



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

Canc: 1 Jan 2025

ASBUL 5215  
ADJ

AIR STATION BULLETIN 5215

**FEB 15 2024**

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: DIRECTIVES CALENDER YEAR 2024 REVIEW

Ref: (a) MCO 5215.1K CH 1

Encl: (1) CY24 Directives Listing  
(2) Annual Review Sheet Template

1. Situation. This Bulletin provides procedural guidance for the calender year (CY) review process for Marine Corps Air Station, Cherry Point (MCAS CHERPT) directives in order to properly maintain an accurate and effective directives management program for all MCAS CHERPT directives. MCAS CHERPT Orders and Bulletins are collectively referred to as "directives." MCAS CHERPT directive sponsors (originators / Directorates and Sections) will be guided by this calender year bulletin and reference (a) on the preparation and revision of MCAS CHERPT directives.

2. Mission. Effective immediately, MCAS CHERPT will implement the guidance provided in this Bulletin in order to facilitate the timely review, reissuance, or cancelation of directives as applicable.

3. Execution

a. Commander's Intent

(1) To ensure all MCAS CHERPT directives are properly revised and current for dissemination of proper guidance throughout the Air Station.

(2) All MCAS CHERPT directives shall be issued in the name of the Commanding Officer of MCAS CHERPT. MCAS CHERPT directives shall be issued as an "Order" or "Bulletin." MCAS CHERPT directives shall be issued using the designation "Air Station Order" (ASO) or "Air Station (ASBul)," as appropriate.

b. Concept of Operations

(1) Current directives will not be revised for the sole purpose of complying with this Bulletin.

(2) The Adjutant Section serves as the Directives Control Point (DCP) managers. All directives will be reviewed prior to the end of calenday year 2024. In annual reviews, originators determine whether directives need minor changes, substantial revisions, or no changes.

(3) All directives must be revised prior to the ninth year anniversary of their original signature date. For the purposes of this review, the Commanding Officer will automatically extend directives at or nearing expiration of the ninth year anniversary date for an additional one year as authorized by the reference. This action will allow originators to better prioritize the review and revision process. Additionally, originators may process directives for signature (if identified for automatic extension) if mission requirements deem the revision necessary. In revisions, originators must make substantial changes to the directive.

(4) All Sponsors identified in the enclosures will ensure directives under their purview comply with this Bulletin.

c. Coordinating Instructions

(1) DCP Responsibilities. As the command's hub for the directives management program, DCPs will ensure the following.

(a) Compliance with the reference to maintain a single, streamlined, uniform system for the preparation, approval, and maintenance of all MCAS CHERPT directives.

(b) Revise and publish this Bulletin annually or as required.

(c) Issue annual review sheets in conjunction with this Bulletin, or as required.

(d) Maintain appropriate accountability of all directives.

(e) Provide guidance to the sponsors / originators of each directive when needed.

(2) Sponsor / Originator Responsibilities. All Directorates / Sections identified as a sponsor / originator within the enclosures shall promptly do the following:

(a) Read and become familiar with Marine Corps Order 5215.1K CH 1(Directives Management Program) and all references therein.

(b) Review and revise all directives distributed annually by the DCP within the prescribed timeline.

(c) Ensure annual review sheets are signed by Directors/Deputies with By direction authority and returned to the DCP managers prior to the end of calendar year 2024. Alternatively, an E-mail from the Directors/Deputies to the Adjutant's Organizational Mail Box (CHPT.MCAS.Adjutant.OMB@usmc.mil) may be utilized in lieu of the annual review sheet specifying intentions and required actions for the respective section's assigned directives.

