



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

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29 Jan 24

AIR STATION BULLETIN 1601

Subj: COMMAND DUTY OFFICER AND CASUALTY ASSISTANCE CALLS
OFFICER ASSIGNMENTS FOR FEBRUARY 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 February 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) February inventory will be conducted by Staff Sergeant Jason L. Brown.

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



F. REALEGENO
By direction

CDO ASSIGNMENTS FOR FEBRUARY 2024					
DATE	DAY	RANK	NAME	CELL #	SECTION
1	THU	1STLT	SATTERFIELD, EMILY	229-485-7487	LSST
2	FRI	SSGT	SANDOVAL, GEORGE	951-473-3333	HQEL
3	SAT	SSGT	NICHOLSON, BRANDON	509-828-3249	PMO
4	SUN	GySgt	KADINE, MORA	760-994-2017	LOGS
5	MON	2NDLT	BANARJEE, CONNOR D.	920-896-2786	OPS
6	TUE	1STLT	DALEY, ANTHONY	740-221-6101	LSST
7	WED	1STLT	TRAN, SIN	916-450-1143	PMO
8	THU	1STLT	ESCOBEDO, CHRISTOPHER M.	210-385-1036	OPS
9	FRI	GYSGT	OSBORNE, JACOB D.	951-348-0529	CMST
10	SAT	GYSGT	TRAUTH, TIMOTHY M.	321-960-1318	RRNG
11	SUN	1STLT	KHLAING, CHANDARA	267-752-4926	HQEL
12	MON	SSGT	CERDA, JEREMY M.	734-346-8860	OPS
13	TUE	CAPT	MATTHEWS, SETH	850-572-4213	HQEL
14	WED	CAPT	WOODS, BRAD	941-448-0636	LSST
15	THU	SSGT	WEEKS, EVAN	425-238-9141	PMO
16	FRI	SSGT	MILLAN, JOANNA	616-856-0196	LOGS
17	SAT	WO	CAINE, ALEXANDER J	760-686-5581	MCCS
18	SUN	SSGT	ORTIZ, JAIME	760-464-4473	HQEL
19	MON	SSGT	BANE, ALYSSA	641-680-7443	LSST
20	TUE	SSGT	YI, SIMON	404-803-3733	RPAC
21	WED	SSGT	SIZEMORE, KYLE P.	252-474-9777	OPS
22	THU	CWO2	CABRELLIS, CEARIACO	916-217-9644	RPAC
23	FRI	GYSGT	MASON, PATRICK	619-787-2994	HQEL
24	SAT	GYSGT	FELICIANO, STEVEN	305-776-1575	PMO
25	SUN	SSGT	FLORES JR., PHILLIP A.	773-642-2455	OPS
26	MON	GYSGT	WALSH, DILLON J.	808-546-0622	OPS
27	TUE	SSGT	SRENG, NARA	404-901-5243	LOGS
28	WED	CAPT	GIL, ERIC	858-382-4960	HQEL
29	THU	1STLT	BURCH, ANTHONY	903-209-5254	LSST

SUPERNUMERARIES				
PRIMARY	GYSGT	ADKINS, DANIEL	214-949-0875	TISD
ALTERNATE	GYSGT	LEVERENZ, CLAYTON	585-355-9819	LOGS
PRIMARY CACO ASSIGNMENTS				
OFFICER CACO	2NDLT	VELASQUEZ, CARLOS	816-673-9727	HQEL
SNCO CACO	GYSGT	SOUZA, SEAN N.	925-864-4698	OPS
ALTERNATE CACO ASSIGNMENTS				
OFFICER CACO	CAPT	MATTHEWS, SETH	850-572-4213	HQEL
SNCO CACO	SSGT	BROWN, JASON	252-241-9356	LSST

Enclosure (1)