



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

Canc: 30 JUN 2020

ASB 1601
ADJ
27 Mar 20

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 SECOND QUARTER 2020 (APRIL-JUNE)

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 Second Quarter 2020 (April, May, June).

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. Assignment of the supernumerary may only be made by the Station Executive Officer or Adjutant.

c. April Monthly Armory, Arms and Ammunition Inventory. The monthly arms inventory of the Provost Marshall Office (PMO) armory and the Station Armory as well as the ammunition inventory for the PMO armory, station armory, and rifle range complex will be conducted by 2ndLt Mia C. Barber between 2-30 April 2020. The point of contact is Mr. Daniel O'Connell at (252) 466-7361 or at Daniel.a.oconnell@usmc.mil.

e. May Monthly Armory, Arms and Ammunition Inventory. The monthly arms inventory of the Provost Marshall Office (PMO) armory and the Station Armory as well as the ammunition inventory for the PMO armory, station armory, and rifle range complex will be conducted by SSGT Kevin J. Griffiths between 2-31 May 2020. The point of contact is Mr. Daniel O'Connell at (252) 466-7403 or at Daniel.a.oconnell@usmc.mil.

g. June Monthly Armory, Arms and Ammunition Inventory. The monthly arms inventory of the Provost Marshall Office (PMO) armory and the Station Armory as well as the ammunition inventory for the PMO armory, station armory, and rifle range complex will be conducted by 1stLt Daniel J. Nelson between 2-30 June 2020. The point of contact is Mr. Daniel O'Connell at (252) 466-7403 or at Daniel.a.oconnell@usmc.mil.

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h. Quarterly Evidence Inventory. The Quarterly PMO evidence inventory will be conducted by 1stLt Blake A. Dunham during the month of June 2020. If you require a swap, this duty can only be filled by a commissioned officer. The point of contact is Agent Dangelo Brevett at (252) 466-6368 or at dangelo.brevett@usmc.mil.

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.

(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.

Jose G. Gomezvillalobos

J. G. Gomezvillalobos
By direction

DISTRIBUTION: A

CDO ASSIGNMENTS FOR APR 2020							
DATE	DAY	RANK	LNAME	FI	MI	EXT	SECTION
1	WED	CWO2	BERGSTROM	D	R	6375	IPAC
2	THU	SSGT	FOX	J	E	7099	LOGS
3	FRI	SSGT	GREVE	K	D	3710	RRNG
4	SAT	CWO2	EASLEY	M	K	3109	RRNG
5	SUN	SSGT	MALONE	A	X	7099	DMO
6	MON	SSGT	ORTIZ	N	M	1041	LSST
7	TUE	SSGT	WALKER	T	T	6484	IPAC
8	WED	CPO	PARNELL	K	J	3655	NPER
9	THU	SSGT	HANSON	T	A	4544	ARFF
10	FRI	CWO2	HITZING	J	A	3043	IPAC
11	SAT	SSGT	CORDOBA	N		5053	RRNG
12	SUN	WO	JAGERSON	J	R	6375	IPAC
13	MON	SSGT	CHAFFIN	B	M	2302	RCV
14	TUE	SSGT	LAU	O	Y	7099	ATC
15	WED	CAPT	WOODRUFF	J	B	7099	SJA
16	THU	SSGT	BECKER	K	M	4147	RCV
17	FRI	SSGT	DAVIDS	J	S	7158	PMO
18	SAT	GYSGT	SAUNDERS	J	L	2915	ORD
19	SUN	GYSGT	SNIDER	K	A	4544	ARFF
20	MON	CAPT	BOSAKOWSKI	M	S	2321	SJA
21	TUE	SSGT	KOLLIE	A	B	1250	LOGS
22	WED	PO1	COLLINS	C	C	7130	NPER
23	THU	GYSGT	SANCHEZ	R		2416	HQ
24	FRI	1STLT	CANNON	R	W	7093	HQS4
25	SAT	CWO3	ALLISON	A	R	1100	TISD
26	SUN	SSGT	MADRID	N	M	7099	IPAC
27	MON	SSGT	VARGAS	R	V	2021	FOOD
28	TUE	SSGT	MUJICA	L		8391	S4
29	WED	CAPT	WELLOCK	C	J	5898	ATC
30	THU	SSGT	MENDIBLES	D	A	6504	ORD

SUPERNUMERARIES					
PRIMARY	SSGT	MUJICA	L		8391
ALTERNATE	SSGT	MENDIBLES	D	A	6504
PRIMARY CACO ASSIGNMENTS FOR APR 2020					
OFFICER CACO	CWO2	EASLEY	M	K	3109
SNCO CACO	GYSGT	SANCHEZ	R		2416
ALTERNATE CACO ASSIGNMENTS FOR APR 2020					
OFFICER CACO	WO	JAGERSON	J	R	6375
SNCO CACO	SSGT	DAVIDS	J	S	7158

