



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION

NEW RIVER, JACKSONVILLE

NORTH CAROLINA 28545-5001

ASO P5451.1D

MAO

13 Jul 1987

AIR STATION ORDER P5451.1D ^{CH}

From: Commanding Officer
To: Distribution List

Subj: Manual of Organization for Marine Corps Air Station,
New River (SHORT TITLE: MCAS NR MAN ORG)

Ref: (a) ABO P5451.3B

Encl: (1) Locator Sheet

1. Purpose. To publish the organization structure and functional assignments for Marine Corps Air Station, New River (MCAS, NR).

2. Cancellation. AS(H)O P5451.1C

3. Background. The reference prescribes the basic organization, mission, and tasks of MCAS, NR as a whole. In conformance with the reference, this Manual has been prepared to outline component organization structures and functional assignments internal to MCAS, NR.

4. Action

a. Special Staff Officers and Executive Staff Officers are responsible to ascertain that respective functional statements and organization charts are maintained current.

b. In all instances where there are conflicts between this directive and other local directives, this directive takes precedence. Respective Special Staff Officers or Executive Staff Officers will take remedial action to bring conflicting directives in line with the organization set forth in this manual.

5. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

6. Submission of Changes

a. All recommended changes will be submitted to the Management Assistance Officer, for review, processing, and approval by the Commanding Officer prior to implementation.

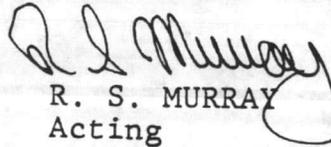
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b. Proposed changes should be submitted at the time the need for the change is recognized.

c. Approved revisions to individual organization charts and functional statements will be issued as change transmittals to this Order.

7. Certification. Reviewed and approved this date


R. S. MURRAY
Acting

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MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
NEW RIVER, JACKSONVILLE
NORTH CAROLINA 28545-5001



ASO P5451.1D
MAO
17 Aug 1987

AIR STATION ORDER P5451.1D, Ch 1

From: Commanding Officer
To: Distribution List

Subj: Manual of Organization for Marine Corps Air Station,
New River (SHORT TITLE: MCAS NR MAN ORG)

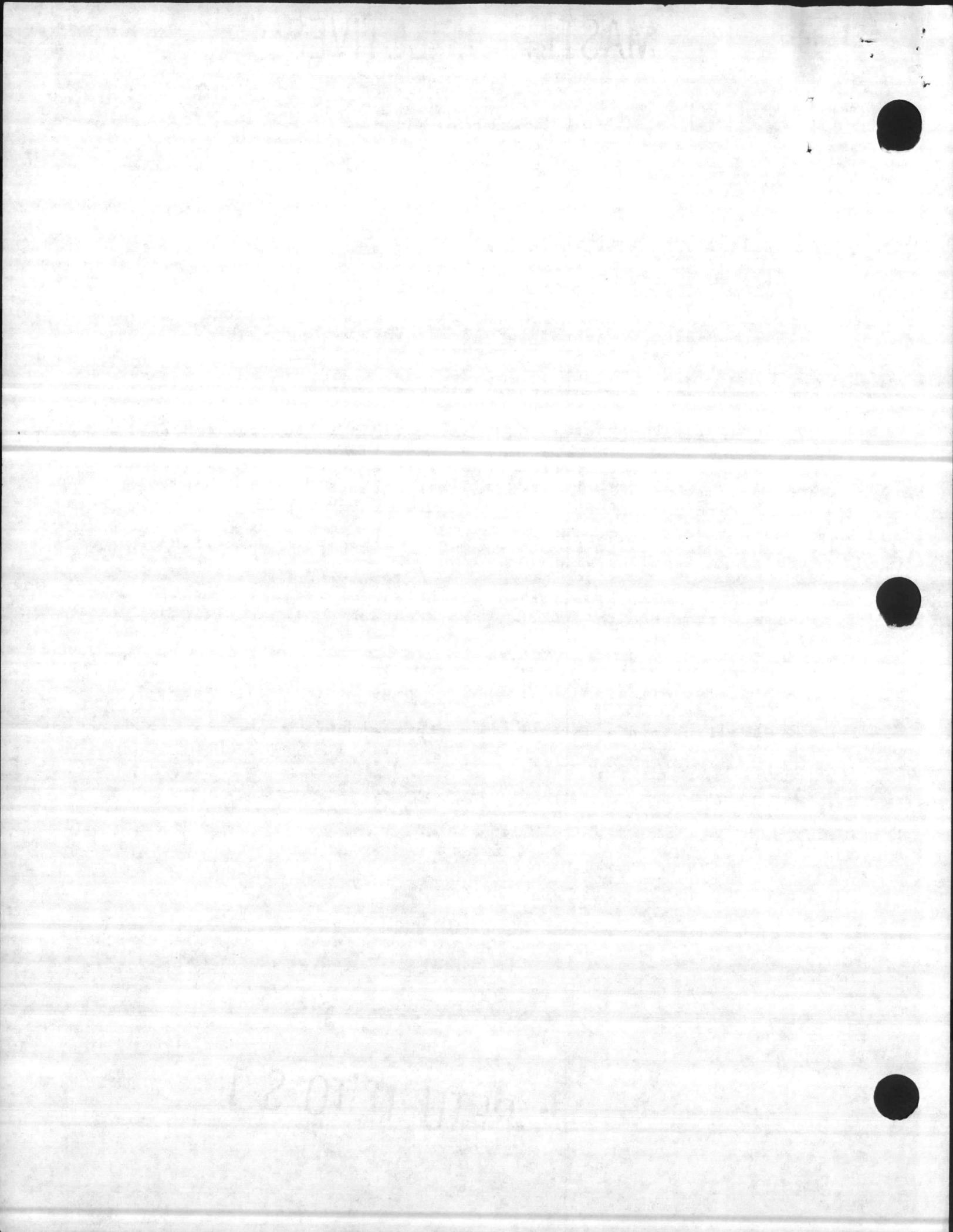
Encl: (1) New page inserts to ASO P5451.1D

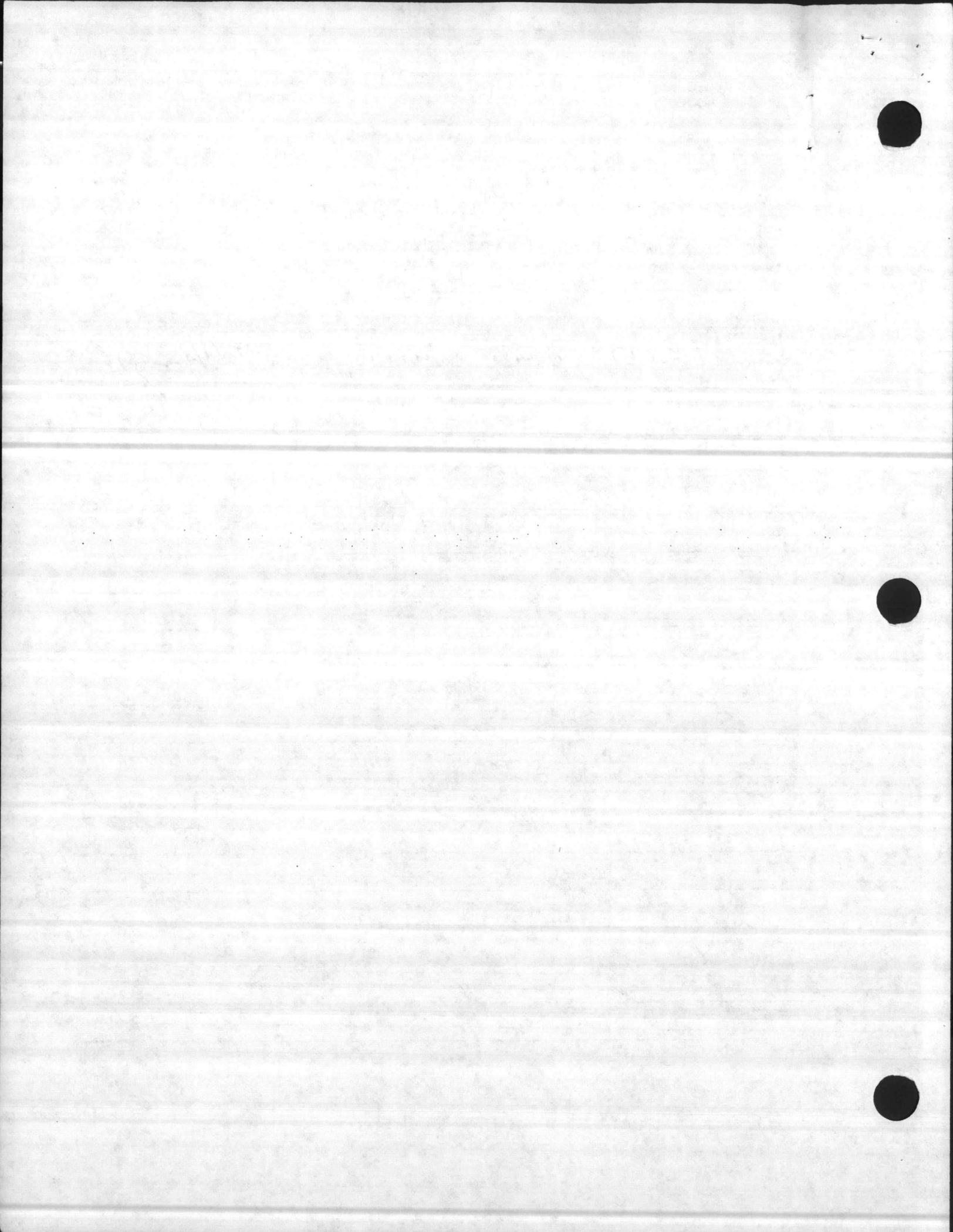
1. Purpose. To transmit new page inserts to the basic Manual.
2. Action. Remove present pages 5-15 and 5-16 of the basic Manual, and replace with pages 5-15, 5-16, and 5-16a contained in the enclosure hereto.
3. Summary of Changes. This Change reflects the addition of the Internal Review Division.
4. Change Notation. Significant changes contained in the revised pages for this Change are denoted by an asterisk (*) symbol.
5. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.


B. D. WADDELL

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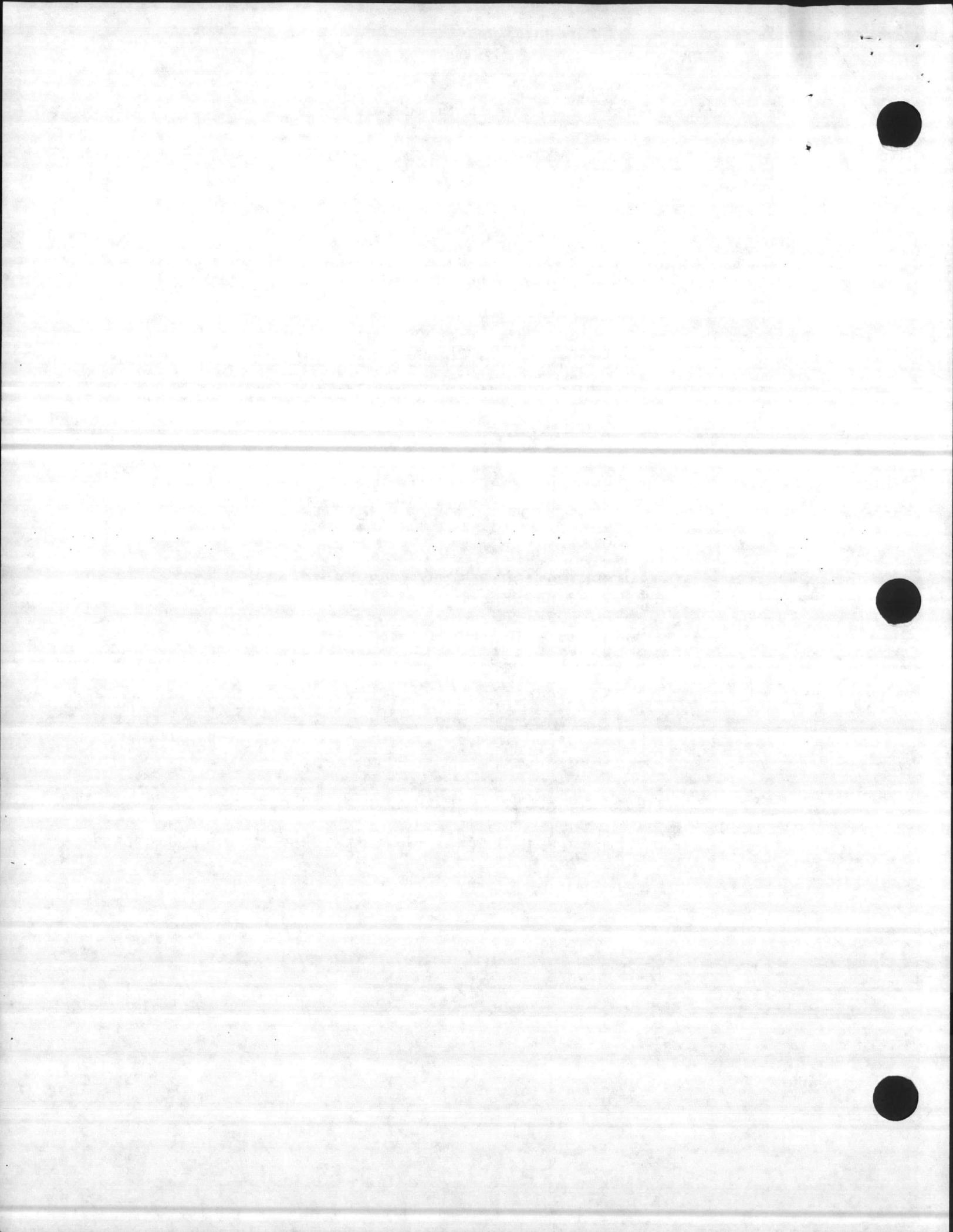
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- 4 TENANT ORGANIZATIONS OF MARINE CORPS AIR STATION,
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JOINT PUBLIC AFFAIRS OFFICER
DIRECTOR, JOINT LAW CENTER
ADJUTANT
COMPTROLLER
COMMUNICATION-ELECTRONICS OFFICER
PROVOST MARSHAL
SUPPLY OFFICER
MANAGEMENT ASSISTANCE OFFICER
NONAPPROPRIATED FUND INTERNAL REVIEW SPECIALIST

EXECUTIVE STAFF

- 6 S-1 OFFICER
- 7 S-3 OFFICER
- 8 S-4/INSTALLATIONS AND LOGISTICS OFFICER
- 9 COMMANDING OFFICER, HEADQUARTERS AND HEADQUARTERS
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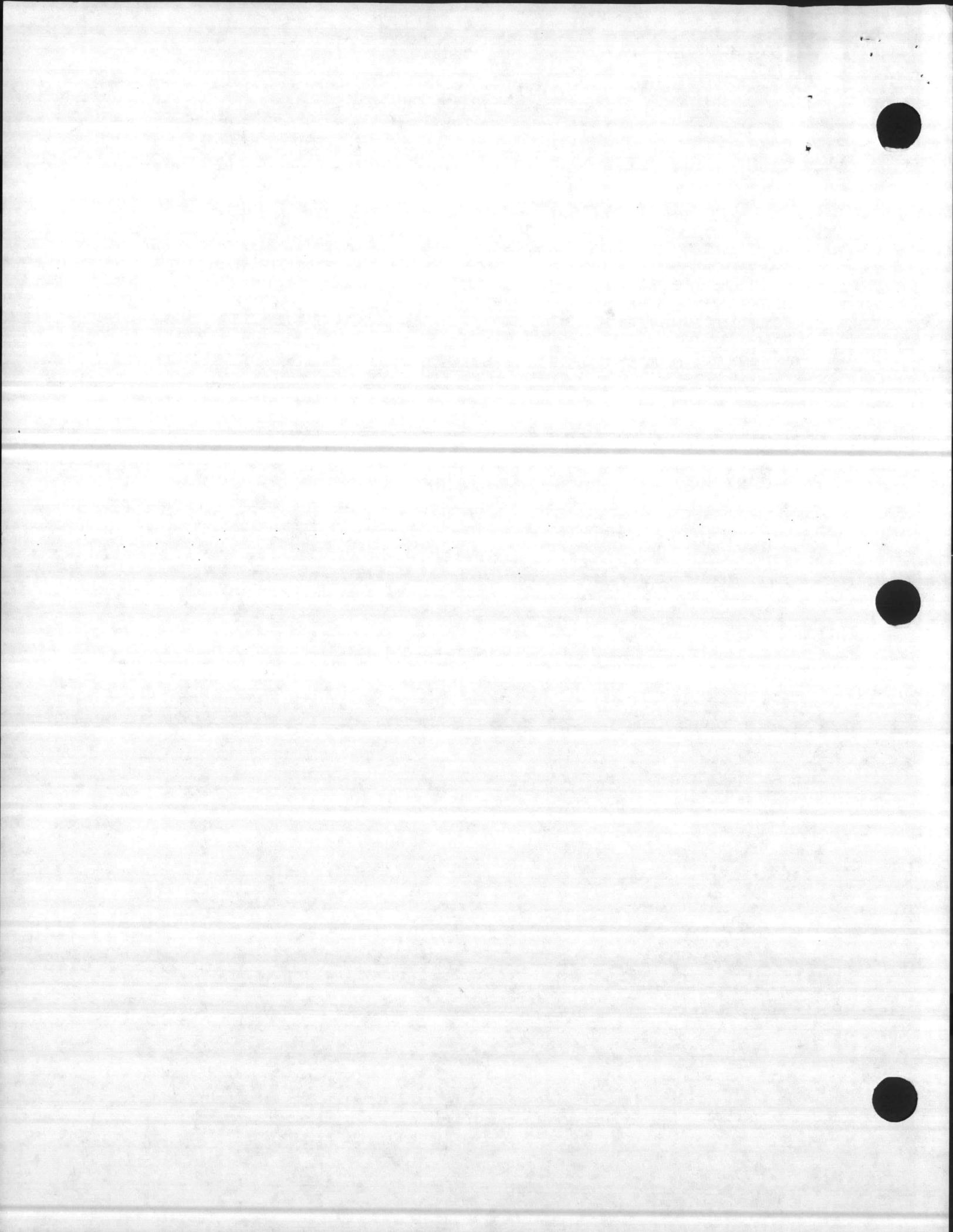


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CHAPTER 1

MARINE CORPS AIR STATION, NEW RIVER

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MAS-88	NAHTRD-1027
MATCS-88	MAZBU DET
THE-88	MWSS-272

***ADVISORS**

SENIOR FLIGHT SURGEON, NAVAL HOSPITAL BR. CLINIC
OIC, BRANCH CLINIC, NAVAL DENTAL CLINIC

MARINE CORPS AIR STATION NEW RIVER, JACKSONVILLE NORTH CAROLINA, 28648-8000 COMMANDING OFFICER

CIVILIAN PERSONNEL OFF. MCR, CAMP LEJEUNE, NC

COMMAND CHAPLAIN

SERGEANT MAJOR

EXECUTIVE OFFICER

SPECIAL STAFF SAFETY OFFICER JOINT PUB. AFFAIRS OFF. DIR. JOINT LAW CENTER

SPECIAL STAFF ADJUTANT COMPTROLLER COMM-ELECT OFFICER

SPECIAL STAFF PROVOST MARSHAL SUPPLY OFFICER

SPECIAL STAFF MANAGEMENT ASST. OFF. NAF INT. REVIEW SPEC.

