



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

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AIR STATION BULLETIN 1601

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS
OFFICER ASSIGNMENTS FOR MARCH 2024

Ref: (a) ASO 1601.1D

Encl: (1) CDO/CACO/Supernumerary Duty Roster

1. Purpose. Per reference (a), to assign Command Duty Officers (CDO) and Casualty Calls Assistance Officers (CACO) for the month of March 2024.

2. Background

a. To provide duty assignment dates for CDO and CACO for MCAS Cherry Point. Personnel listed in the enclosure are assigned as the CDO on dates indicated.

b. This is a 24-hour armed post located in the front desk of Building 1. Personnel assigned who become unavailable will be responsible for notifying their sections and a replacement for the duty indicated.

c. Station Adjutant shall be notified of any changes via e-mail.

d. 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.

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.

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(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 conducted a turnover for weapon and associated gear, 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 (XO) 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.

c. 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,

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station armory, and rifle range complex will be conducted within the month assigned. The point of contact is Second Lieutenant Carlos Velasquez at (252) 466-7403 or at carlos.velasquez.mil@usmc.mil.

(1) March inventory will be conducted by Gunnery Sergeant Andrew D. Harris.

4. Reserve Applicability. This Bulletin is applicable to all personnel assigned to CDO, CACO, and Supernumerary.



A. D. HARMON
By direction

CDO ASSIGNMENTS FOR MARCH 2024					
DATE	DAY	RANK	NAME	CELL #	SECTION
1	FRI	1STLT	DALEY, ANTHONY	740-221-6101	LSST
2	SAT	SSGT	MUIR, AUSTIN J.	661-609-9416	RRNG
3	SUN	GYSGT	SOUZA, SEAN N.	252-864-4698	OPS
4	MON	SSGT	ORTIZ, JAIME	760-464-4473	HQEL
5	TUES	SSGT	BIGGS, DANIEL J.	256-431-1250	OPS
6	WED	CWO2	KOHLOF, GARRET S.	252-497-9888	RPAC
7	THURS	GYSGT	COLLINS, DONALD L.	513-907-4893	HQEL
8	FRI	SSGT	LUCREZIA, MICHAEL J.	516-417-1025	OPS
9	SAT	SSGT	WILKINS, WILLIAM	912-409-1871	TISD
10	SUN	SSGT	FLORES JR, PHILLIP J.	773-642-2455	OPS
11	MON	CWO2	CEARIACO, CABRELLIS	916-217-9644	RPAC
12	TUES	1STLT	MAYER, ANTHONY	763-276-0755	LSST
13	WED	SSGT	PESOLA, JACOB	916-856-8791	PMO
14	THURS	CAPT	WEINMANN, PETER	609-468-2584	LSST
15	FRI	SSGT	CERDA, JEREMY M.	734-346-8860	OPS
16	SAT	1STLT	PATTERSON, AUSTIN	724-709-1326	PMO
17	SUN	2NDLT	VELASQUEZ, CARLOS	816-673-9727	HQEL
18	MON	WO	CAINE, ALEXANDER J.	760-686-5581	MCCS
19	TUES	WO	PINEDA, COREY T.	720-260-3747	LOGS
20	WED	GYSGT	WALSH, DILLON J.	808-546-0622	OPS
21	THURS	GYSGT	ADKINS, DANIEL E.	214-949-0875	TISD
22	FRI	GYSGT	CORTEZ, RAUL D.	281-840-8060	OPS
23	SAT	SSGT	RAMIREZ, MARIO	982-712-7466	CMST
24	SUN	SSGT	PESOLA, JACOB	916-856-8791	PMO
25	MON	GYSGT	LEVERENZ, CLAYTON S.	585-355-9819	LOGS
26	TUES	GYSGT	KNIGHT, BENJAMIN	760-534-7844	HQEL
27	WED	SSGT	BANE, ALYSSA	641-680-7443	LSST
28	THURS	SSGT	SANDOVAL, GEORGE	951-473-3333	HQEL
29	FRI	SSGT	CUSTALOW, MICAH R.	757-289-7889	OPS
30	SAT	1STLT	SATTERFIELD, EMILY	229-485-7487	LSST
31	SUN	GYSGT	PORTER, GEOFFREY D.	509-499-0371	LOGS

SUPERNUMERARIES				
PRIMARY	1STLT	MCCARTHY, EUGUENE	804-445-4383	LSST
ALTERNATE	SSGT	RAMIREZ IV, CARLOS	602-486-4032	LOGS
PRIMARY CACO ASSIGNMENTS				
OFFICER CACO	2NDLT	BANERJEE, CONNOR D.	920-896-2789	OPS
SNCO CACO	SSGT	RUTLEDGE, CHARLES	210-248-8277	PMO
ALTERNATE CACO ASSIGNMENTS				
OFFICER CACO	1STLT	GHODS, NOAH	714-788-4550	LSST
SNCO CACO	GYSGT	HARRIS, ANDREW D.	541-272-1885	OPS

ENCLOSURE (1)