CDO ASSIGNMENTS FOR MAY 2020							
DATE	DAY	RANK	LNAME	FI	MI	EXT.	SECTION
1	FRI	GYSGT	DAVIS	C	D	5802	DMO
2	SAT	SSGT	GRIFFITHS	K	J	5143	TISD
3	SUN	SSGT	EATHERTON	N	B	1605	MCCS
4	MON	GYSGT	GONZALEZ	J	A	2949	HQS1
5	TUE	SSGT	NG	C	M	7099	ATC
6	WED	SSGT	LANDIS	S	W	7385	SJA
7	THU	SSGT	KRIST	M	B	7385	ARFF
8	FRI	CWO2	BACLIG	B	S	5019	IPAC
9	SAT	GYSGT	PERRY	J	M	5898	ATC
10	SUN	SSGT	BRINEGAR	J	M	1674	MCCS
11	MON	GYSGT	PRINZING	T	M	7099	PMO
12	TUE	GYSGT	CONE	K	E	7324	IPAC
13	WED	CAPT	SWEENEY	G	J	7099	LSST
14	THU	SSGT	LAMB	O	C	7385	ARFF
15	FRI	GYSGT	MINEER	J	D	3846	PMO
16	SAT	1STLT	DUNHAM	B	A	7099	LSST
17	SUN	SSGT	DAVIDS	J	S	7158	PMO
18	MON	GYSGT	TAYLOR	W	F	6985	LOGS
19	TUE	SSGT	MITCHELL	D	D	7385	ARFF
20	WED	SSGT	MUJICA	L		8391	S4
21	THU	SSGT	TRUJILLO	M	A	7767	LOGS
22	FRI	CWO2	DROSTE	K	W	1602	MCCS
23	SAT	GYSGT	FELICIANO II	S		7099	PMO
24	SUN	SSGT	SMITH	S	K	7385	LOGS
25	MON	SSGT	FOX	J	E	7099	LOGS
26	TUE	SSGT	CHAFFIN	B	M	2302	RCV
27	WED	1STLT	LADD	A	W	7099	CMST
28	THU	SSGT	SELLERS	J	C	7099	WTH
29	FRI	GYSGT	KRAUSE	D		7099	LSST
30	SAT	PO1	COLLINS	C	C	7130	NPER
31	SUN	SSGT	GREVE	K	D	3710	RRNG

SUPERNUMERARIES					
PRIMARY	SSGT	SELLERS	J	C	7099
ALTERNATE	SSGT	GREVE	K	D	3710
PRIMARY CACO ASSIGNMENTS FOR MAY 2020					
OFFICER CACO	CWO2	DROSTE	K	W	1602
SNCO CACO	SSGT	TRUJILLO	M	A	7767
ALTERNATE CACO ASSIGNMENTS FOR MAY 2020					
OFFICER CACO	1STLT	LADD	A	W	7099
SNCO CACO	SSGT	KRIST	M	B	7385

CDO ASSIGNMENTS FOR JUN 2020							
DATE	DAY	RANK	LNAME	FI	MI	EXT.	SECTION
1	MON	GYSGT	SHIFLETT	T	W	7099	ATC
2	TUE	1STLT	NELSON	D	J	6588	LSST
3	WED	SSGT	MADRID	N	M	7099	IPAC
4	THUR	SSGT	VARGAS	R	V	2021	FOOD
5	FRI	CWO2	SUTPHIN	J	C	5019	IPAC
6	SAT	SSGT	FERO	C	E	7099	IPAC
7	SUN	SSGT	GRIFFITHS	K	J	5143	TISD
8	MON	SSGT	MENDIBLES	D	A	6504	ORD
9	TUE	SSGT	BECKER	K	M	4147	RCV
10	WED	SSGT	NG	C	M	7099	ATC
11	THU	SSGT	EATHERTON	N	B	1605	MCCS
12	FRI	1STLT	NEISLER	V	M	7099	SJA
13	SAT	SSGT	TRUJILLO	M	A	7767	LOGS
14	SUN	SSGT	MITCHELL	D	D	7385	ARFF
15	MON	GYSGT	STANLEY	M	A	5123	PMO
16	TUE	CAPT	HIGH	J	S	7099	LSST
17	WED	SSGT	MALONE	A	X	7099	DMO
18	THU	SSGT	LAMB	O	C	7385	ARFF
19	FRI	CAPT	LAWSON	J	N	5649	LSST
20	SAT	SSGT	LAU	O	Y	7099	ATC
21	SUN	GYSGT	JONES	D	J	7099	ARFF
22	MON	SSGT	BRINEGAR	J	M	1674	MCCS
23	TUE	SSGT	CORDOBA	N		5053	RRNG
24	WED	SSGT	KRIST	M	B	7385	ARFF
25	THU	SSGT	SMITH	S	K	7385	LOGS
26	FRI	GYSGT	DALE	N	J	7385	ARFF
27	SAT	CWO2	CURRY	D	B	7099	LSST
28	SUN	SSGT	KOLLIE	A	B	1250	LOGS
29	MON	GYSGT	WHITE	R	C	2905	MPR
30	TUE	SSGT	SELLERS	J	C	7099	WTH

SUPERNUMERARIES						
PRIMARY		SSGT	KOLLIE	A	B	1250
ALTERNATE		SSGT	SMITH	S	K	7385
PRIMARY CACO ASSIGNMENTS FOR JUN 2020						
OFFICER CACO		CWO2	CURRY	D	B	7099
SNCO CACO		GYSGT	WHITE	R	C	2905
ALTERNATE CACO ASSIGNMENTS FOR JUN 2020						
OFFICER CACO		CWO2	SUTPHIN	J	C	5019
SNCO CACO		SSGT	MALONE	A	X	7099