CO. HEADQUARTERS & HEADQUARTERS SQUADRON

S-1 OFFICER

S-3 OFFICER

S-4/ INSTALLATIONS & LOGISTICS OFFICER

BRANCHES ADMINISTRATIVE CAREER PLANNER TRAINING

DIVISIONS PERM. SVCS. OIC, JRC MANPOWER OIC, RAU OIC, JDACC DIR. FSC DISBURSING

DIVISIONS AIRFIELD OPERATIONS FLIGHT SUPPORT OIC, TAVSC

DIVISIONS FACILITIES PLANNING FACILITIES OPERATIONS AVIATION ORDNANCE COMMISSARY

*NOT UNDER OPERATIONAL CONTROL OF THE COMMANDING OFFICER, MCAS, NR

MCAS NR MAN ORG
 CHAPTER 1
 ORGANIZATION CHART FOR
 MARINE CORPS AIR STATION, NEW RIVER

FIGURE 1-1

1000

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MISSION OF MCAS NEW RIVER

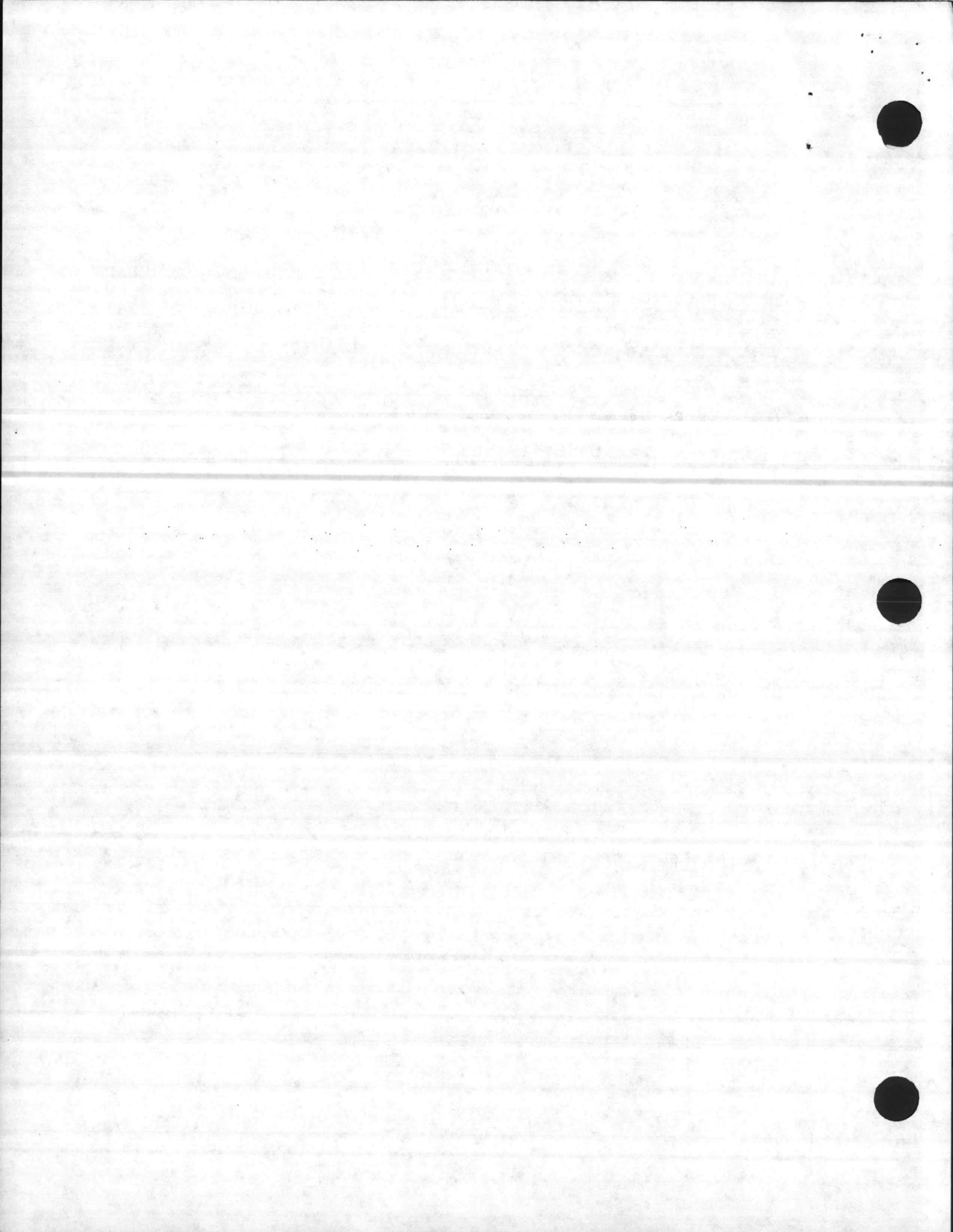
1000. MISSION. To provide services and material to support operation of a Marine Aircraft Wing, or units thereof, and other activities and units as designated by the Commandant of the Marine Corps.

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COMMAND ECHELON

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CHAPTER 2

COMMAND ECHELON

2000. COMMANDING OFFICER. The Commanding Officer, Marine Corps Air Station, New River (MCAS, NR), carries out the mission of the activity as assigned by the Commandant of the Marine Corps. The MCAS, NR falls under the command of the Commander, Marine Corps Air Bases, Eastern Area (COMCABEAST). Support is provided by the Naval Air Systems Command as exercised through Commander, Naval Air Forces, Atlantic, for Aviation Logistics and by the Commandant of the Marine Corps, as exercised through COMCABEAST, for Marine Corps support. The Commanding Officer maintains liaison with Fleet Marine Forces and all other military commands as well as with federal, state, county and municipal agencies as required. In addition, he represents and upholds the interests of the Marine Corps and the Federal Government in community relations matters. The reference prescribes tasks to be accomplished by MCAS, NR in order to accomplish the mission.

2001. EXECUTIVE OFFICER. The Executive Officer is responsible to the Commanding Officer for effective coordination of all activities of the Executive and Special Staffs whose functional activities collectively comprise the functions of the Command. He directs, coordinates and supervises their activities by formulating plans, orders and instructions necessary to implement and ensure compliance with the Commanding Officer's policies and decisions. When required, he initiates Command and Staff action to resolve actual and/or anticipated problem areas. He may recommend policy changes and/or specific courses of action to the Commanding Officer. He remains currently informed of all situations to ensure preparedness for future eventualities to include unusual developments occurring after normal working hours. He ensures establishment and maintenance of liaison with higher, subordinate and tenant commands. He is Chairman of the Traffic Board and is Traffic Court Judge; he is the Station Security Manager and the Top Secret Security Officer. He performs such other duties as the Commanding Officer may specifically direct.

2002. SERGEANT MAJOR. The Sergeant Major is the principal enlisted assistant to the Commanding Officer. Keeps apprised of all policies of the Command which impact enlisted personnel. Disseminates information to enlisted personnel regarding such policies. Reports on the status of matters pertaining to the efficient operations of the Command. Counsels subordinate unit noncommissioned officers as required to improve the general effectiveness of the Command. Interviews and counsels enlisted personnel on any pertinent professional and personal matters which

may affect the efficiency of the Command. Assists in the conduct of office hours, request masts, and meritorious masts. Participates in ceremonies, inspections, briefings, conferences and other functions as designated by the Commanding Officer.

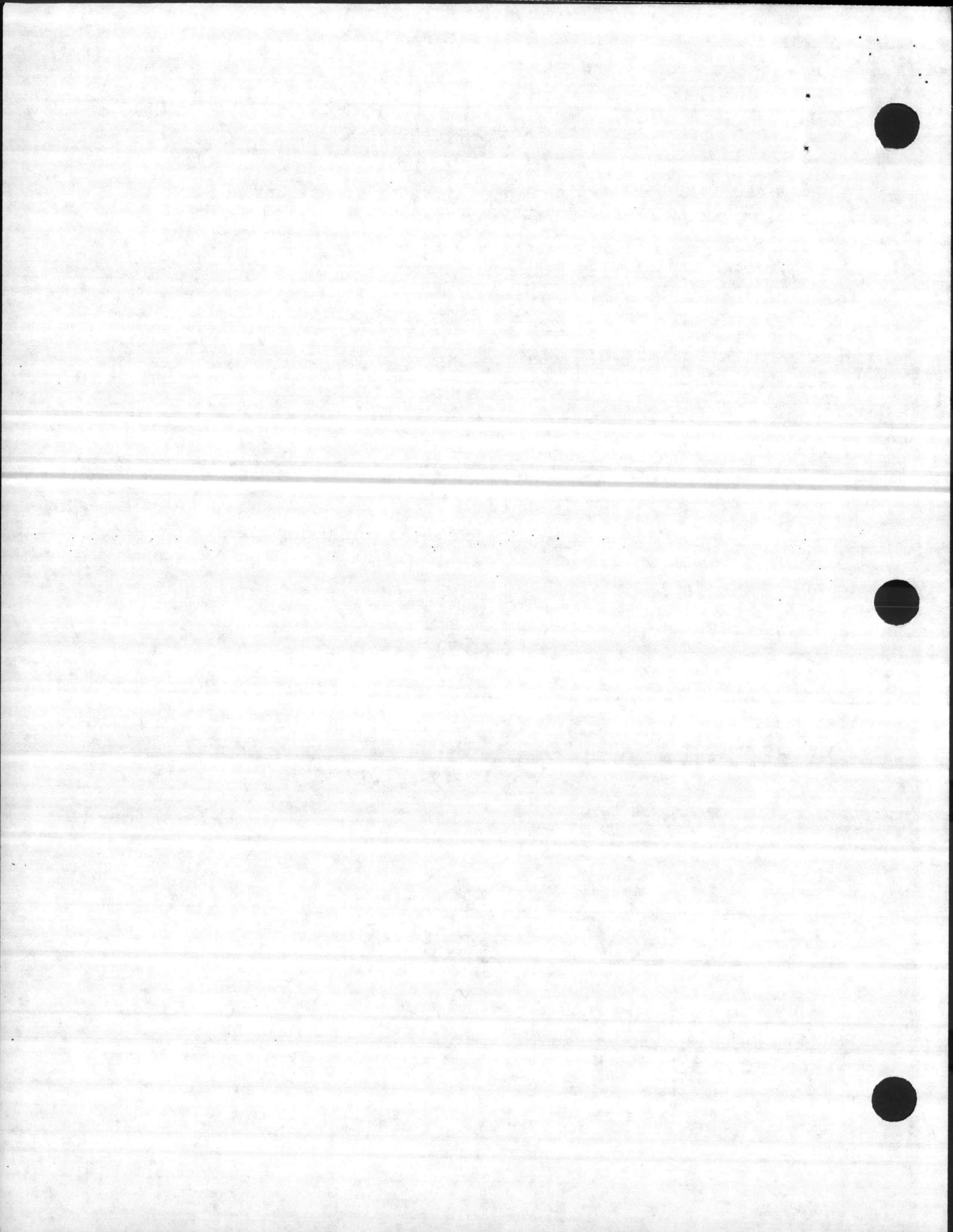
2003. CIVILIAN PERSONNEL OFFICER, MARINE CORPS BASE, CAMP LEJEUNE. The Civilian Personnel Officer (CPO) who is located at Marine Corps Base, Camp Lejeune, North Carolina (MCB, CLNC) and is dual hatted at MCAS, NR, performs the duties of a special staff officer under the cognizance of the Commanding Officer with respect to providing staff assistance for the Command's Civilian Personnel Administration Program. Because the CPO is located at MCB, CLNC, routine civilian personnel services are coordinated with the Manpower and Position Management Specialist, MCAS, NR, under the cognizance of the S-1 Officer. Responsibilities include: recruitment, qualification and evaluation of applicants, placement, appointments and other accessions, competitive status and conversions, veteran's preference, dual compensation and dual employment, restoration to duty and other rights, promotion, reassignments, details, reductions-in-force, personnel actions and records, statistics, allowances for uniforms, Labor-Management relations, appeals, grievances, disciplinary actions, separations, hours of work, absence and leave, retirements, life and health insurance, incentive awards, employee services, Civilian Guide Post, political activity, alcoholism, employee counseling, workmen's compensation, classification and review of general schedule and trades and labor occupations, performance appraisals, job engineering, career development to include individual counseling and individual training plans, management development, supervisory training, other training (trade or craft, technical/speciality, administrative, clerical, orientation), and training records and reports.

2004. COMMAND CHAPLAIN. The Command Chaplain performs the general duties of a special staff officer under the cognizance of the Commanding Officer with respect to the moral, spiritual, and religious welfare of the Command. His staff responsibilities include:

1. Assisting in determining and improving the state of morale.
2. Developing and conducting religious programs.
3. Ministering to the sick and wounded.
4. Corresponding with relatives of personnel as appropriate.
5. Discharging the staff responsibility for all professional, technical and administrative matters pertaining to religious activities within the Command.

6. Providing professional supervision, coordination and assistance for other assigned chaplains.

7. Exercising liaison with community social, welfare and religious organizations.

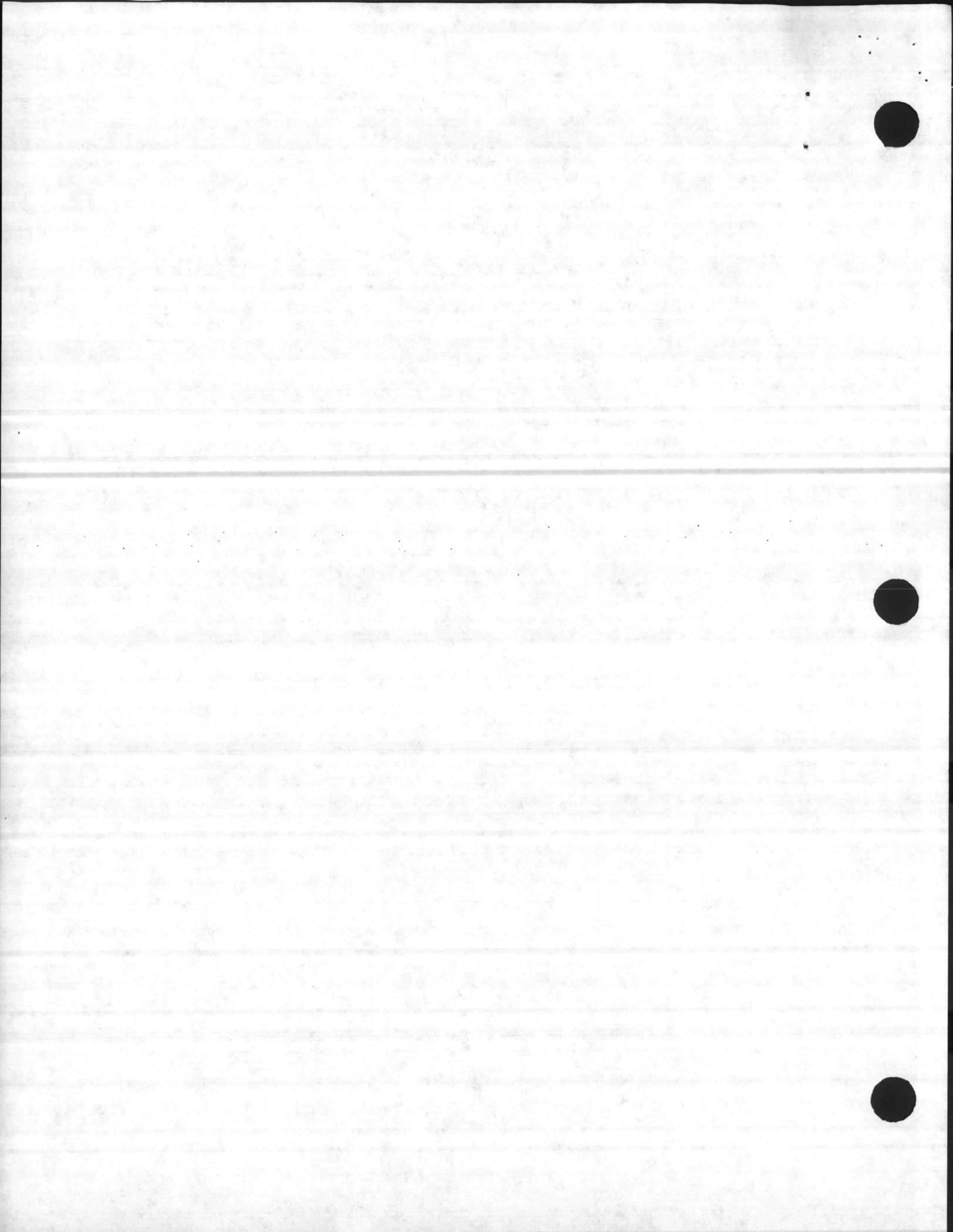


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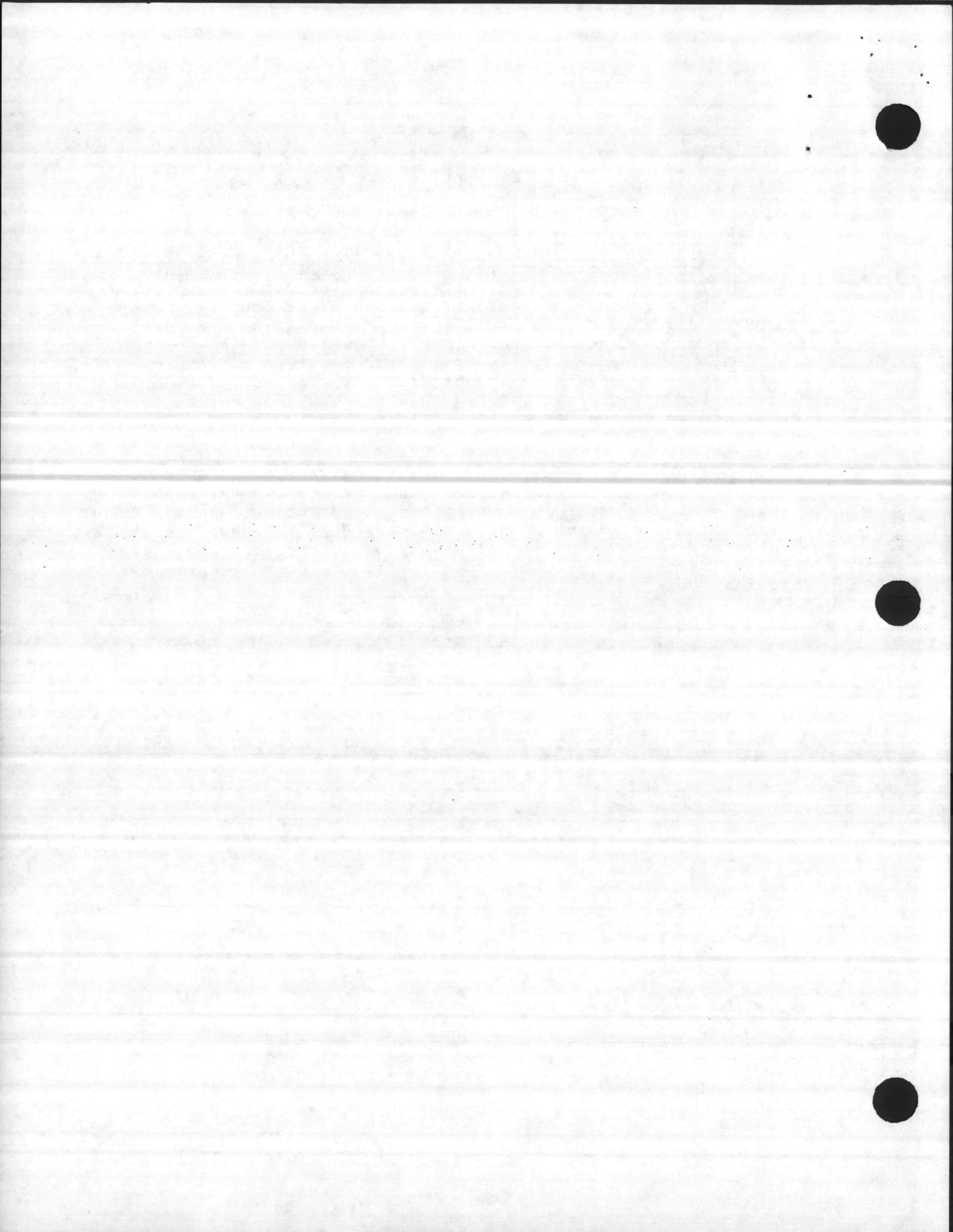


CHAPTER 3

ADVISORS TO THE COMMANDING OFFICER

3000. SENIOR FLIGHT SURGEON, NAVAL HOSPITAL BRANCH CLINIC, MCAS, NR. The Senior Flight Surgeon, Naval Hospital Branch Clinic, MCAS, NR provides primary outpatient care and medical support for active duty personnel assigned to the New River complex. Civilian employees assigned to the New River complex will be provided emergency outpatient care only in the event of "on-the-job" injuries. Selected military dependents, retirees and other beneficiaries as specifically authorized by law are currently NOT eligible for primary care. This policy is subject to change by the direction of the Commanding Officer, Naval Hospital, Camp Lejeune, North Carolina.

3001. OFFICER-IN-CHARGE, BRANCH CLINIC, NAVAL DENTAL CLINIC, MCAS, NR. The Officer-in-Charge, Branch Clinic, Naval Dental Clinic, MCAS, NR provides complete dental service to active duty personnel stationed in the geographic area of the New River complex and to other personnel as may be authorized or directed by the Commanding Officer, Naval Dental Clinic, Camp Lejeune, North Carolina.