4. Administration and Logistics. This Bulletin is applicable to the directives listed in enclosure (1).

5. Command and Signal. This Bulletin is applicable to MCAS CHERPT and effective the date signed.



B. C. BURKS

DISTRIBUTION: A

DIRECTIVE TYPE	SBC	TITLE	DATE SIGNED	ORIGINATING SECTION	STATUS
Order	6240.8D	Veterinary Services	12-Jan-2011	VET	REVISE
Order	4710.5L	Air Operations Manual, Marine Corps Air Station, Cherry Point, North Carolina ( Short Title: AIRORDSMAN, MCAS CHERRY P)	30-Apr-2014	OPS	REVISE
Order	6240.2G	MEDICAL EVALUATION AND CONDITIONAL EMPLOYEE REPORTING FOR FOOD SERVICE, BARBER/BEAUTICIAN, AND CHILD CARE PROVIDER PERSONNEL	01-Jun-2015	NHC	CURRENT
Order	8960.1B	Standing Operating Procedures (SOP) For The Consolidated Armory	03-Aug-2015	HQHQRON	CURRENT
Order	1710.12C	Semper Fit Policy Manual	27-Mar-2017	MCCS	CURRENT
Order	6220.2E	Management of Animal Bite Injuries and Rabies Control	26-Apr-2017	NHC	CURRENT
Order	13500.1B	Managing to Payroll	05-May-2017	MPR	CURRENT
Order	3700.1	MCAS Cherry Point Air Installation Planning Board	27-Jul-2017	OPS	CURRENT
Order	5530.2E	Flightline Security (FLS) Program	01-Mar-2018	PMO	CURRENT
Order	1610.6C	Physical Security Crime Prevention Program	14-Jun-2018	PMO	CURRENT
Order	12000.1A	Civilian Employee Check-in/Check-out Requirement	21-Jun-2018	MPR	CURRENT
Order	10570.1U	Pet Control Regulations	21-Jun-2018	PMO	CURRENT
Order	5030.1A	Customs and Agriculture Inspections Program	16-Jul-2018	PMO	CURRENT
Order	5750.1N	Command Chronology	18-Jul-2018	OPS	CURRENT
Order	12713	Policy Statement on Equal Employment Opportunity	01-Nov-2018	HRO	CURRENT
Order	1050.1C	Leave and Liberty Regulations	29-Nov-2018	ADJ	CURRENT
Order	5354	Marine Corps Air Station, Cherry Point Military Equal Opportunity (EO) SOP	31-Jan-2019	EOA	CURRENT
Order	5216	Standard Originator Codes for Correspondence and Directives	04-Mar-2019	ADJ	CURRENT
Order	5560.5C	Special Storage of Personal Property and Privately Owned Vehicles For Personnel on Temporary Additional Duty or Deployment for 90 or More Days	21-Mar-2019	LOGS	CURRENT
Order	5605.1B	Distribution and Procurement of Command Directives	28-Mar-2019	ADJ	CURRENT
Order	8020.14C	Explosives Safety Self Assessment Program	04-Jun-2019	SSD	CURRENT
Order	5000.1B	Installation Personnel Administration Center Standard Operating Procedures (Short Title: IPAC SOP)	26-Jun-2019	MPR	CURRENT
Order	8020.1	Marine Corps Air Station Cherry Point Explosive Safety Management Program	24-Jul-2019	SSD	CURRENT
Order	5224.3C	Continuous Process Improvement (CPI) Program	22-Aug-2019	COMPT	CURRENT
Order	4491.1	Serial Number Assignment for Citing DoD Activity Address Code M30146	09-Sep-2019	LOGS	CURRENT
Order	1745.1E	Child Development Center Program (CDCP)	01-Oct-2019	MCCS	CURRENT
