



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

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ADJ
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AIR STATION BULLETIN 1601

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS OFFICER ASSIGNMENTS
FOR JULY 2021

Ref: (a) ASO 1601.1B

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 July 2021.

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.

c. Personnel assigned who become unavailable will be responsible for notifying their sections and a replacement for the duty indicated. 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,

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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.

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-willia@usmc.mil.

(1) July inventory will be conducted by SSgt Fero, Caroline E.

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


J. W. MILES
By direction

| CDO ASSIGNMENTS FOR JULY 2021 | | | | | |
|-------------------------------|-----|-------|----------------------|------|---------|
| DATE | DAY | RANK | NAME | EXT | SECTION |
| 1 | THU | CWO2 | Brossman, Laura E. | 8089 | IPAC |
| 2 | FRI | Capt | Matthews, Seth S. | 2608 | H&HS |
| 3 | SAT | Capt | Schbert, Joshua | 5279 | CMST |
| 4 | SUN | SSgt | Malone, Adam | 4112 | LOG |
| 5 | MON | Capt | Nelson, Daniel J. | 6457 | LEGAL |
| 6 | TUE | SSgt | Davids, Jason | 5123 | PMO |
| 7 | WED | WO | Striblin, Clint M. | 5887 | OPS |
| 8 | THU | GySgt | Cone, Kenyatta E. | 7689 | IPAC |
| 9 | FRI | SSgt | Shotts, Matthew C. | 5102 | OPS |
| 10 | SAT | SSgt | Brinegar, Jerad M. | 1601 | MCCS |
| 11 | SUN | SSgt | Young, Dylann J. | 5887 | OPS |
| 12 | MON | GySgt | Brown, Daniel | 3825 | CMST |
| 13 | TUE | GySgt | Senior, Marcus A. | 2302 | OPS |
| 14 | WED | Capt | Marsella, Mark | 6858 | LEGAL |
| 15 | THU | GySgt | Mason, Patrick C. | 2608 | H&HS |
| 16 | FRI | GySgt | Stoy, Craig A. | 4146 | OPS |
| 17 | SAT | WO | Dawson, Daniel | 4163 | TISD |
| 18 | SUN | SSgt | Tidquist, Robert A. | 5102 | OPS |
| 19 | MON | GySgt | Taylor, William | 6019 | LOG |
| 20 | TUE | GySgt | Pontious, Andrew | 4650 | LEGAL |
| 21 | WED | CWO2 | Jagerson, Joseph R. | 2700 | IPAC |
| 22 | THU | SSgt | Fee, Matthew D. | 4146 | OPS |
| 23 | FRI | SSgt | Sandoval, George Jr. | 4112 | LOG |
| 24 | SAT | SSgt | Vlasak, Adam | 5123 | PMO |
| 25 | SUN | SSgt | Vanover, Jared M. | 4146 | OPS |
| 26 | MON | SSgt | Rigby, Teresa | 4466 | LEGAL |
| 27 | TUE | SSgt | Leech, John | 5123 | PMO |
| 28 | WED | SSgt | Lassiter, Joshua | 4334 | OPS |
| 29 | THU | GySgt | Prinzing, Travis | 5123 | PMO |
| 30 | FRI | 1stLt | Winslow, Tyler | 6858 | LEGAL |
| 31 | SAT | SSgt | McMackins, Michah S. | 5102 | OPS |

| SUPERNUMERARIES | | | | |
|----------------------------|-------|--------------------|------|-------|
| PRIMARY | SSgt | Mujica, Leobardo | 5149 | H&HS |
| ALTERNATE | GySgt | McCoy, Jordan | 3153 | LOG |
| PRIMARY CACO ASSIGNMENTS | | | | |
| OFFICER CACO | Capt | Dunham, Blake | 2982 | LEGAL |
| SNCO CACO | SSgt | Fero, Caroline E. | 7099 | H&HS |
| ALTERNATE CACO ASSIGNMENTS | | | | |
| OFFICER CACO | CWO2 | Sutphin, Justin C. | 6677 | LOG |
| SNCO CACO | GySgt | Sturgell, Ryan | 5123 | PMO |

Encl (1)