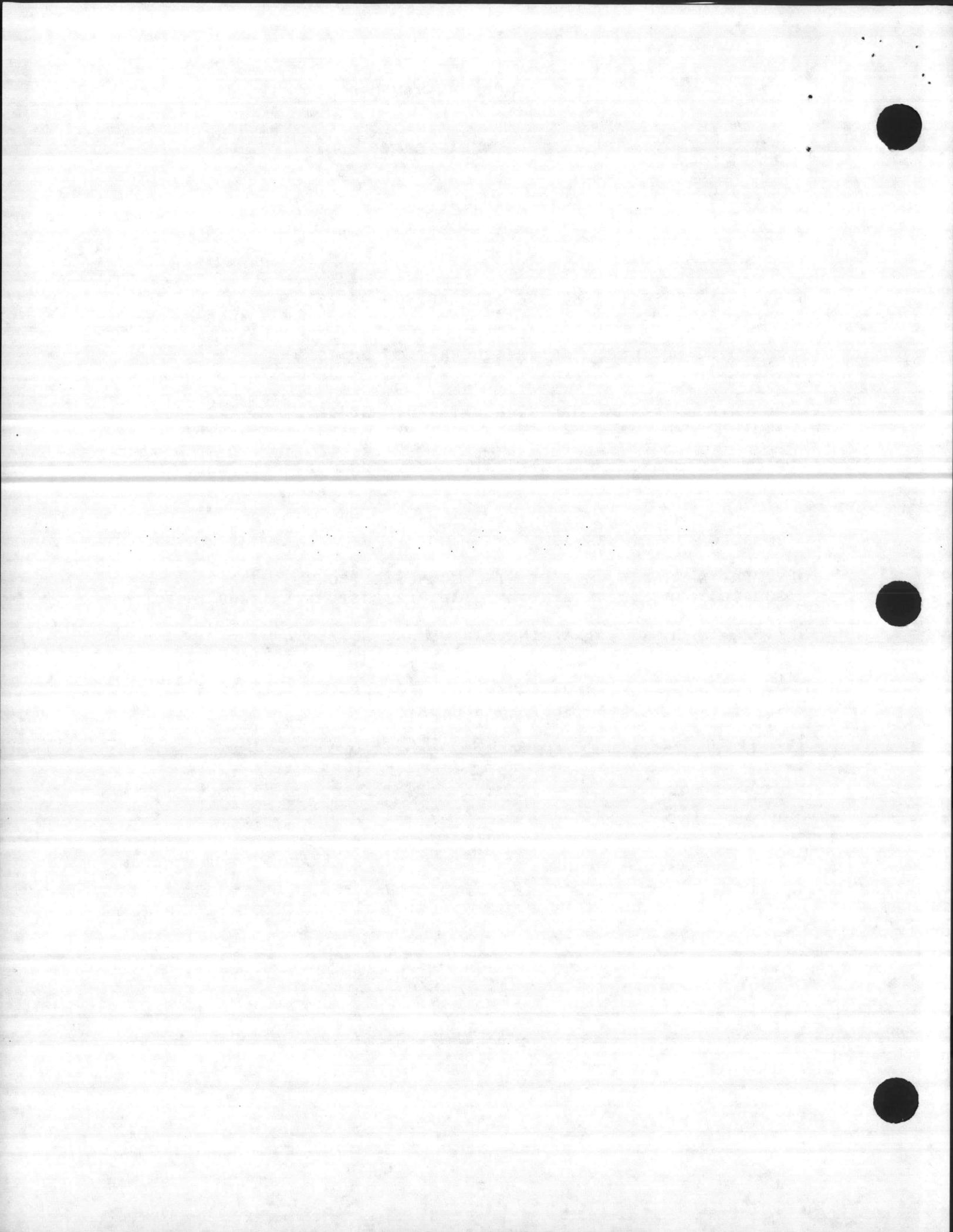


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CHAPTER 4

TENANT ORGANIZATIONS OF MCAS, NR

4000. COMMANDING OFFICER, MARINE AIRCRAFT GROUP-26 (MAG-26). The Commanding Officer, MAG-26, is under the operational control of 2d Marine Aircraft Wing, Cherry Point, North Carolina. The mission of MAG-26 is to provide helicopter support for helicopter-borne operations in support of Fleet Marine Forces and such other air operations as may be directed. The MAG is comprised of the following squadrons: HMM-264, HMM-261, HMM-266, HMH-362, HMH-461, HMLA-167, HMT-204, and H&MS-26

4001. COMMANDING OFFICER, MARINE AIRCRAFT GROUP-29 (MAG-29). The Commanding Officer, MAG-29 is under the operational control of 2d Marine Aircraft Wing, Cherry Point, North Carolina. The mission of MAG-29 is to provide helicopter support for helicopter borne and fixed-wing operations in support of Fleet Marine Forces and such other air operations as may be directed. The MAG is comprised of the following squadrons: HMM-162, HMM-365, HMM-263, HMH-464, HMOA-269, VMO-1, and H&MS-29.

4002. COMMANDING OFFICER, MARINE AIR TRAFFIC CONTROL SQUADRON (MATCS-28). The Commanding Officer, MATCS-28 is under the operational control of Commanding Officer, Marine Air Control Group-28 at 2d Marine Aircraft Wing, Cherry Point, North Carolina. The mission of MATCS-28 is to provide continuous all-weather air traffic control services for expeditionary airfields and remote area landing sites as part of the Marine Air Command and Control System in support of the Fleet Marine Force.

4003. OFFICER-IN-CHARGE-NAVAL AVIATION MAINTENANCE TRAINING GROUP DETACHMENT 1027 (NAMTGD-1027). The OIC, NAMTGD-1027 is under the operational control of the Commanding Officer, Naval Aviation Maintenance Training Group, NAS, Millington, Tennessee. The mission of the NAMTGD-1027 is to train maintenance personnel in both organizational and intermediate level maintenance on systems and sub-systems of H-46A, D, E, and F model helicopters for the Fleet.

4004. COMMANDING OFFICER, MARINE WING SUPPORT SQUADRON-272 (MWSS-272). The Commanding Officer, MWSS-272 is under the operational control of the Commanding Officer, Marine Wing Support Group 27, 2d Marine Aircraft Wing, Cherry Point, North Carolina. The mission of the Detachment is to provide motor transport and engineer support to Fleet Marine Force units as directed, both in garrison and field environments. The Detachment carries an average strength of 350 Marines including motor transport, load moving equipment, engineers, Utility Section, Construction Section and Government Tactical Equipment Licensing Services.

4005. OFFICER-IN-CHARGE, MARINE WING COMMUNICATIONS SQUADRON-28, DETACHMENT "A" (MWCS-28 DET "A"). The OIC, MWSC-28 DET "A" is under the operational control of the Commanding Officer, Marine Wing Communication Squadron-28, 2d Marine Aircraft Wing (2d MAW), Cherry Point, North Carolina. The mission of the Detachment is to assume responsibility for all tactical teletype communications support for 2d MAW units located at MCAS, NR; assume responsibility for all high frequency radio communications required by MAG-26/MAG29 or any of their subordinate units; assume responsibility for all maintenance (second or third echelon) required for ground common communications-electronics equipment retained by MAG-26/MAG-29 or any subordinates; establish an area communications mode which will provide over-the-counter teletype message service and single HF radio net entry for all 2d MAW units co-located in the New River operating area.

4006. OFFICER-IN-CHARGE, TRAINING MANAGEMENT ELEMENT-22 (TME-22). The OIC, TME-22 is under the administrative control of Marine Wing Headquarters Squadron-2 and under the operational control of the Assistant Chief of Staff, G-3, 2d Marine Aircraft Wing, Cherry Point, North Carolina. The mission of TME-22 is to monitor and control all enlisted aviation students undergoing Category A Training toward hardskill aviation maintenance Military Occupational Specialities (MOSS)

4007. OFFICER-IN-CHARGE, NAVAL AVIATION ENGINEERING SERVICE UNIT DETACHMENT (NAESU DET). The OIC, NAESU DET is under the operational control of the Commanding Officer, Naval Aviation Engineering Service Unit, Philadelphia, Pennsylvania. The mission of the NAESU DET is to provide field engineering assistance and instruction in the installation, maintenance, repair and operation of all types of aviation systems and equipment to naval aviation activities and in support of the Defense Security Assistance Programs.

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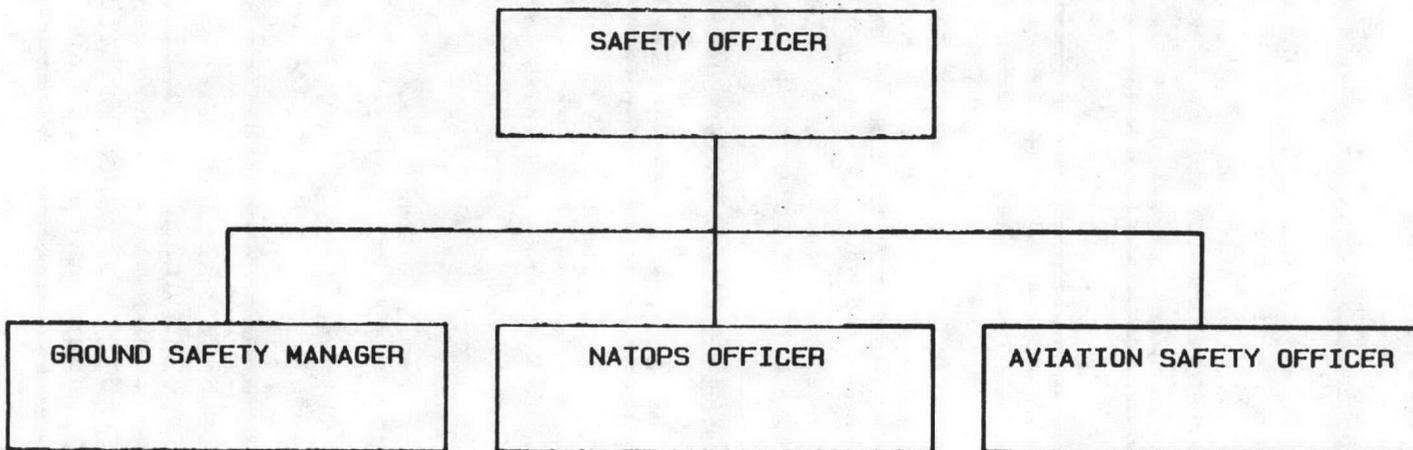


FIGURE 5-1

CHAPTER 5

SPECIAL STAFF

5000. SAFETY OFFICER. The Safety Officer is responsible for developing, recommending, implementing and coordinating safety policies for MCAS, NR as it pertains to all phases of the command's mission and as directed by the Commanding Officer. Responsible for the Ground Safety Program, the Aviation Safety Program, and the Standardization/NATOPS Program. See Figure 5-1.

5001. AVIATION SAFETY OFFICER. The Aviation Safety Officer functions under the cognizance of the Safety Officer. Advises and assists the Safety Officer on all matters concerning aviation safety; responsible for the implementation of an aggressive mishap prevention program with the primary objective of hazard detection, hazard elimination, and safety information management; conducts an aggressive campaign to eliminate Foreign Object Damage hazards; conducts periodic aviation safety surveys to ensure compliance with the program; assists in the investigation and analysis of mishaps and renders aid as required in the submission of aircraft mishap, ground mishap, and hazard reports; plans, formulates and recommends policy to the Safety Officer concerning NATOPS.

5002. NATOPS OFFICER. The NATOPS Officer functions under the staff cognizance of the Safety Officer. Advises and assists the Safety Officer on all matters concerning Naval Training Operating Procedures Standardization (NATOPS). Plans, manages and evaluates the NATOPS Program. Ensures all flight personnel adhere to NATOPS. Maintains the NATOPS Personnel Training and Qualification Jackets. Ensures all flight personnel are trained in accordance with current directives. Plans, formulates and recommends policy to the Safety Officer.

5003. GROUND SAFETY MANAGER. The Station Ground Safety Manager functions under the cognizance of the Safety Officer. Advises the Safety Officer on all matters concerning Ground Safety. The manager plans, manages, and evaluates the safety and occupational health program for civilian and military personnel assigned to activities at MCAS, NR. The program encompasses occupational, traffic, recreation, training, barracks and home safety. Coordinates safety and occupational health activities with appropriate medical personnel, security, supply and other organizational personnel. Provides technical assistance to all tenant commands in safety and occupational health standards and procedures. Serves as the coordinator and technical advisor to all MCAS, NR commands on matters dealing with storage, handling, collection, transportation and disposal of hazardous wastes. Administers inspection and enforcement procedures to ensure all hazardous wastes are collected and disposed of in a correct and timely

manner. Monitors and enforces the MCAS, NR oil/hazardous waste spill prevention and contingency programs. Implement and direct the MCAS, NR Natural Resources Management and Environmental Affairs Control Programs in coordination with the Marine Corps Air Bases, Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River.

MCAS NR MAN ORG
ORGANIZATION CHART FOR DIRECTOR, JOINT LAW CENTER

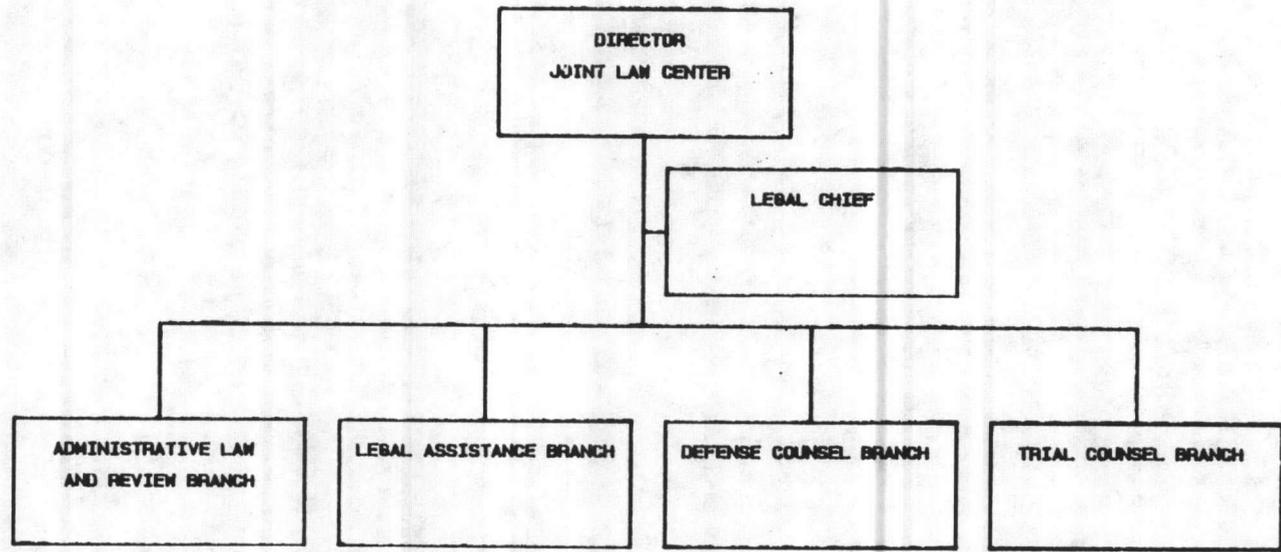


FIGURE 5-2

5004. DIRECTOR, JOINT LAW CENTER. The Director, Joint Law Center is the senior Marine Judge Advocate assigned to the Joint Law Center and performs the general duties of a special officer under the staff cognizance of the Executive Officer with respect to law and legal matters. The Director is responsible for the management of the Law Center and is also responsible for providing general legal support for the tenant units of 2nd MAW and COMCABEAST. The Director, Joint Law Center advises the Commanding Officer and tenant commanders on military justice matters, investigations and administrative discharge proceedings. Prepares appointing orders, charge sheets, records of trial and Uniform Code of Military Justice (UCMJ), Article 32, investigations. Provides trial and defense counsel for special and general courts-martial conducted at the Law Center and provides defense counsel for administrative discharge proceedings, UCMJ Article 72 hearings and otherwise as required. Reviews courts-martial records and nonjudicial punishment appeals. Provides legal assistance to service personnel and dependents. Advises the Commanding Officer in connection with civil law matters. Maintains a legal library for MCAS, NR. See Figure 5-2.

5005. LEGAL CHIEF. Monitors the flow of all administrative services within the Joint Law Center. Provides technical advice, clerical services, and administrative support to the Director and all branches. Supervises word processing personnel. Assigns, as required, court reporters to hearings.

5006. ADMINISTRATIVE LAW AND REVIEW BRANCH

1. Provides legal advice as required in civil law matters requiring command or staff action including, but not limited to, all legal matters not under the cognizance of the Trial Counsel Branch.
2. Provides review of all administrative discharges; provides letters of appointment, and review on all Judge Advocate General (JAG) Manual investigations under the cognizance of MCAS, NR. Provides review of JAG Manual investigations from tenant commands as required or requested; receives, reviews, and prepares all routine correspondence and endorsements on legal matters under the cognizance of the Director; conducts legal administrative inspections; provides requested advice and assistance to the Commanding Officer, MCAS, NR on administrative matters; receives, reports, investigates and processes all claims.
3. Prepares Staff Judge Advocate's review of special and general courts-martial, when required by cognizant Staff Judge Advocate; reviews summary and special court-martial records of trial; reviews appeals from nonjudicial punishment; prepares courts-

martial orders for supervisory authority; and serves Court of Military Review/Court of Military Appeals decisions on accused.

5007. LEGAL ASSISTANCE BRANCH. Provides legal advice and assistance to service members and dependents of MCAS, NR and tenant commands; provides notary service; and provides forms and assistance concerning immigration and naturalization matters. Reviews requests for repossession of property located aboard the Station.

5008. DEFENSE COUNSEL BRANCH. Provides defense counsel for all general and special courts-martial, Article 32, UCMJ, investigations, administrative discharge boards, other formal boards, Article 72, UCMJ, hearings and for other purposes as required; provides pre-nonjudicial punishment and summary courts-martial advice; and conducts correctional facility visits for new pre-trial confinees.

5009. TRIAL COUNSEL BRANCH

1. Receives requests for legal services or preliminary inquiries and drafts appropriate charges; prepares charge sheets; administers oaths for sworn charges; prepares convening orders for all special and general courts-martial as directed; advises convening authorities concerning nonjudicial punishment and summary and special courts-martial; supervises docket for Article 32, UCMJ, investigations and special and general courts-martial; processes all good of the service discharge requests, and provides law instructors for training of units, as required.

2. Prosecutes special and general courts-martial, provides government counsel for Article 32, UCMJ, investigations; prepares Article 34, UCMJ, advice letters; advises convening authorities upon request concerning legal matters in connection with cases under prosecution; and provides advice to Commanding Officer, Criminal Investigation Division and Naval Investigative Service.

5010. JOINT PUBLIC AFFAIRS OFFICER. The Joint Public Affairs Officer (JPAO) performs the general duties of a special staff officer under the cognizance of the Executive Officer with respect to providing information about the Marine Corps to the public, the media, and the internal Marine Corps audience, and in establishing harmonious relations with local communities and the general public. The JPAO provides these services for both the MCAS, NR and its tenant activities. Staff responsibilities include:

1. Advising on the public impact of command decisions/policy and, as the command "spokesperson", recommending policies and procedures with respect to the release of information to the public and the media.

2. Preparing and disseminating accurate and timely information about the Marine Corps and the Command to the media and the general public in the spirit of the Freedom of Information Act.
3. Serving as the local contact with the media and, as such, answering media queries, coordinating all media visits/interviews and escorting media representatives; conducting Marine Corps Visit Program.
4. Supporting the internal information program to inform Marines and the Marine family of Marine Corps and command matters. Coordinates and conducts Fleet Home Town News Program for MCAS, NR.
5. Developing and coordinating a community relations program, to include both on and off base activities, to foster mutual understanding and acceptance with the general public and the communities directly affected by the command.