Order	5100.1B	Command Ergonomics Injury Prevention Program	01-Oct-2019	SSD	CURRENT
Order	1754.10	Information and Referral Program with Relocation Services	17-Oct-2019	MCCS	CURRENT
Order	1320.14G	Personnel Sponsorship Program	06-Nov-2019	MCCS	CURRENT
Order	3030.1	MCAS Cherry Point Continuity of Operations (COOP)	17-Mar-2020	OPS	CURRENT
Order	1650.10F	Marine Non-Commissioned Officer (NCO) of the Quarter/Marine of the Quarter	02-Sep-2020	SGTMAJ	CURRENT
Order	3750.1B	Marine Corps Air Station Cherry Point Pre-Mishap Plan (Short Title: Station PMP)	12-Nov-2020	SSD	CURRENT
Order	12271	Telework for Civilian Marines	19-Nov-2020	MPR	CURRENT
Order	12335.1	Merit Staffing Program	10-Dec-2020	CHRO-E	CURRENT
Order	8000.1B	Hazards of Electromagnetic Radiation to Ordnance (HERO) Emissions	28-Jan-2021	TISD	CURRENT
Order	5100.13A	Occupational Safety and Health (OSHA) Program	12-Feb-2021	SSD	CURRENT
Order	12451.1B	Civilian Awards Program For Marine Corps Air Station Cherry Point Employees	18-May-2021	MPR	CURRENT
Order	5510.18D	Emergency Action Plan for the Safeguarding of Classified Material	02-Jun-2021	MA	CURRENT
Order	3060.6C	Military Honors at Funerals	17-Aug-2021	SGTMAJ	CURRENT
Order	5800.6C	Victim and Witness Assistance Program (VWAP)	14-Sep-2021	LSST	CURRENT
Order	5210.1	Records Management Program	22-Sep-2021	MPWR	CURRENT
Order	4056.5D	Abuse of Marine Corps Exchange (MCK) Privileges	29-Oct-2021	MCCS	CURRENT
Bulletin	1400.1A	Meritorious Promotion to The Grades of Corporal and Sergeant	05-Nov-2021	SGTMAJ	CURRENT
Order	1620.1E	Marine Corps Air Station (MCAS) Armed Forces Disciplinary Control Board	23-Nov-2021	INSP	CURRENT
Order	5530.3C	Security Augmentation Force	01-Dec-2021	PMO	CURRENT
Order	1020.3G	Uniform Regulations	06-Dec-2021	SGTMAJ	CURRENT
Order	1710.2C	Hancock Creek Lodge Use Procedures	07-Dec-2021	MCCS	CURRENT
Order	1700.3I	Transition Readiness Program (TRP)	13-Dec-2021	MCCS	CURRENT
Order	5355.2B	Substance Abuse Program	13-Dec-2021	MCCS	CURRENT
Order	1620.4B	Standard Operating Procedures for Handling Dishonored Checks	14-Dec-2021	MCCS	CURRENT
Order	7100.1C	Procedures for Support Agreements	12-Jan-2022	COMPT	CURRENT
Order	5090.9B	Procurement of Firewood for Personal use	18-Jan-2022	FAC	CURRENT
Order	5800.2A	Repossession of Personal Property	18-Jan-2022	SIA	CURRENT
Order	5820.1A	Visitation of Marines in Hands of Civilian Authorities (IHCA)	20-Jan-2022	LSST	CURRENT
Order	7220.15K	Making and Accepting Personal Checks at NAFI	27-Jan-2022	MCCS	CURRENT
Order	5353.1G	Tobacco Prevention And Control Program	03-Feb-2022	MCCS	CURRENT
Order	5090.12A	Salvage of Inert Debris	09-Feb-2022	FAC	CURRENT
Order	5090.6A	Ozone Depleting Substance (ODS) Management	14-Feb-2022	FAC	CURRENT
