL-99AL		
VMR-1 Repairable Management Division (RMD) (Inactive)	00AU-99AU		
VMR-1 Safety/Search & Rescue (SAR) (Inactive)	00AE-99AE		
VMR-1 Tool Room (Inactive)	00AW-99AW		

Summary of Changes (ASO 4235.11A to ASO 4491.x):

ASO 4235.11A (Current)	ASO 4491.x (Draft Revision)
	Recommend SSIC of Order be changed to 4491 based on the content of the Order.
	Combine two enclosures containing the same information, just in different formats, into one enclosure.
	Updated serial number assignments, points of contact information, and delivery locations providing data to customers in one, user-friendly enclosure.

MARINE CORPS AIR STATION CHERRY POINT ROUTE SHEET

Tracking #


X - ORIGINATOR
 A - APPROPRIATE ACTION D - INFORMATION
 B - SIGNATURE E - REVIEW
 C - RECOMMENDATION

DATE: **MAR 23 2018**

SUBJECT: ASO 4491: Assignment of Serial Numbers for Supply System Requisitions

POINT OF CONTACT (Name, Office, Telephone Ext.)
 Ted Ameen, Logistics Operations Dept Head, 466-6969

ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING

RTG	CODE	ADDRESSEES	DATE		INITIALS		DUE DATE	REMARKS
			IN	OUT	CONCUR	NON-CONCUR		
		COMMANDING OFFICER						Revision of Order required to: 1. Correct SSIC assigned to Order. 2. Update contents of the enclosures. 3. Combine the enclosures .  M.M. McCann Director of Logistics Services
		EXECUTIVE OFFICER						
		SERGEANT MAJOR						
I	A	ADJUTANT						
		MANPOWER DIRECTORATE						
		OPERATIONS DIRECTORATE						
		FACILITIES DIRECTORATE						
	X	LOGISTICS DIRECTORATE		23 Mar 18	AMJ			
		TISD						
		COMPTROLLER DIRECTORATE						
		INSPECTOR						
		PMO/SES DIRECTORATE						
		SAFETY DIRECTORATE						
		CPLO						
		JPAO						
		SJA/LSST						
		CHAPLAIN						
		MCCS						
		VMR-1						
		HQHQRON						
		CNATT						
		12TH DENTAL						
		NAVAL HEALTH CLINIC						
		2D MAW						

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