MCAS NR MAN ORG
ORGANIZATION CHART FOR ADJUTANT

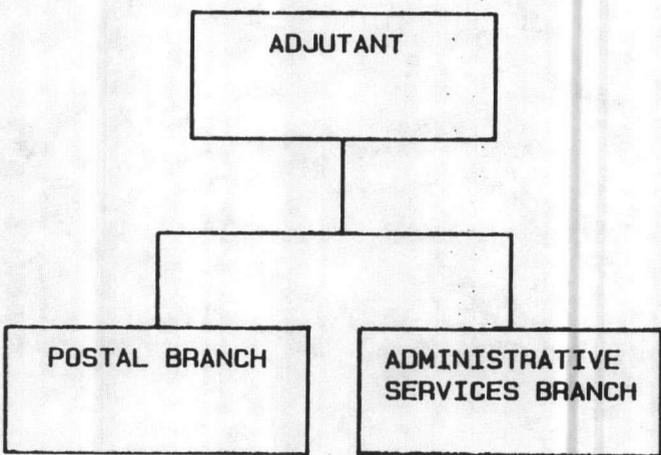


FIGURE 5-3

5011. ADJUTANT. The Adjutant performs the duties of a special staff officer under the cognizance of the Executive Officer. He is the principal staff assistant in matters pertaining to general administrative services support for the internal functioning of the Headquarters. He is the Classified Material Control Officer and the Communications Security Material System Custodian. He is responsible for congressional interest of the Command; for the coordination of awards, decorations, boards, councils, and committees assignments; for coordination of fitness report preparation; assignment and control of Command watches, duty assignments, and rosters; for effecting leave/liberty policy implementation; supervision of police and maintenance of Command Post; and control of property located in common areas of Building 820. He exercises supervision over the Personnel/Administrative Chief, his assistant who directs the routine operations of the Postal Branch and the Administrative Services Branch. See Figure 5-3.

5012. POSTAL BRANCH. The Adjutant is the Station Postal Officer. Responsibilities include detailed supervision of postal affairs within the Command; investigating postal irregularities; coordinating the Postal Directory in consonance with the Tri-Command Postal Directory; maintaining liaison with appropriate civil and military postal authorities concerning postal matters affecting the Command, and conducting surprise audits/inspections of the Station Post Office/unit post offices and organizational mail rooms.

5013. ADMINISTRATIVE SERVICES BRANCH. The Personnel/Administrative Chief directs the operations of this branch as a special staff assistant under the cognizance of the Adjutant. Branch administrative services performed for the Command include:

1. Message and mail distribution, accountability, and control.
2. Directives and Reports Control.
3. Records Disposition and Forms Control.
4. Maintenance of the Central Files Section.
5. Coordination of printing and reproduction services.
6. Coordination of word processing services.
7. Conducting Classified Material Control duties.
8. Coordination and preparation of paperwork related to fitness reports, command watches, and duty assignments, paperwork management, or as directed by the Adjutant.

9. Providing a driver service for the Commanding Officer and/or his official guests.

10. Provide internal and external guard mail and messenger services for the Command.

MCAS NR MAN ORG
ORGANIZATION CHART FOR COMPTROLLER DEPARTMENT

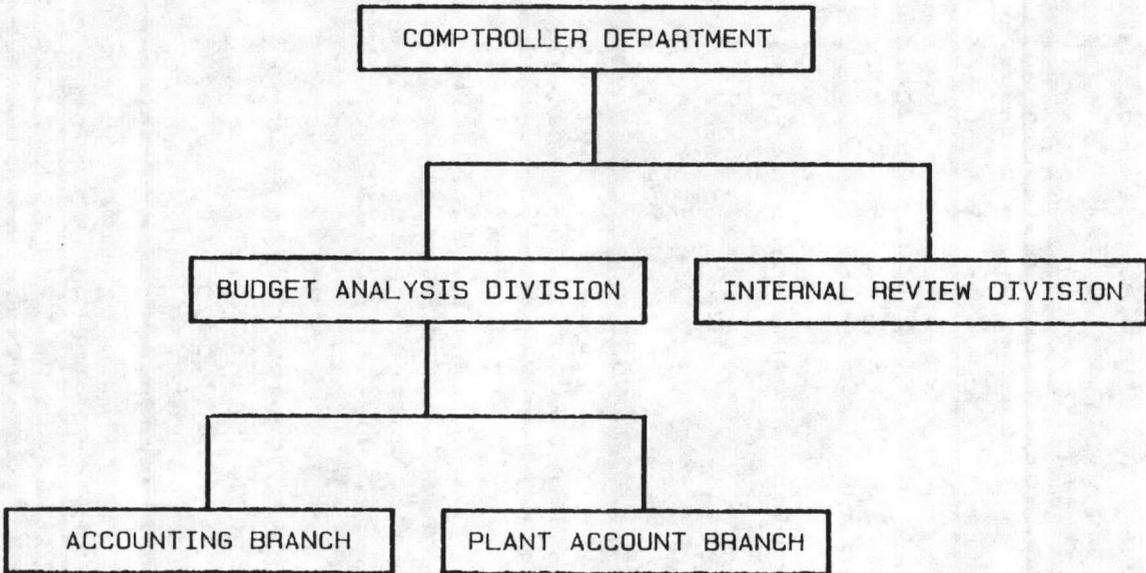


FIGURE 5-4

5014. COMPTROLLER DEPARTMENT. The Comptroller performs the general duties of a special staff officer under the cognizance of the Executive Officer. Develops, coordinates and maintains an integrated system of staff services in the financial management of funds that will provide the Commanding Officer the factual data essential for effective management control. Translates program requirements into the required financial plan and extracts from the plan the necessary information to formulate the activity budget. The Comptroller compares program performance with financial plan, analyzes the variances therefrom and determines where financial adjustment may be required. Directs a progress and statistical reporting system. Develops effective coordination of budgeting, accounting, and progress reports and statistics. Exercises such internal fiscal review audits and activities conducted by the U. S. Naval Audit Service, and the U. S. General Accounting Office. The Comptroller exercises staff cognizance over the Budget and Analysis Division, the Internal Review Division, Accounting Branch and Plant Account Branch. See Figure 5-4.

5015. BUDGET AND ANALYSIS DIVISION. Provides guidance and instructions for budget preparation for appropriated fund estimates. Reviews the requirements and compiles a comprehensive Command budget. Prepares recurring, nonrecurring, and intermittent reports that provide statistical and cost information required by local management and higher authority. Analyzes data as to validity, completeness and format. Reviews the mechanized financial management systems to meet the requirements of budgeting, accounting, and reporting. Performs review of financial problems to provide management with objective and constructive appraisals of effectiveness and efficiency of financial operations. When required, submits requests for additional funds with justifications.

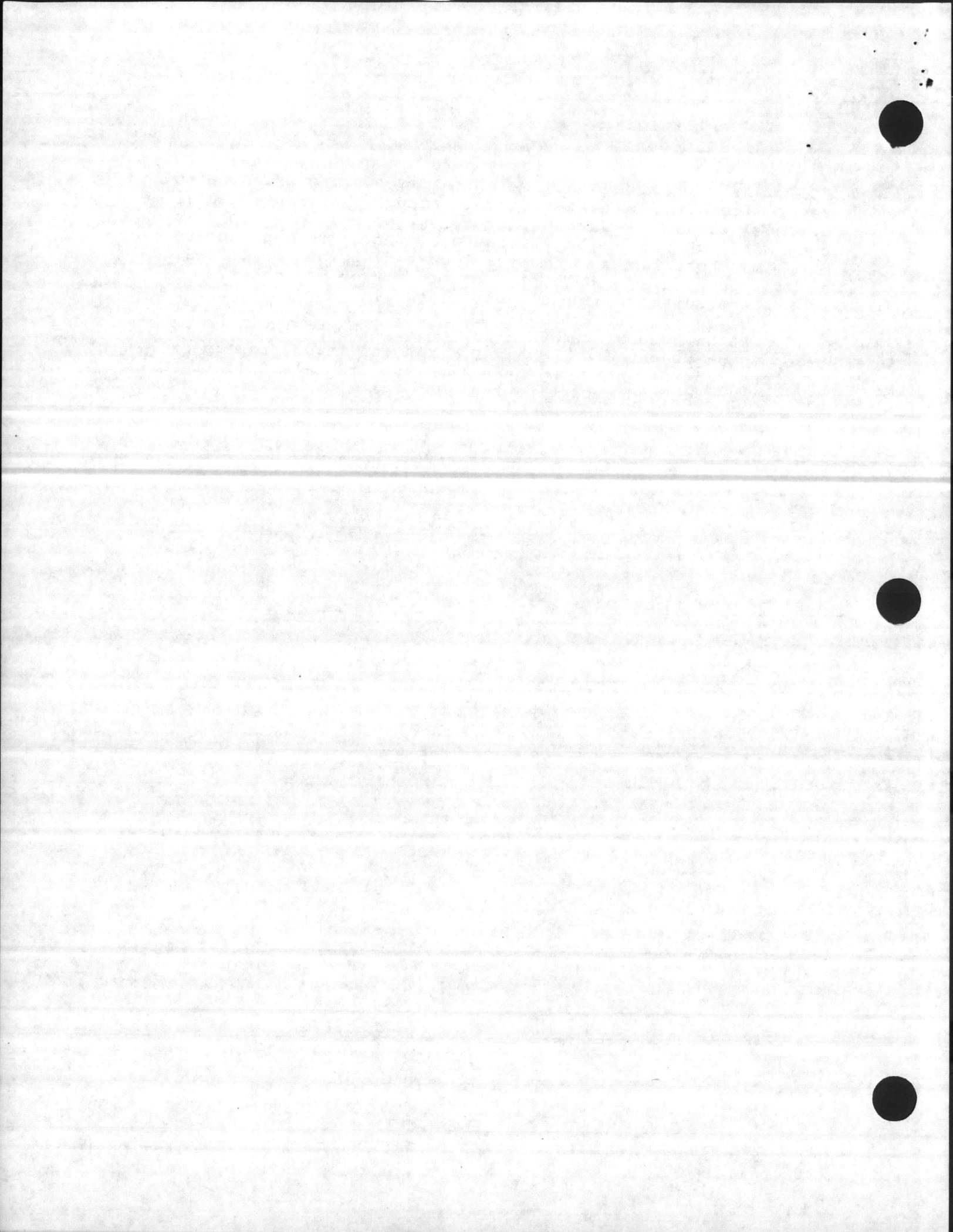
- * 5016. INTERNAL REVIEW DIVISION. Conducts special studies, reviews and analyses to determine whether adequate controls exist to prevent incidents of waste, fraud, abuse, and other improprieties concerning funds and resources. Performs a review of civilian timekeeping and payroll functions annually. Renders to the Commanding Officer findings and recommendations for action to correct detected discrepancies and improprieties. Ensures continuous followup toward accomplishment of recommended corrective action. Provides assistance in correcting deficiencies revealed through internal audits by maintaining liaison with internal auditors of the Naval Audit Service, Defense Audit Service, Naval Investigative Service, Naval Inspector General, General Accounting Office, Comptroller General of the United States, and the Office of Personnel Management (OPM).

5017

MCAS NR MAN ORG

5017. ACCOUNTING BRANCH. Maintains accounting and supporting records covering commitments, obligations, and expenditures of official funds. Performs timekeeping and provides supervision over MCAS, NR timekeeping operations. Performs cost accounting; e.g., man-hour labor and material cost distribution including allocation of overhead to direct work where applicable. Prepares required financial cost accounting reports.

5018. PLANT ACCOUNT BRANCH. Maintains financial inventory records and prepares and submits financial inventory reports. Develops, establishes, and maintains job orders and other costs for collecting and reporting financial data.



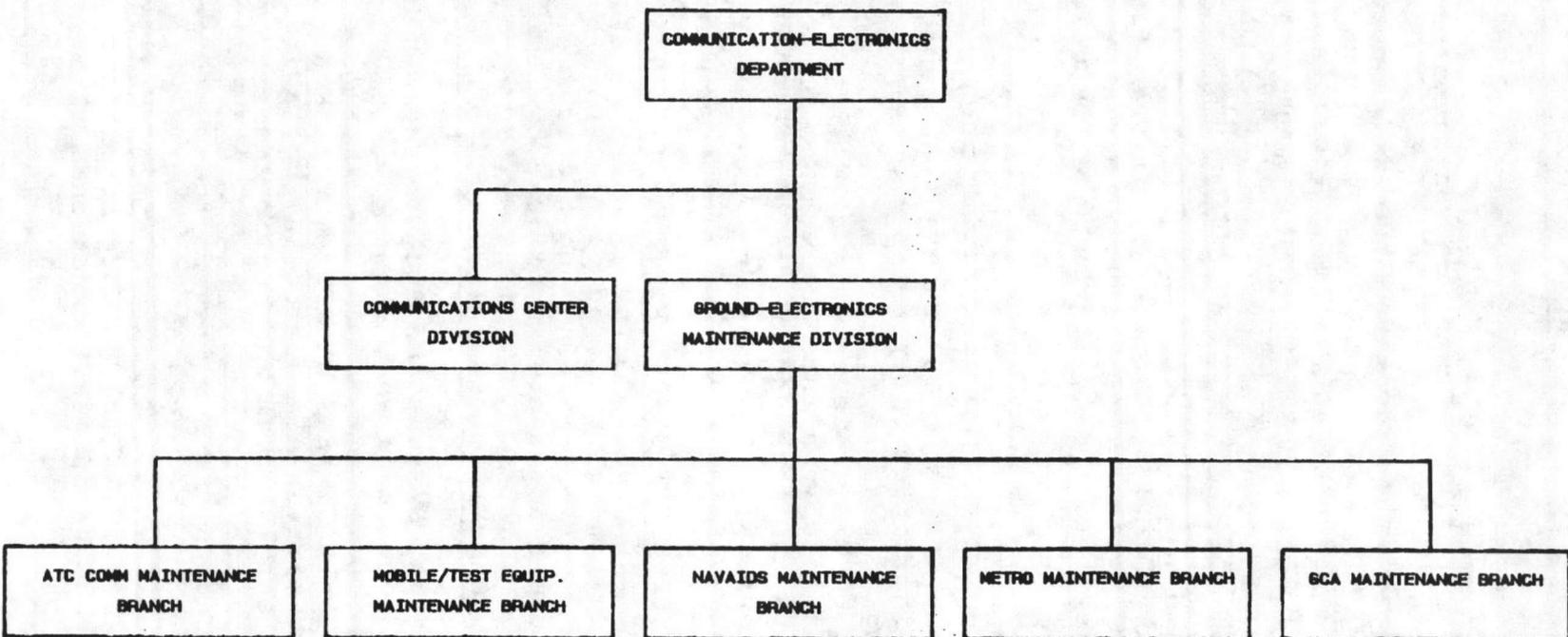


FIGURE 5-5

5018. COMMUNICATION-ELECTRONICS DEPARTMENT. The Communication-Electronics Officer, Communication-Electronics Department performs the general duties of a special staff officer under the staff cognizance of the Executive Officer for matters pertaining to communication-electronics. Provides communications service to MCAS, NR and tenant activities. Procures, installs and maintains all communication-electronics equipment less equipment which is owned and operated by MATCS-28. Provides technical advice to the Commanding Officer and his staff. Maintains liaison with other communication activities. Procures, assigns and coordinates radio frequencies and call signs as required for units aboard the Air Station. Supervises budget expenditures for the department. Processes requests for telephone service and coordinates repair, and maintenance. Analyzes the need for circuits and equipment, and recommends change when needed. See Figure 5-5.

5019. COMMUNICATIONS CENTER DIVISION. The Communications Center Division operates under the staff cognizance of the Communication-Electronics Officer. Supervises the operation of all message handling facilities and for the receiving, transmitting and processing of message traffic within the command and tenant activities. Responsible for the security of the communication spaces, publications and equipment in the Communications Center. Operates the Defense Communications AUTODIN terminal. Processes incoming and outgoing messages for delivery and distribution. Maintains a central file of general messages.

5020. GROUND ELECTRONICS MAINTENANCE DIVISION. Provides and controls maintenance and repair of non-tactical ground installed electronic systems dedicated to Air Traffic Control and flight operations. Also maintains non-tactical electronic and communication equipment and systems utilized by Station activities.

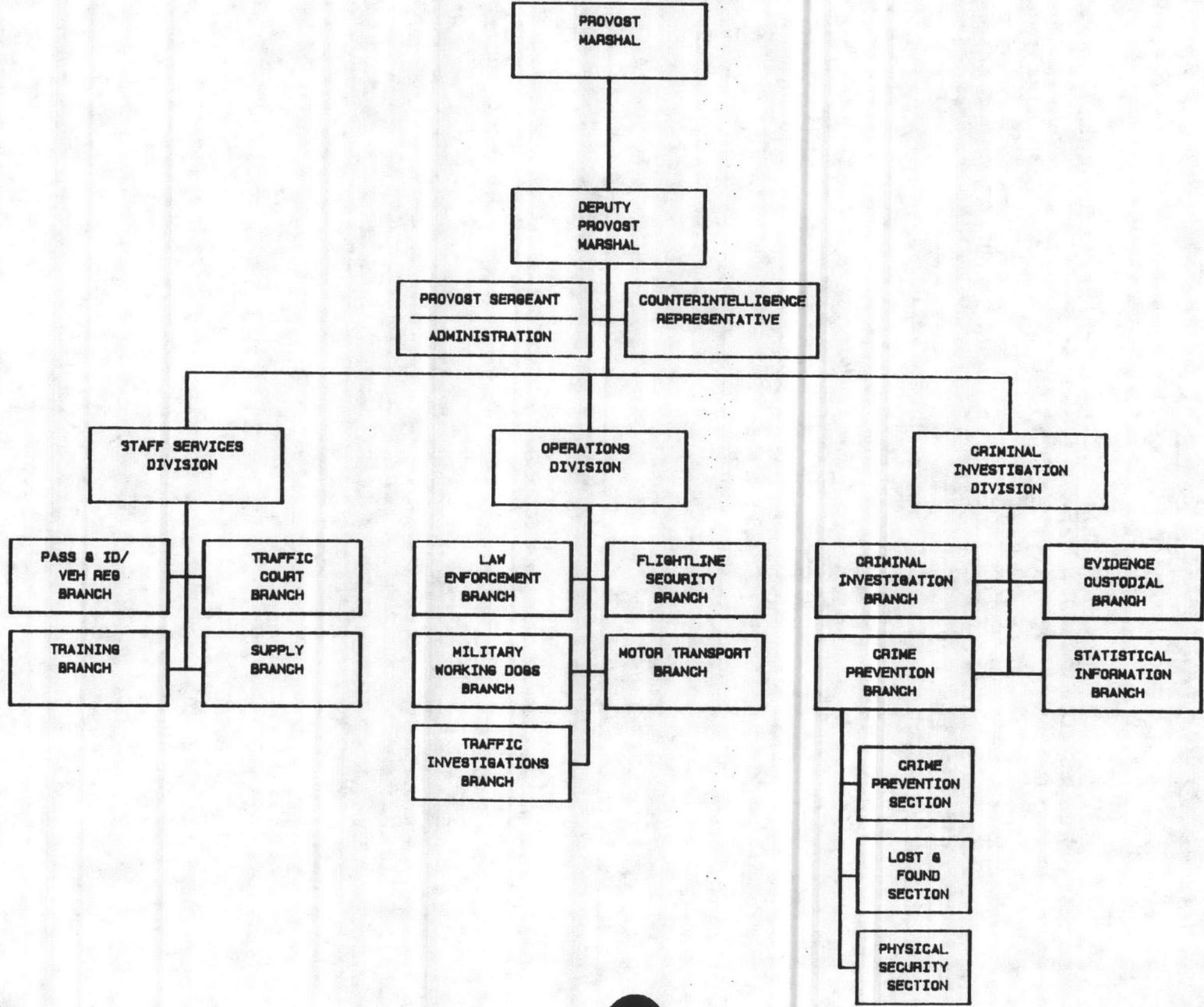
5021. ATC COMMUNICATIONS MAINTENANCE BRANCH. Provides preventive and corrective maintenance for Station Air Traffic Control Communications Systems and Squadron Common Base Systems. Installs authorized equipment when required.

5022. MOBILE EQUIPMENT MAINTENANCE BRANCH. Provides preventive and corrective maintenance of mobile, portable and base station radio equipment and intercom and public address systems. Provides minor maintenance for General Purpose Electronic Test Equipment (GPETE) and coordinates and administers the GPETE calibration/maintenance program within the Division. Installs mobile radio and base station equipment on a routine basis, and intercom systems as directed. Provides Public Address System support for command sponsored and tenant unit functions. Provides technical assistance to Station activities when work-load permits.

5023. NAVAIDS MAINTENANCE BRANCH. Provides preventive and corrective maintenance for the Station Tactical Air Navigation (TACAN) and nondirectional radio beacon systems.

5024. METRO MAINTENANCE BRANCH. Provides preventive and corrective maintenance for Air Station meteorological data detecting and display systems. Installs authorized equipment when required.

5025. GCA MAINTENANCE BRANCH. Provides preventive and corrective maintenance for all electronic systems and equipment comprising the Air Station radar complex.