Order	11101.18F	Military Housing Order	16-Feb-2022	FAC	CURRENT
Order	1740.1E	Personal Commercial Solicitation Aboard Marine Corps Air Station (MCAS) Cherry Point	23-Feb-2022	INSP	CURRENT
Order	1730.5F	Use of Command Religious Program Spaces	03-Mar-2022	CHAP	CURRENT
Order	5090.10A	Standard Operating Procedures (SOP) for Prescribed (Controlled) Burning at MCAS Cherry Point and Outlying Fields	08-Mar-2022	FAC	CURRENT
Order	2250.1G	Standing Operating Procedures for Distribution and Control of The Electronic Key Management System (EKMS)	15-Mar-2022	TISD	CURRENT
Order	3574.2B	Standard Operating Procedures (SOP) for the Small Arms Range Complex Aboard Marine Corps Air Station Cherry Point	16-Mar-2022	OPS	CURRENT
Order	5090.11A	Environmental Impact Review Procedures	29-Mar-2022	FAC	CURRENT
Order	5850.1A	Delivery of Military Protective Orders to Civilian Law Enforcement Agencies	29-Mar-2022	PMO	CURRENT
Order	6600.2E	Dental Health Care Program	01-Apr-2022	DFN	CURRENT
Order	5090.13A	Solid Waste Disposal	01-Apr-2022	FAC	CURRENT
Order	1715.1C	Foreign Object Damage (FOD) Prevention Program	25-Apr-2022	OPS	CURRENT
Order	6240.3P	Reporting and Activity Action Concerning Environmental Health/Sanitation Inspections	15-May-2022	NHC	CURRENT
Order	5500.13B	Arming of Law Enforcement and Security Personnel and the Use of Force	24-May-2022	PMO	CURRENT
Order	2355.1E	Enterprise Land Mobile Radio System (ELMR) Procedures	09-Jun-2022	TISD	CURRENT
Order	5000.2B	By Direction and By Title Signature Authorities	13-Jun-2022	ADJ	CURRENT
Order	5090.3B	Marine Corps Air Station (MCAS) Cherry Point, Environmental Compliance Coordination	24-Jun-2022	FAC	CURRENT
Order	7010.6	SOP for Religious Offering Fund	26-Jun-2022	CHAP	CURRENT
Order	6710.3L	Utilization of Military Working Dogs	11-Jul-2022	PMO	CURRENT
Order	1601.1D	Command Duty Officer Standing Operating Procedures (Short Title: CDO SOP)	13-Jul-2022	ADJ	CURRENT
Order	11101.5	BEQ SOP	14-Jul-2022	FAC	CURRENT
Order	1650.1	Awards Program	30-Jul-2022	ADJ	CURRENT
Order	12810.1	Federal Employees Compensation Act (FECA) Fraud Investigation Program	20-Jul-2022	MPWR	CURRENT
Order	12810	Federal Employees Compensation Act Fraud Investigation Program	20-Jul-2022	PMO	CURRENT
Order	5510.2B	Information and Personnel Security Program	25-Jul-2022	OPS	CURRENT
Order	1301.26	Assumption of Command	05-Aug-2022	ADJ	CURRENT
Order	12713.4A	Reasonable Accommodation for Individuals with Disabilities	13-Aug-2022	EEO	CURRENT
Order	10121.1S	Uniform Clothing Sales and Issue	16-Aug-2022	MCCS	CURRENT
Order	5104.1D	Radiation Safety Program Standing Operating Procedures (Short Title: RSP SOP)	16-Aug-2022	SSD	CURRENT
Order	2280.1F	Secure Telephone Equipment/KSV-21 Cryptographic Card Management Procedures	16-Aug-2022	TISD	CURRENT

