



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

Canc: 30 September 2022

ASB 1601
ADJ
29 Aug 22

AIR STATION BULLETIN 1601

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS OFFICER
ASSIGNMENTS FOR SEPTEMBER 2022

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 September 2022.

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.

(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.

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(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, station armory, and rifle range complex will be conducted within the month assigned. The point of contact is Ms. Monica Knight-Williams at (252) 466-7361 or at monica.knight-williams@usmc.mil.

(1) September inventory will be conducted by **SSgt Jason Brown**.

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

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CDO ASSIGNMENTS FOR SEPTEMBER 2022					
DATE	DAY	RANK	NAME	CELL #	SECTION
1	THU	GySgt	Senior, Marcus A.	678-315-2390	OPS
2	FRI	SSgt	Nicholson Brandon	509-828-3249	PMO
3	SAT	CWO2	Adams, Adam	907-987-7802	TRNG
4	SUN	GySgt	Knight,Benjamin M.	760-534-7844	H&HS
5	MON	SSgt	Burdine, Gerald	773-931-8335	RPAC
6	TUE	SSgt	Biggs, Daniel J.	256-431-1250	OPS
7	WED	SSgt	Abdullah, Tariq	843-4739628	LOG
8	THU	1stLt	Owings, Stephan	580-603-4553	LSST
9	FRI	GySgt	Young, Morris F.	863-272-8112	TISD
10	SAT	SSgt	Rutledge Charles	210-248-8277	PMO
11	SUN	GySgt	Laverenz, Clayton S.	585-355-9819	LOG
12	MON	GySgt	Starks, Jonathon E.	(540) 940-7627	SJA
13	TUE	GySgt	Patterson, Benjamin R.	360-562-7702	OPS
14	WED	CWO2	Cabrellis, Ceariaco	916-217-9644	RPAC
15	THU	Capt	Adorno, Dennis	813-484-0958	LSST
16	FRI	GySgt	Price Brandon	850-375-1464	PMO
17	SAT	SSgt	Young, Dylann J.	239-287-8261	OPS
18	SUN	GySgt	Palmer, Garret	910-378-6090	TRNG
19	MON	Capt	Noyes, Patrick A.	941-725-9351	H&HS
20	TUE	SSgt	Law, Brandon	252-808-7644	MPWR
21	WED	GySgt	Betcher, Matthew	810-990-4572	OPS
22	THU	GySgt	Payne, Brent	760-819-9143	MCCS
23	FRI	SSgt	Casey, Michael	504-255-8938	LOG
24	SAT	SSgt	Morrow, Mark	717-682-5882	CMST
25	SUN	Capt	Marsella, Mark	201-478-0860	LSST
26	MON	SSgt	Sellers, Joshua C.	267-949-6926	OPS
27	TUE	SSgt	Littles, AaronJohn	850-287-0692	LOG
28	WED	GySgt	Mason, Patrick C.	619-787-2994	H&HS
29	THU	SSgt	Williams, Marcas	571-292-6862	LSST
30	FRI	SSgt	Harris, Andrew D.	541-272-1885	OPS

SUPERNUMERARIES					
PRIMARY		CWO2	Kohlhof, Garrett	252-497-9888	RPAC
ALTERNATE		GySgt	Jones, Dallas J.	843-816-1405	OPS
PRIMARY CACO ASSIGNMENTS					
OFFICER CACO		1stLt	Taliaferro, Trevante	601-213-2328	LSST
SNCO CACO		SSgt	Leech, John	607-287-1584	PMO
ALTERNATE CACO ASSIGNMENTS					
OFFICER CACO		1stLt	Khlaing, Chandara	267-752-4926	H&HS
SNCO CACO		SSgt	Brown, Jason	252-241-9356	LSST