MCAS NR MAN ORG
ORGANIZATION CHART FOR PROVOST MARSHAL

FIGURE 5-6

5026. PROVOST MARSHAL. The Provost Marshal (PM), Military Police Department, performs the general duties of a special staff officer under the cognizance of the Air Station Executive Officer with respect to military police matters. This officer is responsible for providing law enforcement and physical security services for MCAS, New River and MCOLF, Camp Davis; the liaison with security offices of military forces and civil law enforcement agencies in the area, Naval Investigative Service, Federal Bureau of Investigation, State Bureau of Investigation and other law enforcement agencies; and providing membership for the Armed Forces Disciplinary Control Board, Juvenile Disciplinary Control Board, and similar activities related to the area of staff responsibility. See Figure 5-6.

5027. DEPUTY PROVOST MARSHAL. The Deputy Provost Marshal (DPM) acts as the executive officer of the Military Police Department. The DPM is the acting PM during periods of absence/nonavailability of the PM. The DPM coordinates and supervises military police activities by formulating plans, orders and instructions necessary to carry out and comply with the PM policies, directions, and decisions; and performs such others duties as the PM may specifically direct.

5028. PROVOST SERGEANT. The Provost Sergeant (PS) is the senior enlisted Marine (MOS 5811) assigned to the Military Police Department, and is responsible to the PM for the overall welfare and morale of the enlisted personnel assigned to the Department; discussions with organizational Sergeants Major on military police matters; periodic inspections of enlisted personnel, their living quarters, places of duty and their knowledge of and conformance to established procedures; special projects/investigations as directed by the Provost Marshal; and the administration section of the Military Police Department.

5029. ADMINISTRATION. Functions under the cognizance of the Provost Sergeant with respect to providing typing support for all military police, criminal investigation, and physical security reports; maintaining administrative files for both basic and police administration; maintaining criminal index cards on all suspects; providing typing support for all department correspondence; maintaining required directives and, researching files as required.

5030. COUNTERINTELLIGENCE REPRESENTATIVE. The Counterintelligence Representative works under the cognizance of the DPM with respect to the performance of local records checks for all units aboard the Air Station; serves as the focal point for requests to the Naval Investigative Service for counterintelligence investigations; provides on site expertise on questions pertaining to physical security of classified material and protection of that

material, conducts required counterintelligence training and Marine Corps required terrorism training.

5031. STAFF SERVICES DIVISION. The Staff Services Chief works under the cognizance of the DPM and supervises the overall operations of the division to include registration of vehicles, processing of identification cards, traffic court, training, and supply.

5032. PASS AND ID/VEHICLE REGISTRATION BRANCH. Pass and ID/Vehicle Registration is responsible for providing registration of privately owned motor vehicles, mopeds and bicycles aboard the Station; providing registration of pets and weapons aboard the Station; and providing the photographs and lamination of identification cards of retired and active military personnel, their dependents, and civilian employees.

5033. TRAFFIC COURT BRANCH. The Traffic Court clerk assists the traffic hearing officer in conducting traffic court. The Traffic Court clerk ensures all necessary documents are present for each case; calls persons individually to appear at their hearing; advises individuals of their right to appeal, and if put on suspension/revocation, explains and has the individual sign the proper forms.

5034. TRAINING BRANCH. The Training NCO is responsible for maintaining individual training records; formulating annual, quarterly, and monthly training schedules, which will ensure all military and MOS training is accomplished; maintaining lesson plans; coordinating equipment areas, and other aids required for specific classes; and reporting completed training to the squadron training office.

5035. SUPPLY BRANCH. The supply NCO is responsible for the acquisition of supplies for the Military Police Department; maintains all records concerning equipment, property and supplies.

5036. OPERATIONS DIVISION. The Operations Officer works under the cognizance of the DPM with respect to physical security, law enforcement, and protection of property. The Operations Officer is responsible for planning, directing and supervising the role of the Operations Division.

5037. LAW ENFORCEMENT BRANCH. The Law Enforcement Branch is responsible for enforcing and executing security orders, regulations and policies concerning military law and protection of property; providing protection of government and private property within the jurisdiction of the Station by enforcing physical security regulations; the positioning of sentries at points of entry and egress and other locations per current orders; checking

personnel and vehicles entering and leaving the Station for identification and registration; responding to trouble and emergency calls; apprehending and issuing citations to violators as needed; making the necessary reports of incidents and violations; providing money escorts aboard the Station; and keeping mobile patrols within the jurisdiction of the Station.

5038. FLIGHTLINE SECURITY BRANCH. The Flightline Security NCOIC is responsible for the flightline area and ensuring that all personnel under his cognizance are properly equipped, trained, and posted.

5039. MILITARY WORKING DOGS BRANCH. Functions under the direct cognizance of the Operations Officer with respect to overall responsibility for the training of the Military Working Dog (MWD) teams. Although their primary role is in detection, these teams of man and dog will also be utilized in patrolling and may be assigned to an MP platoon and/or the Flightline Security Branch for this purpose. All requests for utilization of the MWDs from unit commanders or their appropriate representatives aboard this Station will be referred to the Operations Officer. The Operations Officer will review the request to determine if it is justified and practical and, if so, will initiate necessary liaison to schedule utilization of the dogs and handlers at the mutual convenience of the Command and the handlers.

5040. MOTOR TRANSPORT BRANCH. The Motor Transport Branch is responsible for supporting the Military Police Department motor pool; dispatching vehicles assigned to the department; ensuring the timely maintenance of the vehicles; and keeping dispatch logs and vehicle trip tickets.

5041. TRAFFIC INVESTIGATION BRANCH. Functions under the cognizance of the Operations Officer with respect to the investigation into the circumstances surrounding the involvement of persons and vehicles in traffic accidents aboard and of concern to MCAS, New River and MCOLF, Camp Davis, North Carolina; provides supervisory assistance and guidance in handling of traffic and crowd control for all special events that occur aboard the Station, as may be required/requested, and supervises the use of the radar units and intoxilyzer aboard the Station.

5042. CRIMINAL INVESTIGATION DIVISION. The Chief Investigator is responsible to the PM and exercises general supervision over this unit including investigative activity and administrative procedures; reviews all reports of investigations prior to submission to the PM; publishes instructions regarding policies and procedures and issues special instructions to all supporting branches.

5043. CRIMINAL INVESTIGATION BRANCH. Responsible for investigating crimes committed on the Station not under the jurisdiction of the Federal Bureau of Investigation or Naval Investigative Service; investigating narcotics cases under jurisdiction assigned by higher authority; maintaining close liaison with civil authorities, security representatives of other military forces in this area, and other persons or organizations processing information on the enforcement of law as it pertains to the Military Police Department; investigating narcotic/drug violations of user amounts and those not investigated by other agencies; and providing commanders with expert advise on illicit drugs.

5044. EVIDENCE CUSTODIAL BRANCH. Responsible for the accountability of all evidence placed within the depository located within the Military Police Department per current directives.

5045. CRIME PREVENTION BRANCH. This branch controls the activities of the Lost and Found Section and Physical Security Section. The NCOIC of this branch ensures that the actions of the supporting sections meet the required standards of the Provost Marshal and Headquarters, U. S. Marine Corps.

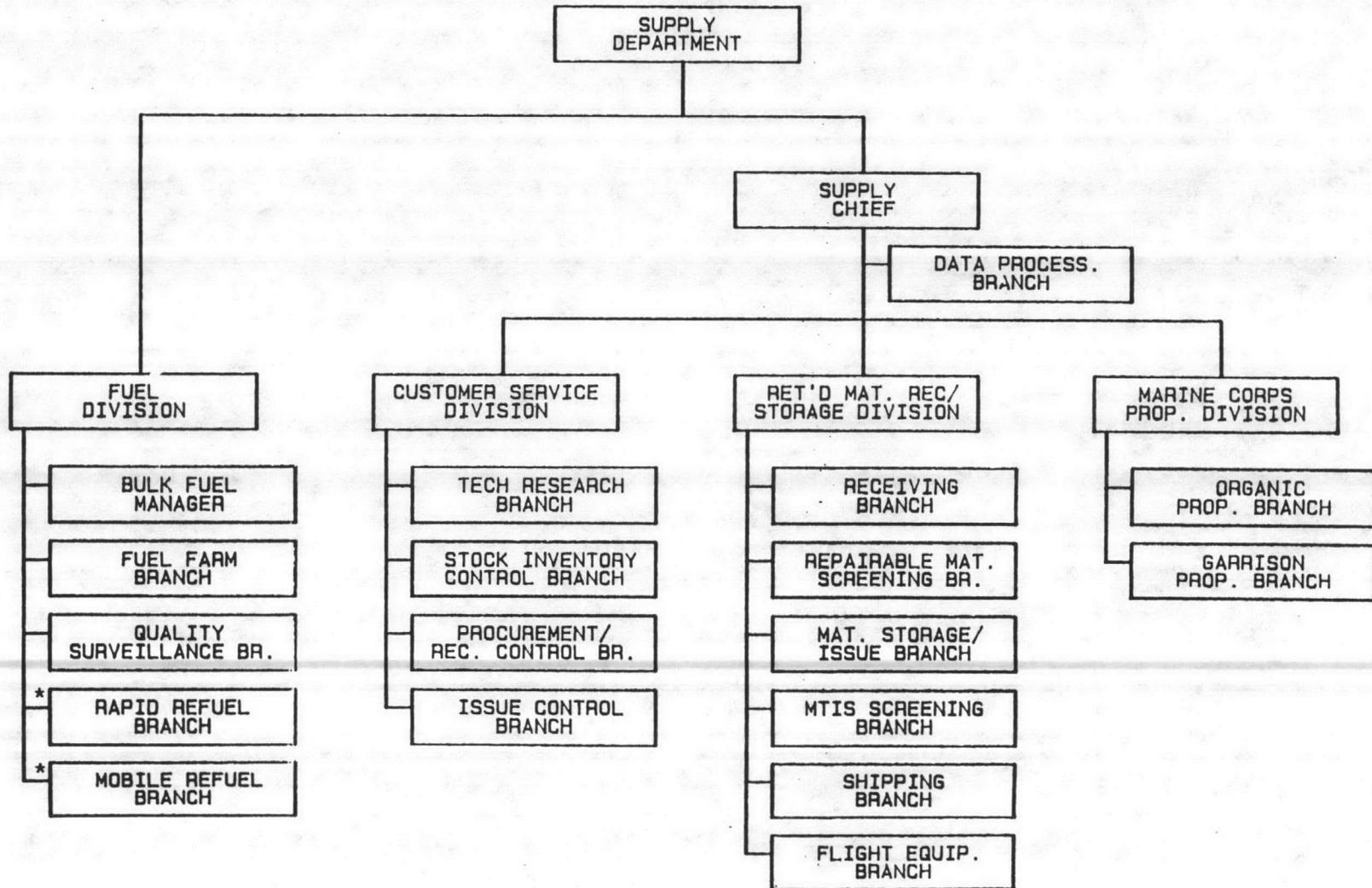
5046. CRIME PREVENTION SECTION. Crime Prevention Section is available for assistance and coordination on all related matters of crime prevention and will provide a variety of services to local commanders upon written request. The Crime Prevention Section will correlate and analyze crime statistics to determine most likely crime areas aboard MCAS, New River; maintain liaison with organizational crime prevention officers to assist in their unit's crime prevention efforts; provide crime prevention training and seminars, such as: Community Watch, Operation Identification, Officer Friendly Program, Bicycle Rodeo, Rape Prevention Seminar, Crime Prevention Tips, Crime Prevention Display, and submits information to the ROTOVUE periodically to enlighten all personnel on current/existing/pending programs; and, provide crime prevention surveys for critical areas in accordance with current directives, such as: Crime Analysis Functions, Statistical Analysis (Part 1 and 2 Crimes), False Alarm Analysis, and as directed by Headquarters, U. S. Marine Corps.

5047. LOST AND FOUND SECTION. Receipts for/accounts for each item of property turned over to the Lost and Found Depository; ensures that each item of property is returned to the rightful owner if identified or if the owner remains unidentified or the property is refused by the owner, disposes of the property in the manner prescribed by current directives.

5048. PHYSICAL SECURITY SECTION. This section performs physical security inspections required by Headquarters, U. S. Marine Corps and is available for assistance and coordination to the local commanders upon written request.

5049. STATISTICAL INFORMATION BRANCH. This branch keeps statistical records on all incidents involving the Military Police Department and develops statistical reports for the Provost Marshal when directed.

FIGURE 5-7



MCAS NR MAN ORG ORGANIZATION CHART FOR SUPPLY DEPARTMENT

*AIRFIELD OPERATIONS OFFICER MAINTAINS OPERATIONAL CONTROL OVER THE RAPID AND MOBILE REFUELING BRANCHES FOR PURPOSES OF ESTABLISHING THEIR HOURS OF OPERATION.

5050. SUPPLY DEPARTMENT. The Supply Officer, Supply Department, is a special staff assistant under the cognizance of the Executive Officer. Responsibilities are to monitor supply functions throughout the command. Performs collateral duties as the Station Property Control Officer. Exercises staff cognizance over the Supply Chief, Data Processing Branch, Fuel Division, Customer Services Division, Material Division, and Marine Corps Property Division. See Figure 5-7.

5051. SUPPLY CHIEF. The Supply Chief serves as the Administrative Assistant to the Supply Officer, Supply Department. Charged with the implementation of all programs and the daily operation of the Supply Department. Assists the Supply Officer in drafting and revising civilian position descriptions and in evaluating the performance of the assigned civilian supervisors. Assists the Supply Officer in the evaluation and counseling of all assigned Marine enlisted personnel.

5052. DATA PROCESSING BRANCH. Provides indirect interface between station and tenant Marine Air Groups and MCAS Cherry Point Supply Department. Operates the Univac 90/30 computer system as a direct remote link to the Burroughs Computer System (B4800) for receipt of status cards and the transmission of station and MAG material requisitions, cancellations and follow-ups in support of station and aircraft operations. Also provides a link with the Univac 1100 computer system for the receipt of reports for the Military Police Department and Naval Dental Clinic and transmission of some 3M maintenance data.

5053. FUEL DIVISION. The Fuel Management Officer plans, and supervises a completely integrated fuel operation. Discharges the Supply Officer's responsibilities for budgeting, receipt, storage, accountability, issue, quality assurance, and environmental impact of petroleum products from point of receipt to point of issue. Exercises staff cognizance over the Bulk Fuel Manager, Fuel Farm Branch, Quality Surveillance Branch, Rapid Refuel Branch, and the Mobile Refueler Branch. The S-3 Officer exercises operational control through the Airfield Operations officer for the purpose of establishing aircraft refueling hours of operation and priorities.

5054. BULK FUEL MANAGER. The Bulk Fuel Manager serves as an assistant to the Fuel Management Officer in the supervision of the integrated fuel operations. Directs the quality assurance programs, directs the entire fuel training program, supervises inspections, and maintains inventory control. Charged with the implementation of all programs and the daily operation of the Fuel Division. Assists the Fuel Management Officer in the evaluation and counselling of all assigned military and civilian personnel.

5055. FUEL FARM BRANCH. Receives, stores, and issues Aviation Turbine Fuel Grade JP-5 and Automotive Gasoline, Unleaded and Regular. Maintains liaison with the Defense Fuel Supply Point (DFSP), Beaufort, N. C. and Contracting Division, MCB, Camp Lejeune for the purpose of insuring sufficient inventory availability to meet consumer demands. Operates the Government Vehicle Service Station in support of all nontactical vehicles. Provides equipment preventive maintenance support throughout the fuel distribution system.
5056. QUALITY SURVEILLANCE BRANCH. Performs and monitors all measures necessary for maintaining quality/quantity control and limiting contamination of all petroleum products handled by the Fuel Division from initial acceptance to final consumer issue under the direction of the fuel distribution system inspector.
5057. RAPID REFUEL BRANCH. Performs aircraft (hot) refueling operations, operating two remote Aircraft Direct Refueling System (ADFS) in support of fleet operations. Maintains quantity and quality control on all products handled at the remote site, and performs preventive maintenance on all buildings, grounds, and equipment within assigned scope of responsibility.
5058. MOBILE REFUEL BRANCH. Performs aircraft refueling and defueling operations utilizing station assigned mobile tank truck type vehicles in support of fleet, station, and visiting aircraft. Performs operator preventive maintenance on all refueler equipment.
5059. CUSTOMER SERVICE DIVISION. The supervisory Supply Clerk, Customer Service Division is a special staff assistant to the Supply Officer, Supply Department, and manages the operation of the Technical Research Branch, Stock Inventory Control Branch/ Issue Control Branch and the Procurement/Receipt Control Branch.
5060. TECHNICAL RESEARCH BRANCH. Maintains a technical library for identification of material, and performs necessary technical research required in the identification, procurement, and inventory control of aeronautical stock and incoming material. Provides technical assistance to supported MCAS, NR activities and MAG customers as required. Provides research on all open purchase requisitions, and certifies requisitions for completeness and format.
5061. STOCK INVENTORY CONTROL BRANCH. Controls the availability of all stock material located within the 203X stores (Flight Equipment) in order to maintain authorized stocking levels.

5062. PROCUREMENT/RECEIPT CONTROL BRANCH. Establishes and maintains open files, to include the monitoring and maintenance of all contractual pending receipt files pertaining to procurement, invoice certification, maintenance and rental contracts. Performs continuing follow-up action as required to assure receipt of material. Prepares and distributes rejection notices, inspection reports and invoices covering receipts of government material; certifies and forwards contractors' invoices for payment.

5063. ISSUE CONTROL BRANCH. Reviews and certifies fuel issues and Bulk Fuel receipts for computer input, to include fuel deliveries. Verifies and corrects fiscal transactions on the Fund Resources Ledgers (Fuel/Flight Clothing), received weekly. Maintains division files and directives.

5064. RETURNED MATERIAL RECEIPT/STORAGE DIVISION. The Returned Material Receipt/Storage Division performs the functions of receipt, storage, and inventory control in support of the tenant MAG's at MCAS, NR. Additionally, the division is tasked with the identification and shipping of RFI and NRFI aviation repairable parts.

5065. RECEIVING BRANCH. Plans and directs operations necessary for the control, reporting, dispositioning of all incoming material received by the Material Storage Division in support of mission assignment. Determines and provides consignee addresses on all incoming open purchase receipts, receipts for storage material or for direct turn-over material for delivery to supported customers. Performs verification of documentation physical count and disposition of material.

5066. MATERIAL STORAGE/ISSUE BRANCH. Directs, administers and manages all functions relating to the bulk/excess/MTIS/screening (BEMS) programs. Plans for and determines storage facilities equipment and supporting services necessary for the efficient receipt, storage, issue of consumable material in support of the bulk/excess/screening program. Determines requirements for and performs the technical/physical inspection of stock assets in accordance with higher command policy. Provides technical research and services necessary to maintain a functional and aggressive screening programs for aeronautical parts and material in support of MAG's at MCAS, NR and MCAS, Cherry Point.

5067. SHIPPING BRANCH. Performs all functions related to the shipment of material via private carrier or truck transportation to MCAS, Cherry Point area in support of fleet activities. Determines and assigns mode of shipment codes and shipment priority designators in order to facilitate and expedite priority shipments. Prepares and processes necessary documentation for all material shipped.

5068. FLIGHT EQUIPMENT BRANCH. Performs the functions of receipt, storage, inventory control and issue of flight clothing and flight operational equipment in support of tenant MAGs flight pools and Station flight operations.

5069. MARINE CORPS PROPERTY DIVISION. Requisitions, receives, maintains, issues, accounts for and, when necessary, recovers Marine Corps items of Table of Equipment (T/E), Table of Organization equipment, local special allowance equipment, and selected Garrison Property in support of Station activities. This support is provided under the cognizance of the Organic Property Branch and the Garrison Property Branch.