ENCLOSURE (1)

Order	5090.7A	Oils and Hazardous Substances (OHS) Spill Prevention and Contingency	28 Aug-2022	FAC	CURRENT
Order	5090.2B	Qualified Recycling Program (QRP)	29 Aug-2022	FAC	CURRENT
Order	5090.8A	Air Pollution Emergency Abatement Plan	01-Sep-2022	FAC	CURRENT
Order	5090.5B	Requirements for Handling, Storage, Transfer, and Disposal of Hazardous Waste (HW)	02-Sep-2022	FAC	CURRENT
Order	1757.1D	Together For Life Workshop	13-Sep-2022	CHAP	CURRENT
Order	5090.1A	Post-Construction Stormwater Program	21-Sep-2022	FAC	CURRENT
Order	11101.24C	Administration and Regulations of Transient Quarters	23-Sep-2022	MCCS	CURRENT
Order	11300.3M	Utility and Service Charges	26-Sep-2022	FAC	CURRENT
Order	5070.1H	Marine Warrior Liberty Regulations	26-Sep-2022	MCCS	CURRENT
Order	1500.1C	Marine Corps Water Survival Training Program (MCWSTP)	30-Sep-2022	OPS	CURRENT
Order	11300.6G	Emergency Power Generators	03-Oct-2022	FAC	CURRENT
Order	5970.2H	Civilian/Military Family Member/Juvenile Misconduct	03-Oct-2022	LSST	CURRENT
Order	2060.1A	SOP for the Management, Operations, and Maintenance of the Station Telecommunications Department	03-Oct-2022	TISD	CURRENT
Order	11300.4O	Energy Conservation Program	07-Oct-2022	FAC	CURRENT
Order	5530.1B	Debarment Procedures	07-Oct-2022	INSP	CURRENT
Order	5214.1C	Marine Corps Information Requirement Reports Management Program	28-Nov-2022	ADJ	CURRENT
Order	1730.1K	Religious Ministries Aboard Marine Corps Air Station, Cherry Point	28-Nov-2022	CHAP	CURRENT
Order	1752.6F	Steering Operating Procedures for Responding to Allegations of Sexual Assault at Marine Corps Air Station Cherry Point	28-Nov-2022	MCCS	CURRENT
Order	7700.5N	Cash Verification	16-Dec-2022	COMPT	CURRENT
Order	1710.14F	Electronic Waiver Information System	16-Jan-2023	COMMSTRAT	CURRENT
Order	3070.1B	Operations Security (OPSEC) Program	24-Jan-2023	OPS	CURRENT
Order	5510.19	Building 1 Internal Security	30-Jan-2023	OPS	CURRENT
Order	3104.1D	Marine Corps Air Station Cherry Point Communication Strategy And Operations Visual Information And Production Support	31-Jan-2023	COMMSTRAT	CURRENT
Order	3550.1B	Standard Operating Procedures for the Ranges and Training Areas and Special Use Airspace, MCAS Cherry Point, IIC	31-Jan-2023	OPS	CURRENT
Order	11100.1	Real Property Inventory Operating Manual	02-Feb-2023	FAC	CURRENT
Order	11100.1	Real Property Inventory Operating Manual	02-Feb-2023	FAC	CURRENT
Order	4600.3	Temporary Duty (TDY) and Local Travel	16-Feb-2023	COMPT	CURRENT
Order	10340.7	Standing Operating Procedures for Procuring Aviation and Ground Fuel	16-Feb-2023	LOGS	CURRENT
Order	9381.1H	Banking and Credit Union Liaison	22-Mar-2023	COMPT	CURRENT
Order	5510.15F	Possession, Use, and Storage of Personal Firearms, Weapons Explosives, Ammunition and Fireworks	22-Mar-2023	PMO	CURRENT
Order	3440.1A	MCAS Cherry Point Emergency Management	08-May-2023	OPS	CURRENT
Order	5530.4A	Emergency Missis Notification System	24-May-2023	MA	CURRENT
Order	11320.1B	Fire Regulations	14-Aug-2023	ees	CURRENT
Order	1710.4C	Marine Corps Community Services (MCCS) Procedures for Catering Events at Areas Managed and Operated by MCCS	15-Aug-2023	MCCS	CURRENT
Order	1748.2C	Control of Alcoholic Beverages	06-Sep-2023	MCCS	CURRENT
Order	5512.9F	Identification Cards	06-Sep-2023	MPIR	CURRENT
Order	10110.25	Administration of Basic Allowance for Subsistence	05-Oct-2023	ADJ	CURRENT
Order	5112.1B	SOP for Postal Affairs	13-Nov-23	PGS	CURRENT
Order	3140.1D	Destructive Weather Operations	20-Nov-2023	OPS	CURRENT
Order	1650.130 W/CH-1	Service Person and Military Family of the Quarter for Havelock, New Bern, and Carteret County	04-Dec-2023	ADJ	CURRENT
Order	11000.8A	Facilities Maintenance, Engineering and Projects Support Manual	04-Dec-2023	FAC	CURRENT
Order	3058.1A	Marine Corps Air Station, Cherry Point Mission Assurance	04-Dec-2023	MA	CURRENT
Order	5161.6P	Traffic Hearing Procedures/Suspension and Revocation of Driving Privileges	12-Dec-2023	SJA	CURRENT
Order	5560.7B	Motor Vehicle Traffic Regulations	13-Dec-2023	PMO	CURRENT
Order	5560.6C	Installation Access	20-Dec-2023	PMO	CURRENT
Order	3501	Marine Corps Air Station Vessel: Accountability, Maintenance, and Operation	10-Jan-2024	OPS	CURRENT

ENCLOSURE (1)



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

5215  
ADJ

From: Director, \_\_\_\_\_  
To: Commanding Officer (Attn: Adjutant's Office)

Subj: ANNUAL REVIEW OF DIRECTIVES

Ref: (a) MCO 5215.1K CH 1  
(b) ASB 5215

1. Per the instructions contained in the references, the directive listed below has been reviewed.

- a. Directive Number: \_\_\_\_\_
- b. Directive Subject: \_\_\_\_\_
- c. Date Promulgated: \_\_\_\_\_

2. A review of the above directive was conducted and the following information is submitted:

- Reviewed and current.
- Reviewed and will be revised NLT \_\_\_\_\_.
- Reviewed; request cancellation. The reason for cancellation is: \_\_\_\_\_
- Reviewed and will be consolidated with another MCAS directive NLT \_\_\_\_\_
- Reviewed and will submit a change NLT \_\_\_\_\_

3. Additional Comments: \_\_\_\_\_

Rank/Name of Reviewing Official

Signature

\_\_\_\_\_

\_\_\_\_\_

**ENCLOSURE (2)**