



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

Canc: 31 May 2023

ASB 1601
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AIR STATION BULLETIN 1601

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS OFFICER
ASSIGNMENTS FOR MAY 2023

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 May 2023.

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) May inventory will be conducted by Gunnery Sergeant Clayton Levernz.

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

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D. M. REED
By direction

CDO ASSIGNMENTS FOR MAY 2023					
DATE	DAY	RANK	NAME	CELL #	SECTION
1	MON	GySgt	Leverenz, Clayton	585-355-9819	LOG
2	TUE	1stLt	Burch, Anthony	903-209-5254	LSST
3	WED	GySgt	Hornbuckle, John M.	530-681-3277	OPS
4	THU	SSgt	Luna, Anthony	619-818-0086	PMO
5	FRI	GySgt	Cagle, Andy	760-498-5408	MCCS
6	SAT	CWO2	Cabrellis, Ceariaco	916-217-9644	RPAC
7	SUN	SSgt	Casey, Michael	504-255-8938	LOG
8	MON	SSgt	Harper, Gabirele	817-422-8700	MPWR
9	TUE	GySgt	Shaheen, Ryan F.	303-994-0596	OPS
10	WED	SSgt	Collins, Donald L.	513-907-4893	H&HS
11	THU	Capt	Marsella, Mark	201-478-0860	LSST
12	FRI	GySgt	Young, Morris	863-272-8112	TISD
13	SAT	GySgt	Mason, Patrick C.	619-787-2994	H&HS
14	SUN	GySgt	Patterson, Benjamin R.	360-562-7702	OPS
15	MON	Capt	Owings, Stephan	580-603-4553	LSST
16	TUE	1stLt	Tran, Sinh C.	916-450-1143	PMO
17	WED	SSgt	Littles, AaronJohn	850-287-0692	LOG
18	THU	SSgt	Stacy, Mario D.	919-901-3036	OPS
19	FRI	SSgt	Burdine, Gerald	773-931-8335	RPAC
20	SAT	GySgt	Brown, Daniel	904-505-3818	CMST
21	SUN	CWO2	Armstrong, Ryan	714-883-2542	LSST
22	MON	1stLt	Khlaing, Chandara	267-752-4926	H&HS
23	TUE	GySgt	Stanley, Eric A.	517-927-5023	OPS
24	WED	SSgt	Nicolson, Brandon	509-828-3249	PMO
25	THU	SSGT	SRENG, NARA	404-901-5243	LOG
26	FRI	Capt	Adorno, Dennis	813-484-0958	LSST
27	SAT	SSgt	Young, Dylann J.	239-287-8261	OPS
28	SUN	SSgt	Meppen, Timothy S.	518-944-3182	H&HS
29	MON	1stLt	McCarthy IV, Eugene	804-445-4383	LSST
30	TUE	SSgt	Pesola, Jacob .A.	916-856-8791	PMO
31	WED	SSgt	Allen, MacIntyre J	630-589-6857	MCCS
SUPERNUMERARIES					
PRIMARY		SSgt	Cruz, Nicholas	401-441-3226	TRNG
ALTERNATE		CWO2	Kohlhof, Garrett	252-497-9888	RPAC
PRIMARY CACO ASSIGNMENTS					
OFFICER CACO		Capt	Taliaferro, Trevante	601-213-2328	LSST
SNCO CACO		GySgt	Price, Brandon	850-375-1464	PMO
ALTERNATE CACO ASSIGNMENTS					
OFFICER CACO		GySgt	Leverenz, Clayton	585-355-9819	LOG
SNCO CACO		GySgt	Adkins, Daniel	214-949-0875	TISD