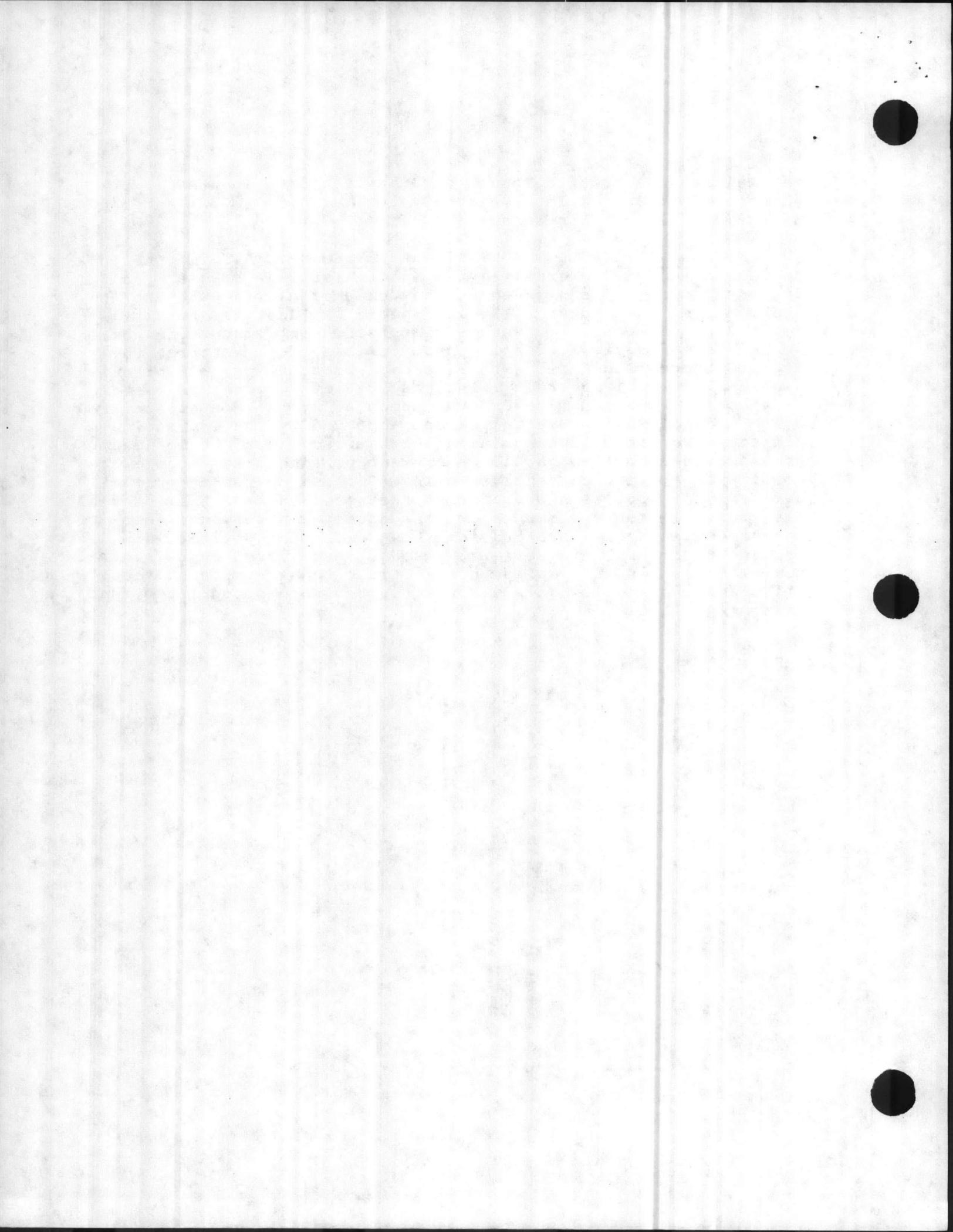
5070. ORGANIC PROPERTY BRANCH. Provides support and control of organic and organizational property and related services to MCAS, NR activities. Performs budgetary and administrative functions pertaining to the financial management and records maintenance of the MCAS, NR Commanding Officer's Allowance Listing and the prescribed Table of Equipment (T/E 8461). Performs requisitioning, issue, storage, inventory and disposal functions for the administration of Marine Corps equipment as directed by higher authority.

5071. GARRISON PROPERTY BRANCH. Provides support and control of selected Garrison Property and related services to MCAS, NR activities under the Supported Activities Supply System (SASSY). Performs planning and administrative functions pertaining to the management of assets and records maintenance of the MCAS, NR Commanding Officer's Mechanized Allowance List. Maintains administrative control of assets on charge to Responsible Officers as assigned by the Station Commander. Performs requisitioning, issue, inventory and disposal functions for the administration of Garrison Property equipment as directed by higher authority. All Garrison Property services and support are provided in accordance with the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River.

5072. MANAGEMENT ASSISTANCE OFFICER (MAO). The Management Assistance Officer, is a special staff officer under the cognizance of the Executive Officer. The functions of the MAO are to conduct the following: Commercial Activities Program, Efficiency Review Program, JIRSG/DRIS Program, the Information Requirements Management Program, Microcomputer/Word Processing acquisition studies and Organization and Resources Management. The MAO provides management services and advice for the purpose of reducing costs and increasing productivity; conducting management studies, surveys, and analyses for the improvement of optimum organization, work processes and procedures and resources management. Under the DRIS program, the MAO is responsible for all support agreements.

MAO maintains a station Manual of Organization. The MAO is responsible for Office Information System Security (OISS) and the Management Information System (MIS).

5073. NONAPPROPRIATED FUND INTERNAL REVIEW SPECIALIST. The Non-appropriated Fund Internal Review Specialist is a special staff officer under the cognizance of the Commanding Officer. The Non-appropriated Fund Internal Review Specialist assigned to Marine Corps Air Station, New River is responsible for conducting continuous internal reviews of all nonappropriated fund matters, to include those associated with financial, accounting, administration and internal controls. Internal review coverage is based on an Annual Internal Review Program prepared by the Nonappropriated Fund Internal Review Specialist and approved by the Commanding Officer. Reported findings along with appropriate recommendations are addressed to responsible management personnel and cognizance staff officers for corrective action. Copies of these reports, management's replies subsequent to their return, and the Internal Review Specialist's comments as to adequacy and responsiveness of management's replies are provided the Commanding Officer in a written report for his review. The Nonappropriated Fund Internal Review Specialist serves as an ex-officio member, without vote, on all boards, councils and advisory groups of nonappropriated fund instrumentalities.



MCAS NR MAN ORG

CHAPTER 6

EXECUTIVE STAFF (S-1)

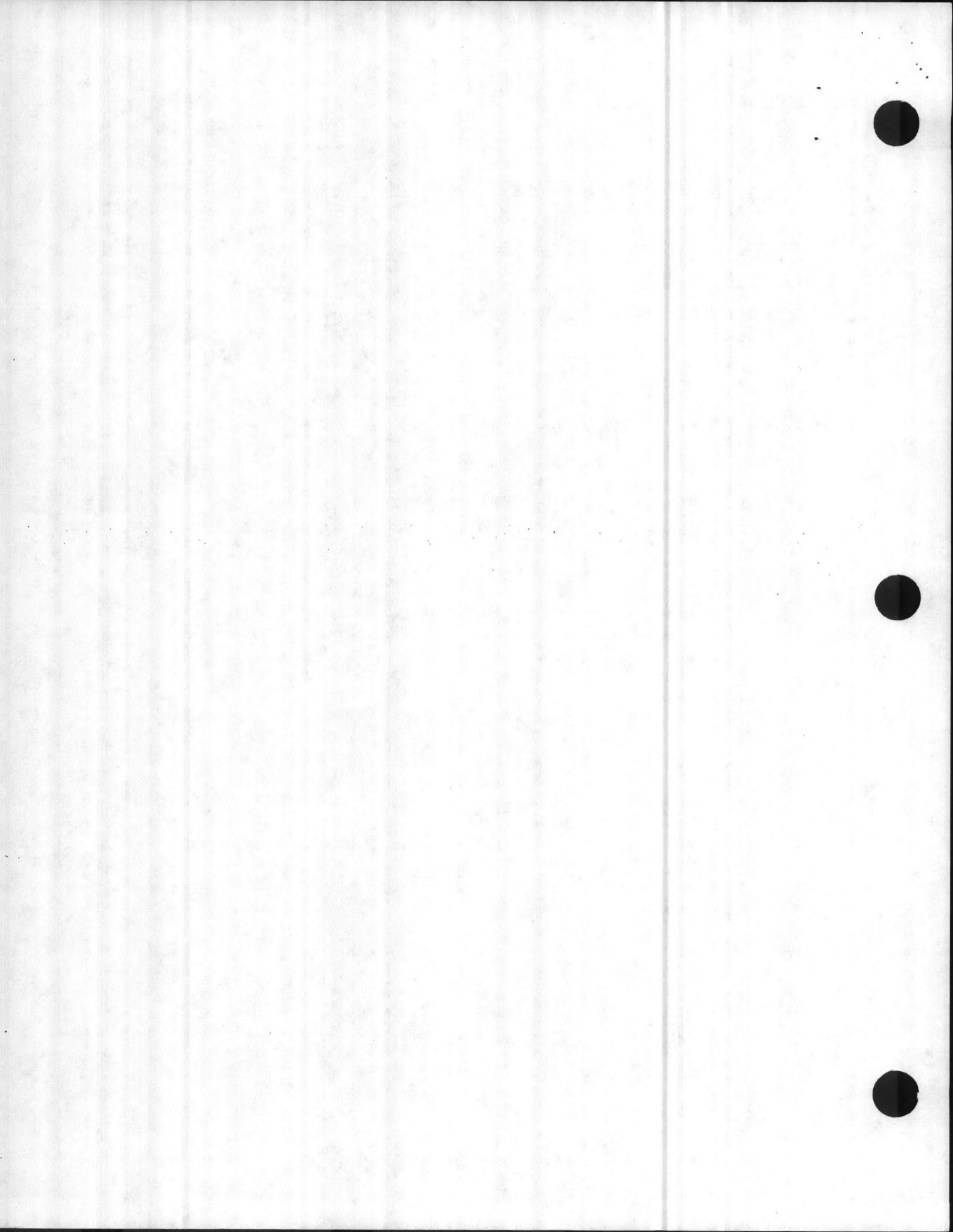
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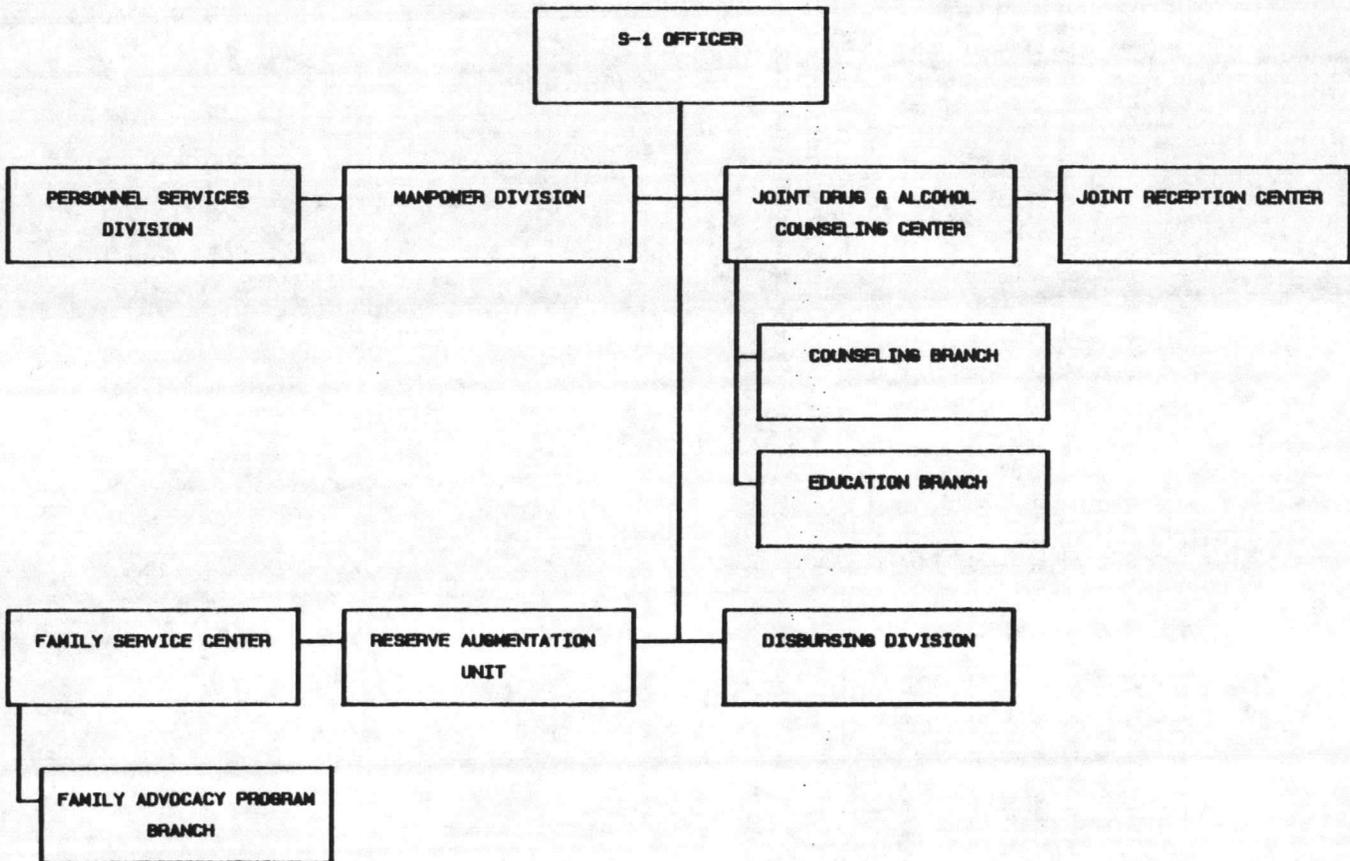
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MCAS NR MAN ORG
 ORGANIZATION CHART FOR S-1 OFFICER

FIGURE 6-1

CHAPTER 6

EXECUTIVE STAFF (S-1)

6000. S-1 OFFICER. The S-1 Officer, S-1 Department is a principal staff assistant, under the cognizance of the Executive Officer. The S-1 Officer plans, develops, directs and administers polices pertaining to the following programs: military and civilian personnel; travel; internal organization, operational requirements; morale and personnel services including community services and relations; family affairs and services; recreation, charities, drives, contributions, solicitations, and collections; clubs, associations, societies, and education; nonappropriated fund activities; and miscellaneous administrative functions not specifically assigned to another executive staff. The S-1 exercises staff cognizance over the Personnel Services Division, Manpower Division, Joint Drug & Alcohol Counseling Center, Joint Reception Center, Family Service Center, Reserve Augmentation Unit and the Disbursing Division. See Figure 6-1.

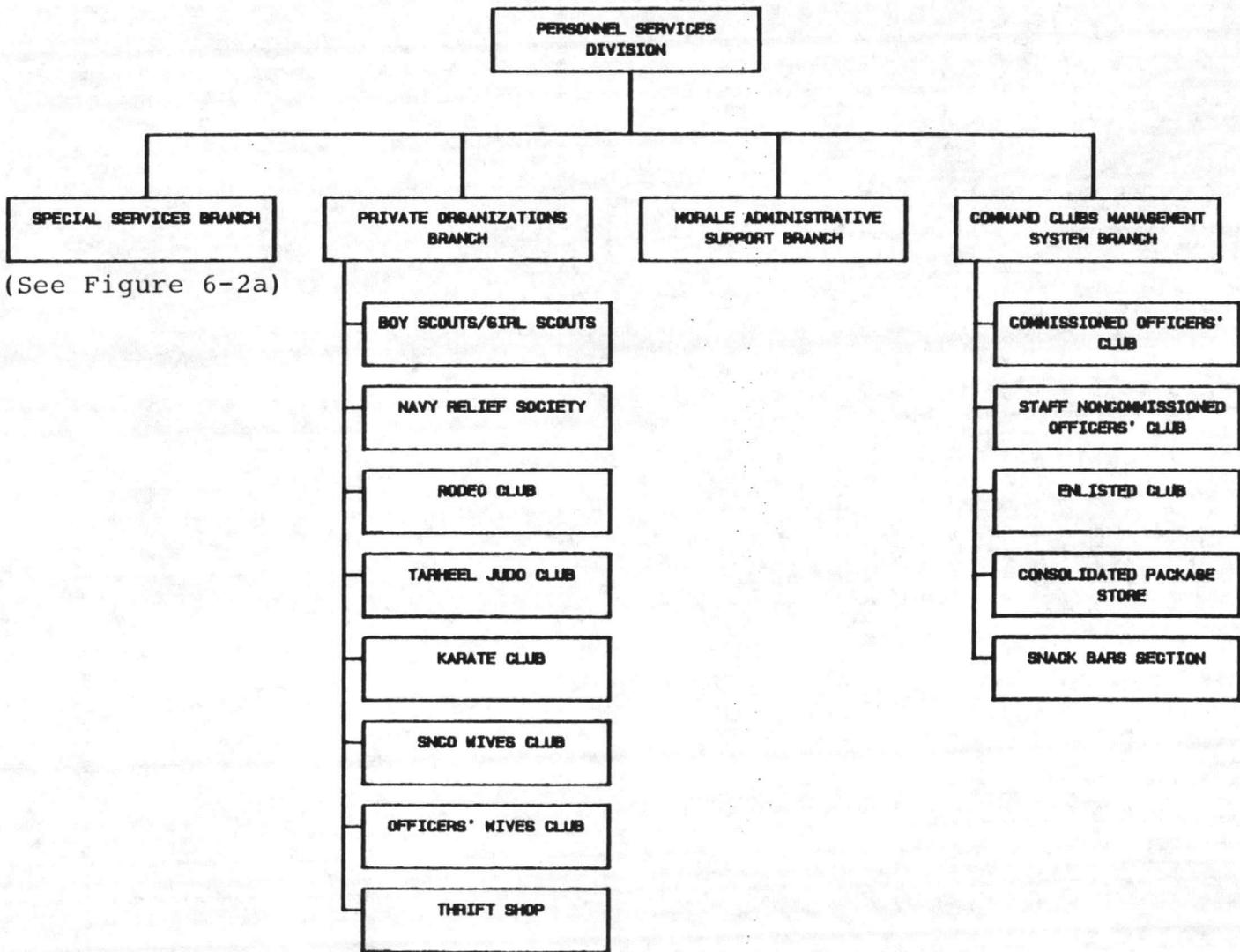


FIGURE 6-2

MCAS NR MAN ORG
 ORGANIZATION CHART FOR PERSONNEL SERVICES DIVISION

6001. PERSONNEL SERVICES DIVISION. The Services Officer, Personnel Services Division, is the principal staff assistant to the S-1 Officer in matters pertaining to morale, welfare, and recreation of Marines and their dependents, i.e., for matters concerning family conveniences and assistance, athletic and recreational programs and facilities, organizations, and clubs. The Services Officer is the Station point of contact for matters related to services, i.e., regarding banking facilities, commissaries, exchanges, dependents' schools, adult education (Education Center), employment of nonappropriated fund activities; relief and aid services, memberships, charter, solicitations, for societies and organizations such as Red Cross and Navy Relief. The Services Officer exercises staff cognizance over the Special Services Branch, the Command Clubs Management System (CCMS) Branch, Morale Administrative Support Branch (MASB), and acts as Head of the Private Organizations Branch. See Figure 6-2.

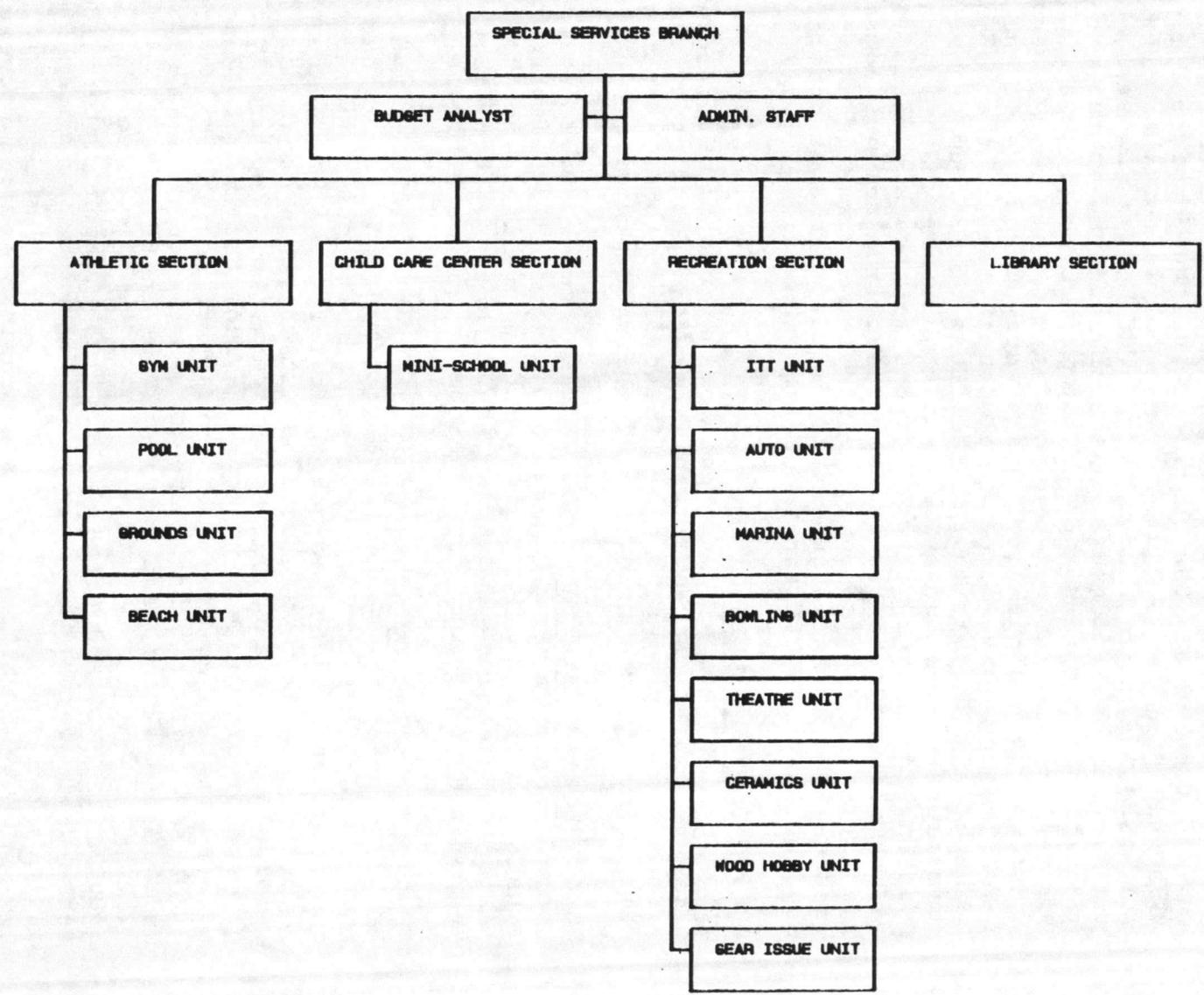


FIGURE 6-2a

6002. SPECIAL SERVICES BRANCH. The Special Services Officer, Special Services Branch, performs the general duties of a special staff officer under the cognizance of the Services Officer, Personnel Services Division. Responsible for the planning, budgeting and conduct of well rounded morale, welfare, athletic, and recreational programs. As such, ascertains that athletic and recreational programs and facilities are provided and maintained for Marines and their dependents' use. The Special Services Officer provides technical assistance and advice to the Marine Corps Exchange and Recreational Council and to the Marine Corps Exchange and Recreation Enlisted Committee. Supervises the operations of the Budget Analyst, the Library Section, Athletic Section, Child Care Center Section, and the Recreation Section. Issues reduced rate tickets for special amusements and events. The Assistant Special Services Officer assists in the performance of these duties and assumes the duties in the absence of the Special Services Officer. See Figure 6-2a.

6003. BUDGET ANALYST. The Budget Analyst is responsible for the financial operation of the recreation fund in accordance with current regulations and directives, for recording of all financial transactions, preparation of financial statements and reports, purchasing and control of all fund-owned property.

6004. LIBRARY SECTION. The Station recreational library contains books, magazines, newspapers, and periodicals; a music room consisting of recorded music which is available for on-site listening pleasure, and a news bank on microfiche consisting of 10 years of news history from various newspaper articles.

6005. ATHLETIC SECTION. Administers the Athletic and Recreation Program to service members and their dependents. Determines budget requirements for programs. Supervises preparation and distribution of detailed schedules for intramural and special athletic programs. Coordinates summer youth programs. Maintains records of team standings and tournaments. Approves hiring and payment of officials. Approves payment for trophies and awards. Acts as Station advisor with private recreational and athletic clubs and organizations. Supervises the operations of the Gym Unit, Grounds Unit, and Swimming Pool Unit.

6006. GYM UNIT. Operates a Nautilus Fitness Center. Schedules intramural sports.

6007. GROUND'S UNIT. Directs operations of four recreation/picnic areas consisting of children's playgrounds and equipment, barbecue grills and tables, covered pavilions, softball fields, volleyball courts, horseshoe pits, and rest room facilities.

6008. SWIMMING POOL UNIT. Operates scheduled and seasonal recreational swimming and pool activities.

6009. CHILD CARE CENTER SECTION. Operates a child care center for MCAS, NR, dependents.
6010. RECREATION SECTION. Coordinates the establishment/dis-establishment of recreation facilities depending on MCAS, NR interests.
6011. AUTO HOBBY SHOP UNIT. Provides assistance, tools and equipment for auto hobby work. Provides limited automotive parts cash sales.
6012. WOOD HOBBY SHOP UNIT. Provide tools and machinery for amateur carpenters and craftsmen. Provides woodworking supply cash sales.
6013. CERAMICS SHOP UNIT. Provides assistance and conducts classes in ceramics. Kilns for firing finished ceramic products are furnished and maintained for members' use. Necessary supplies are provided through cash sales.
6014. BOWLING ALLEY UNIT. Operates an intramural bowling league and an open bowling alley.
6015. THEATER UNIT. Operates the MCAS, NR movie theater. Coordinates special theater performances.
6016. INFORMATION TRAVEL AND TOUR UNIT. Provides tour, travel and general recreation information to patrons.
6017. MARINA UNIT. The Station marina, is the center for boating, canoeing, and sailing. Classes are offered in sailing and outboard engine operation. The Marina Unit provides private boat berths at docks and launching ramp, schedules reservations for and maintains a party room.
6018. PRIVATE ORGANIZATIONS BRANCH. In addition to being the Head of the Personnel Services Division, the Services Officer is also the Head of the Private Organizations Branch and coordinates the operations of private organizations which are sanctioned to operate aboard MCAS, NR.
6019. BOY SCOUTS OF AMERICA/GIRL SCOUTS ASSOCIATION. Scouting activities provide an opportunity for all interested young people to participate in active and well rounded recreational activities.
6020. NAVY RELIEF SOCIETY. Provides financial assistance to needy military families and dependents.
6021. OFFICERS WIVES CLUB (OWC). Promotes community welfare; provides social, cultural, and recreational activities to raise

funds for charitable organizations which benefit military personnel and their dependents.

6022. STAFF NON-COMMISSIONED OFFICERS (SNCO) WIVES CLUB. Encourages friendliness among SNCO Wives at MCAS, NR; provides social and recreational activities and provides monies for charities.

6023. THRIFT SHOP (OPERATED BY SNCO WIVES CLUB). Provides military and civilian personnel employed at MCAS, NR an opportunity to purchase usable goods at a reasonable price.

6024. TARHEEL JUDO CLUB. Promotes Judo competition in State, National & International competition.

6025. TRADITIONAL JAPANESE WADO-RYU KARATE CLUB. Promotes Karate competition at the State, National, and International levels.

6026. NEW RIVER RODEO CLUB. The objective of the Rodeo Club is to promote interest in the sport of rodeo and to support rodeo oriented activities and social events sponsored by the Rodeo Club. The purpose of the Rodeo Club is to teach any members of the Rodeo Club the basic skills of any event in the sport of Rodeo.

6027. COMMAND CLUB MANAGEMENT SYSTEM (CCMS) BRANCH. The Officer-in-Charge of the CCMS Branch performs the general duties of a special staff officer under the cognizance of the Services Officer, Personnel Services Division. Provides Morale, Welfare, and Recreational activities which furnish food, refreshments, entertainment, and social programs at the least possible price to the members of the CCMS. Plans, directs, and supervises the operations of the Commissioned Officers' Club, the Staff Noncommissioned Officers' Club, the Enlisted Club, the Consolidated Package Store, and the Station Snack Bars. Exercises management control over the above activities and maintains a centralized control of records and reports; coordinates consolidated reporting requirements of subordinate activities; maintains liaison with advisory boards, councils, and committees within the Branch.

6028. COMMISSIONED OFFICERS' CLUB. Provides recreational activities, food, refreshments, entertainment and social programs to Commissioned Officers.

6029. STAFF NONCOMMISSIONED OFFICERS' CLUB. Provides recreational activities, food, refreshments, entertainment and social programs to Staff Noncommissioned Officers (E-6 - E-9).

6030. ENLISTED CLUB. Provides recreational activities, food, refreshments, entertainment and social programs to enlisted personnel (E-1 - E-5).

6031. CONSOLIDATED PACKAGE STORE. Provides retail package store for all authorized patrons for the purchase of alcoholic beverages. The Consolidated Package Store further provides wholesale service for the same items to the Commissioned Officers' Club, Staff Noncommissioned Officers' Club, and Enlisted Club.

6032. SNACK BARS SECTION. Furnishes food services at the Bowling Center and Building #AS-208.

6033. MORALE ADMINISTRATIVE SUPPORT BRANCH (MASB). The general mission of the MASB is to provide administrative support common to both the CCMS Branch and Special Services Branch management. In addition, MASB is responsible for providing a variety of budget and financial reports to management personnel, the local command and HQMC.

6034. MANPOWER DIVISION. The Manpower Division staff assists and advises the S-1 Officer on matters pertaining to military and civilian personnel.

1. The Manpower and Position Management Specialist performs as a full assistant to the S-1 Officer in the administration of the military and civilian personnel program. The Manpower and Position Management Specialist is the point of contact for the Command appropriated and nonappropriated fund (NAF) Civilian Personnel Administrative and Position Management Programs. The Manpower and Position Management Specialist is the Command point of contact/liaison with civilian personnel specialists from the Civilian Personnel Office, Marine Corps Base, Camp Lejeune with respect to all aspects of appropriated fund civilian personnel administration and position management. See Civilian Personnel Officer, Marine Corps Base, Camp Lejeune functional statement for clarification of the diversified types of service which are coordinated on behalf of the Commanding Officer. The Manpower and Position Management Specialist is the Equal Opportunity Coordinator for appropriated and nonappropriated fund personnel.

2. The Manpower Division Staff performs routine duties such as: performing procedures for the assignment, transfer, retirement, and replacement of enlisted personnel; coordinating the Fleet Assistance Program (FAP); preparing military personnel reports; preparing and processing travel order requests (temporary additional duty) for military and civilian personnel assigned to the Station, and performing other duties as assigned by the S-1 Officer. Effects changes and updating to the Table of Organization.

6035. OFFICER-IN-CHARGE, JOINT DRUG AND ALCOHOL COUNSELING CENTER (JDACC). The Officer-in-Charge, Joint Drug and Alcohol Counseling Center is an additional duty of the Director, Family Service Center. The OIC, JDACC performs the general duties of a special staff officer under the cognizance of the S-1 Officer with respect to the Drug and Alcohol Abuse Control Program. The OIC, JDACC provides advice and assistance to the Commanding Officer, MCAS, NR, and to the Commanding Officer/Officers-in Charge of tenant units located at MCAS, NR, on matters relating to drug and alcohol abuse. Responsible to organize, head, train and supervise a Joint Command Drug and Alcohol Abuse Education Contact Team that makes recommendations to the Drug/Alcohol Abuse Control Officer regarding education programs within the command. The Contact Team assists the OIC, JDACC in conducting Preventive Drug and Alcohol Education Classes; provides input to the Joint Command Drug and Alcohol Council through the Chairman; assist local units with preventive drug and alcohol abuse education programs; present drug/alcohol awareness training to all newly joined Marines not in supervisory positions; conduct Monthly Drug and Alcohol Abuse Education Clinics; provide rehabilitative counseling and referral services for personnel referred to the JDACC by Commanding Officers/Officers-in-Charge; provide referral services and disposition recommendations to Commanding Officers/Officers-in-Charge of Marines referred to the Counseling Center; maintain records on all personnel involved in a rehabilitation program; maintain liaison with each counselee's Commanding Officer/Officer-in-Charge; consolidate reports received from tenant units and submit combined reports to the Officer-in-Charge, Joint Drug and Alcohol Counseling Center, MCAS, Cherry Point, North Carolina; administer a Civilian Nonappropriated Fund (NAF) Employee Assistance Program; the Officer-in-Charge exercises staff cognizance over the Counseling Branch and the Education Branch.

6036. COUNSELING BRANCH. Screens and evaluates individual problems to determine whether drug and alcohol problems exist. Provides one-on-one and group rehabilitation counseling.

6037. EDUCATION BRANCH. Conducts classes and clinics concerning drugs and alcohol, awareness classes for private through sergeant, and supervisory training classes for staff sergeant through colonel. Conducts the urinalysis screening program.

6038. OFFICER-IN-CHARGE, JOINT RECEPTION CENTER (JRC). The Officer-in-Charge, JRC performs the general duties of a special staff officer under the cognizance of the S-1 Officer. Responsibilities include providing a centrally located JRC for processing incoming military personnel assigned to MCAS, NR, and tenant commands and assuring equitable distribution of MCC 160 personnel, by rank and MOS, to MAG-26, MAG-29, and the other tenant units located at MCAS, NR. Applies to Permanent Change of Station (PCS)

or Temporary Duty/Temporary Additional Duty (TAD); processing military personnel to their respective places of duty with minimum delay; providing and having available for incoming personnel standard operating procedures for the JRC; providing billeting and transportation for personnel during processing, and for TAD personnel assigned to schools at MCAS, NR; ensuring fulfillment of personnel requirements/assignments/transfers; and providing both local and world-wide locator information on Marine Corps personnel.

6039. OFFICER-IN-CHARGE, RESERVE AUGMENTATION UNIT (RAU). The Officer-in-Charge, RAU, performs the general duties of a special staff officer under the cognizance of the S-1 Officer. The RAU is an organization of Individual Ready Reservists who will augment the Air Station's organization as necessary to support mobilization requirements. Responsibilities of the Officer-in-Charge include submitting membership applications and termination; submitting fitness reports, drill reports and requests for orders; ensuring that each member has a current Ready Reserve Service Agreement; and complying with administrative instructions promulgated by the Marine Corps Reserve Support Center and the Air Station.

6040. DIRECTOR, FAMILY SERVICE CENTER (FSC). The Director, Family Service Center performs the general duties of a special staff officer, under the cognizance of the S-1 Officer. The FSC assists Marines and their families by providing counseling, information, and referral services in such areas as: financial planning, relocation, domestic violence, marital difficulties, etc. The Center also offers enrichment programs and interfaces with local civic and social organizations. The Director, Family Service Center is additionally assigned in writing as the Family Advocacy Program Officer (FAPO). The FAPO is responsible to the Commanding Officer for the overall development, implementation and services provided by the Marine Corps Family Advocacy Program aboard MCAS, NR. The Director, FSC is also assigned the duties and responsibilities of the Officer-in-Charge, JDACC. See paragraph 6035, 6036, and 6037.

MCAS NR MAN ORG
ORGANIZATION CHART FOR DISBURSING DIVISION

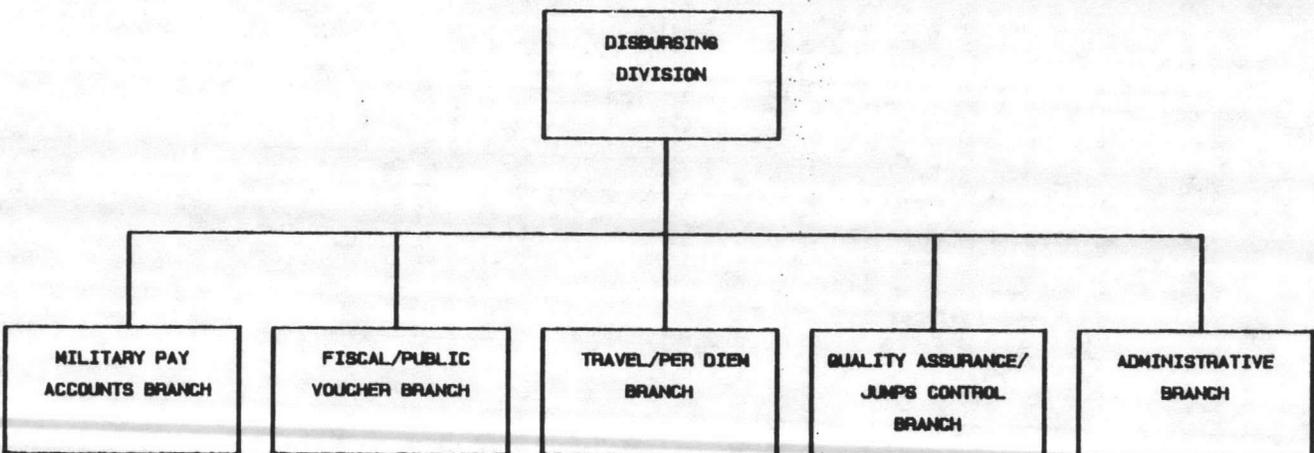


FIGURE 6-3

6041. DISBURSING DIVISION. The Disbursing Officer, Disbursing Division, performs the general duties of a special staff officer under the cognizance of the S-1 Officer. Responsibilities include payment of military payroll, public voucher, travel and per diem claims and making various collections. The Disbursing Officer exercises staff cognizance over the Military Pay Accounts Branch, Fiscal/Public Voucher Branch, Travel/Per Diem Branch, Quality Assurance/JUMPS Control Branch, and the Administrative Branch. See Figure 6-3.

6042. MILITARY PAY ACCOUNTS BRANCH. Prepares and maintains military pay accounts and prepares money lists.

6043. FISCAL/PUBLIC VOUCHER BRANCH. Issues all checks, maintains the cashbook and other records, processes payrolls, and prepares financial returns and reports. Prepares public vouchers as required and verifies all public vouchers designated for payment by the Disbursing Division.

6044. TRAVEL/PER DIEM BRANCH. Advances and reimburses all military and civilian travel orders in connection with official travel for which reimbursement is authorized. Submits claims to the Marine Corps Finance Center Settlement Division involving doubtful entitlement.

6045. QUALITY ASSURANCE/JUMPS CONTROL BRANCH. Provides the in-house capability to examine, analyze, evaluate and explore those functional areas where known potential problems exist which may affect the efficient and economical use of financial resources available to the Disbursing Division.

6046. ADMINISTRATIVE BRANCH. Processes all United States and Guard Mail traffic and pay related documents. Conducts a mail and file function. Generates correspondence needed to expedite the flow of paperwork.

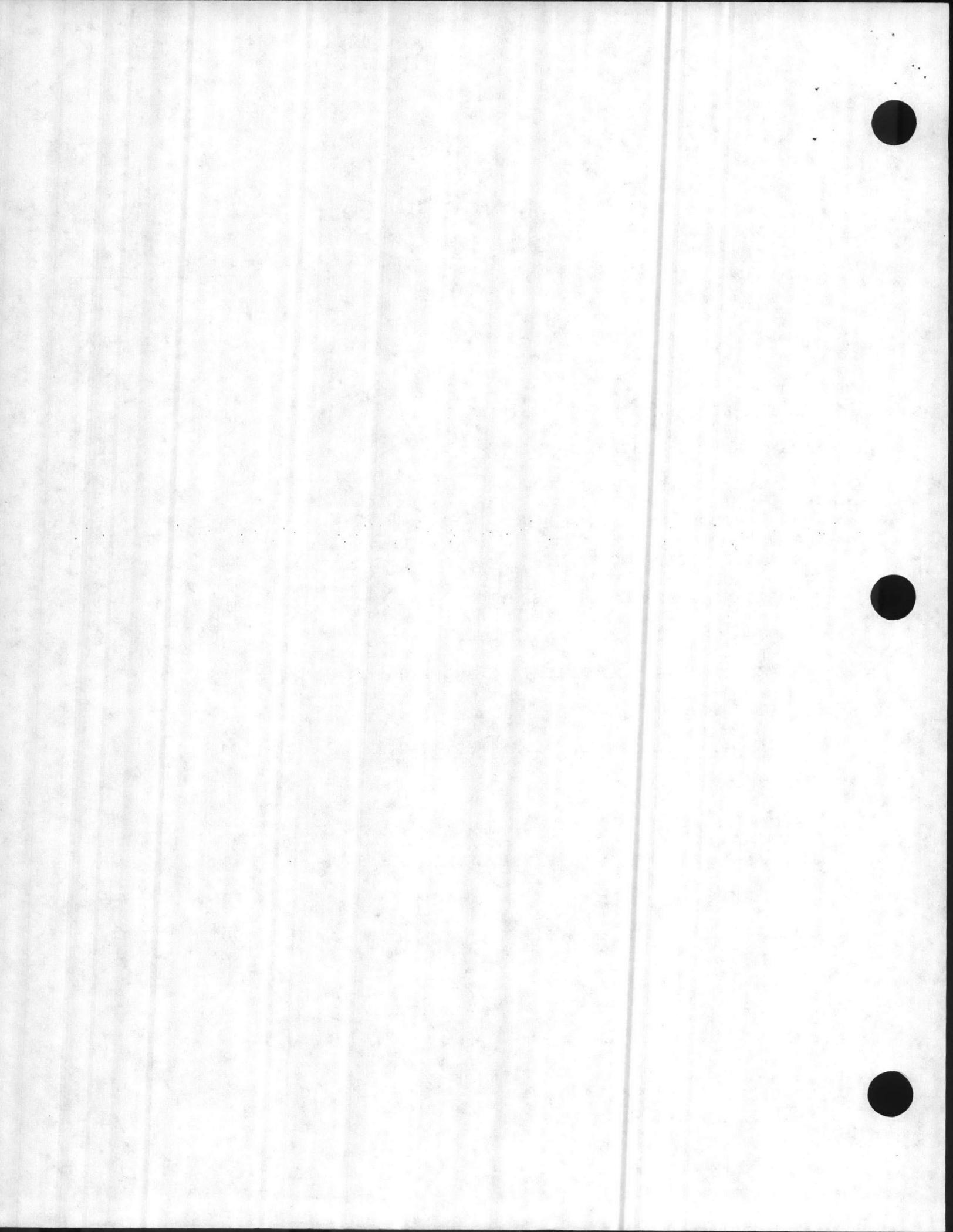


MCAS NR MAN ORG

CHAPTER 7

EXECUTIVE STAFF (S-3)

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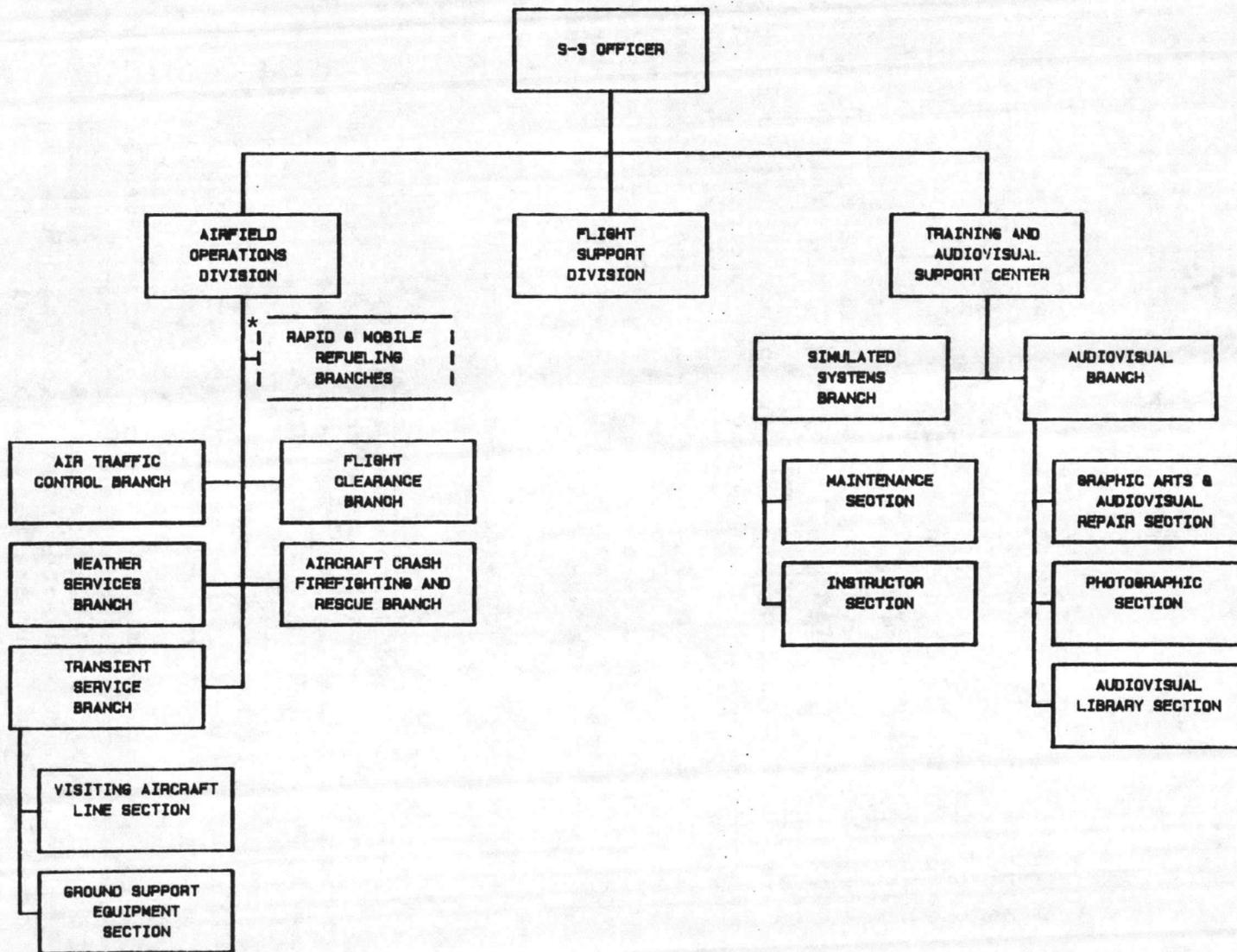


FIGURE 7-1

*AIRFIELD OPERATIONS OFFICER MAINTAINS OPERATIONAL CONTROL OVER THE RAPID AND MOBILE REFUELING BRANCHES FOR PURPOSES OF ESTABLISHING THEIR HOURS OF OPERATION.

CHAPTER 7

EXECUTIVE STAFF (S-3)

7000. S-3 OFFICER. The S-3 Officer, S-3 Department is the principal staff assistant under the staff cognizance of the Executive Officer with respect to airfield operations matters. The S-3 Officer plans, formulates and recommends policy pertaining to operations of MCAS, NR, airfield and outlying airfields. Originates, authenticates, and issues such directives as are required to perform assigned functions. Supervises the management and utilization of assigned mission support aircraft. Provides administrative, budgetary, supply and fiscal management services for the Department. Is assigned an additional duty co-equally with the S-4 Officer as a Destructive Weather Operations Officer. These duties include planning to ensure a continuing high degree of disaster preparedness (man-made or natural). Monitors the training and readiness of subordinate and tenant commands to effectively respond to disaster situations. Activates the Emergency Operations Center in the event of an actual disaster situation. Schedules and coordinates requests for the use of MCHOLF'S Camp Davis and MCOLF Oak Grove and the Hofmann Forest Training Area. The S-3 Officer exercises staff cognizance over the Flight Support Division and the operational control of the Rapid and Mobile Refueling Branches through the Airfield Operations Officer for purposes of establishing their hours of operation. See Figure 7-1.

7001. AIRFIELD OPERATIONS DIVISION. The Airfield Operations Officer, Airfield Operations Division, provides aviation facilities for the clearance and control of aircraft in the local control zone, crash and rescue facilities, limited ground support equipment for transient aircraft using MCAS, NR. Serves as Assistant S-3 Officer. Plans, formulates and recommends policy to the S-3 Officer concerning all airfield matters, and assists in the activation of the Emergency Operations Center in the event of an actual disaster situation. The Airfield Operations Officer exercises staff cognizance over the Air Traffic Control Branch, Flight Clearance Branch, Weather Services Branch, Aircraft Crash, Firefighting and Rescue Branch, and Transient Service Branch. Exercises control over Operations Duty Officers for control of airfield functions after normal working hours. Maintains operational control over the Rapid and Mobile Refueling Branches for purposes of establishing their hours of operation.

7002. AIR TRAFFIC CONTROL BRANCH. The Air Traffic Control Officer, Air Traffic Control Branch, provides safe, orderly and expeditious movement of air traffic. This includes aircraft movements on the airport surface and within airspace where control jurisdiction has been delegated. The Air Traffic Control Branch

functions include management of a Control Tower and Ground Controlled Approach (GCA). The facility provides VFR/IFR/SVFR (helo) services to aircraft in accordance with current Air Traffic Control procedures. The GCA unit is equipped with Airport Surveillance Radar and Precision Approach Radar. An operating Control Tower exists with a Flight Data Entry and Printout Equipment (FDEP) Computer. The two environments combined provide services to include the following approaches: ASR to all runways, TACAN to runways 5 and 23, NDB and PAR to runway 5, PAR to runway 23, visual, contact, practice approaches and VFR/SVFR operations within designated airspace. Plans, formulates and recommends policy to the Airfield Operations Officer.

7003. FLIGHT CLEARANCE BRANCH. The Flight Clearance Branch assures the proper filing of flight plans for departing aircraft, provides navigational and flight planning information and services, provides flight following for all arrivals/departures of aircraft at MCAS, NR and coordinates and controls passenger manifesting services. Plans, formulates and recommends policy to the Airfield Operations Officer.

7004. WEATHER SERVICES BRANCH. The Weather Services Branch is responsible for the collection, preparation and dissemination of all meteorological information; the preparation of local area, route, terminal forecasts, and flight cross sections flight briefings. The Weather Services Branch is responsible for advising the Commanding Officer of any significant weather phenomena that may affect MCAS, NR, or flight operations; for the maintenance of climatological records, the preparation and dissemination of tidal, astronomical and climatological data, the accumulation and preparation of all information required by the 2nd Marine Division and its support units in live firing, amphibious and heloborne operations; assisting the National Forestry Service in preparing the Fire Probability Forecasts that are instrumental in their environmental program. Plans, formulates and recommends policy to the Airfield Operations Officer.

7005. TRANSIENT SERVICE BRANCH. The Transient Service Branch provides transient aircraft services. Maintains ground support equipment assigned. Plans, formulates and recommends policy concerning transient servicing to the Airfield Operations Officer.

7006. VISITING AIRCRAFT LINE SECTION. Provides transient aircraft taxiing and parking guidance and servicing. Assists in loading/off-loading cargo and passengers.

7007. GROUND SUPPORT EQUIPMENT SECTION. Maintains and performs maintenance and servicing required on all ground support equipment assigned. Provides and operates ground support equipment when requested for transient aircraft.

7008. AIRCRAFT CRASH, FIREFIGHTING AND RESCUE BRANCH. The Aircraft Crash, Firefighting and Rescue Branch provides continual preparedness to rescue air-crewmembers and passengers in the event of aircraft crashes or fires. Extinguishes fires resulting from aircraft crashes and fuel and ordnance fire/explosions. Maintains an immediate response alert vehicle during airfield operations. Provides to flight line personnel, upon request, technical instructions in care and use of fire extinguishing equipment. Maintains and services all aircraft firefighting vehicles, equipment, rescue vehicles and salvage equipment. Assists tenant units in the clean up of fuel spills. Provides men and equipment to conduct salvage operations. Assists, upon request, the MCB, Camp Lejeune Fire Protection Division located at MCAS, NR in extinguishing major fires. Provides administrative, budgetary, supply and fiscal management services for this Branch. Plans, formulates and recommends policy to the Airfield Operations Officer.

7009. FLIGHT SUPPORT DIVISION. Coordinates the utilization of assigned mission support aircraft. Coordinates logistic and administrative airlift requirements. Prepares and disseminates the daily flight schedule. Plans, coordinates and conducts an integrated program of pilot and air-crewmembers training in accordance with the current edition of the Training and Readiness Manual, NATOPS Flight Manual, and the general NATOPS instruction. Maintains all pilot qualification records and log books in accordance with existing regulations. Ensures equal distribution of flight time for assigned pilots. Maintains the Flight Operations Budget to include ordering supplies and services required. Advises the S-3 Officer on all matters pertaining to the Division.

7010. TRAINING AND AUDIOVISUAL SUPPORT CENTER (TAVSC). The Officer-in-Charge, Training and Audiovisual Support Center (TAVSC) is a staff assistant under the cognizance of the S-3 Officer with respect to training and audiovisual support matters. Responsible for providing products and services involving equipment, facilities, personnel and procurement pertinent to still photographic, motion pictures and television production, graphic arts, training aids, audiovisual libraries and for the training of audiovisual personnel to support formal and informal instruction aboard MCAS, NR and other commands as directed by higher authority. The OIC exercises staff cognizance over the Simulated Systems Branch and the Audiovisual Branch. See Figure 7-1.

7011. SIMULATED SYSTEMS BRANCH. The Head, Simulated Systems Branch is a special staff assistant under the cognizance of the OIC, Training and Audiovisual Support Center. Responsible for:

1. **The management of Simulated Systems (SS) and for the provision of SS services.** This applies, but is not limited to: Simulator equipment, facilities, personnel, operation, maintenance, supplies, budget, limited acquisition and other support functions when supporting primary SS functions. The SS equipment primarily includes Operational Flight Trainers (OFT), as well as, other minor training equipment.
2. Advising the OIC, TAVSC on matters pertaining to SS services and equipment in support of command and tenant activities at MCAS, NR.
3. Providing reports and data concerning SS for command and higher authority use.
4. Monitoring SS budget, resources and personnel requirements for MCAS, NR, SS facilities, i.e.:
 - a. Determining timely budget projections of SS to include Navy reimbursable funds for maintenance of Cog "20" equipment
 - b. Determining and reporting SS resource shortages and deficiencies.
5. Maintaining SS resources to provide:
 - a. Responsible support for military operations and contingencies.
 - b. Support of civilian training programs for government employees
6. Providing research, planning, and specification concurrence or recommendations for new requirements for SS for command and tenant activities at MCAS, NR; providing liaison between MCAS, NR, and organizations charged with the development of SS equipment and facilities.

7012. AUDIOVISUAL BRANCH. The Head, Audiovisual Branch is a special staff assistant under the cognizance of the OIC, TAVSC. Responsible for:

1. The management of audiovisual (AV) resources and for the provision of AV services and products. The term applies, but is not limited to: AV equipment, facilities, products, personnel, maintenance, supplies, acquisition, budget and other support functions when supporting primary AV functions. Includes AV

activities that expose and process original photography, reproduce still photography, duplicate electronic recordings, prepare graphic arts and AV training aids and devices, and provide presentation services.

2. Advising the OIC, TAVSC on matters related to AV services, products and equipment in support of command and tenant organizations at MCAS, NR.
3. Monitoring AV budget, resources and personnel requirements for AV facilities.
 - a. Plans for and ascertains AV resources requirements.
 - b. Determines timely budget and acquisition projections of AV programs.
 - c. Determines and reports AV resources, shortages, and deficiencies
4. Obtaining or preparing AV products (other than productions covered below) such as photography, processing, reproduction, duplication of audio and videotapes, graphic arts, and sound recordings.
5. Supporting existing products with depository and distribution operations and using existing products to support other functions or presentation systems.
6. Maintaining AV resources to provide:
 - a. Responsive support for military operations, contingencies, and emergencies.
 - b. Support of civilian government training programs for employees.
 - c. A training capability and proper career progression for essential AV personnel.
7. Processing, reproducing, or duplicating audio and visual copies from an original or master copy, including making duplicate copies and recordings for all uses.
8. Maintaining an AV depository to issue and reclaim AV equipment and products, duplicate material and the records pertaining to the AV material stored therein.

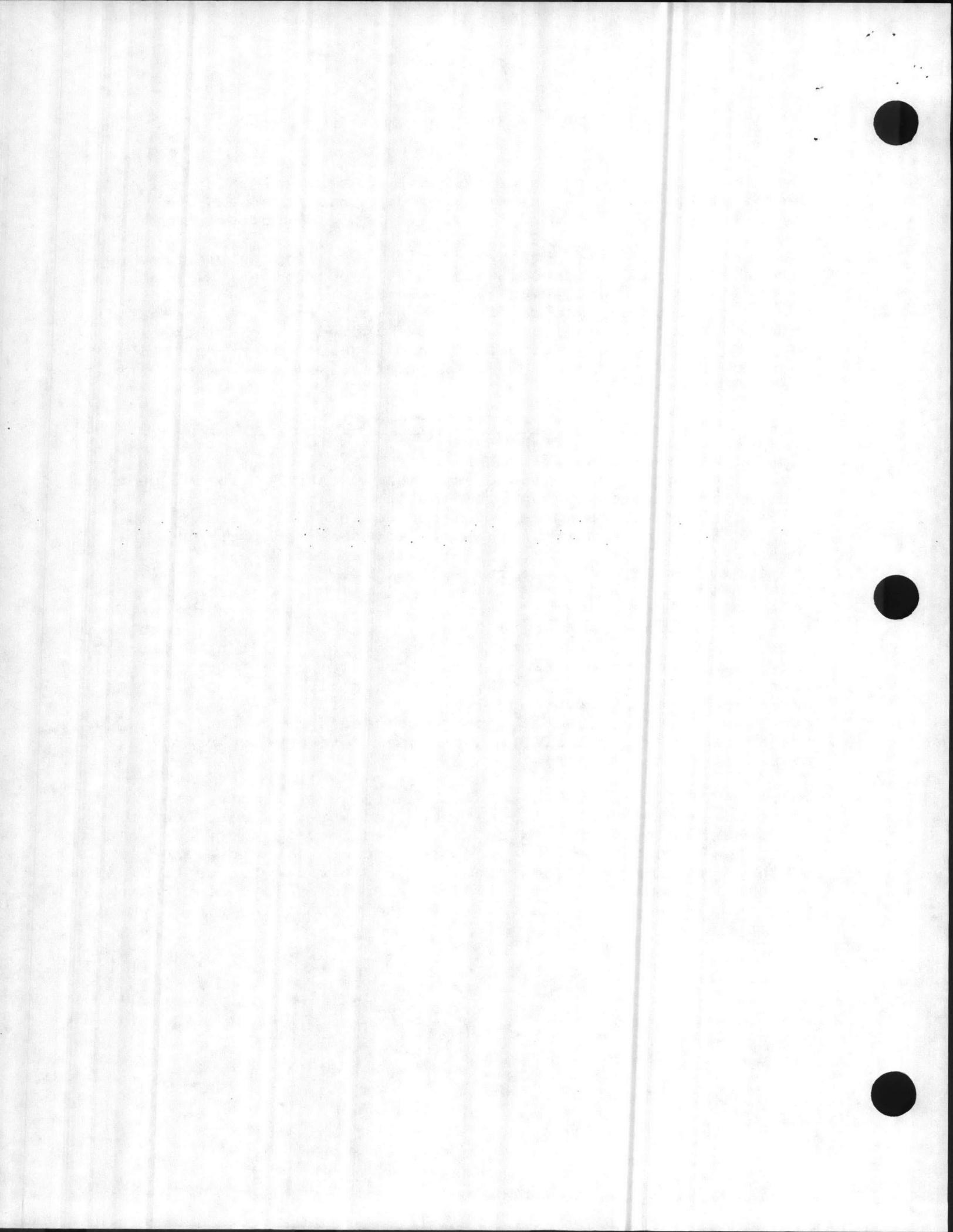
9. Providing AV products of AV media elements such as still photography, graphic arts, still projections (overhead transparencies, slides and film strips), videotape, and audio recordings.

10. Providing multimedia presentations and limited programs using more than one AV medium used in a single communication, either sequentially or simultaneously. The media involved are packaged separately and are synchronized to the progress of a time-based component, usually audio. Multimedia includes media such as separate film clips or slides and audio cassettes or cartridges; sound-on-slides; or a combination of motion picture films, slides and audio tapes.

7013. GRAPHIC ARTS AND AUDIOVISUAL REPAIR SECTION. Designs and produces visual aids (transparencies and slides) for training missions of a statistical, narrative, editorial, or pictorial nature; designs and manufactures briefing charts, graphs, maps, statistical information and original training and technical illustrations (printing method reproduction) for training missions. Maintains and repairs all audiovisual equipment held by the Audiovisual Library Section. Maintains appropriate test equipment and financial and maintenance records.

7014. PHOTOGRAPHIC SECTION. Provides photographic services for MCAS, NR, and attached units in accordance with current regulations; processes public interest photography for Joint Public Affairs Officer, photography of historical interest for Commandant of the Marine Corps and Marine Corps Archives, new construction aerial photography, reproduction, and special investigations; procures and maintains all photographic equipment required and authorized; assigns qualified personnel to emergency crash watch on a daily, 24-hour basis.

7015. AUDIOVISUAL LIBRARY SECTION. Procures, stocks, and maintains audiovisual equipment for temporary issue to tenant units as required. Maintains associated records and files, and initiates reports required; procures, maintains, and evaluates learning systems; provides consultation services for users of AV equipment and products utilized in specific training environments; provides operator training for personnel, utilizing AV equipment and products.

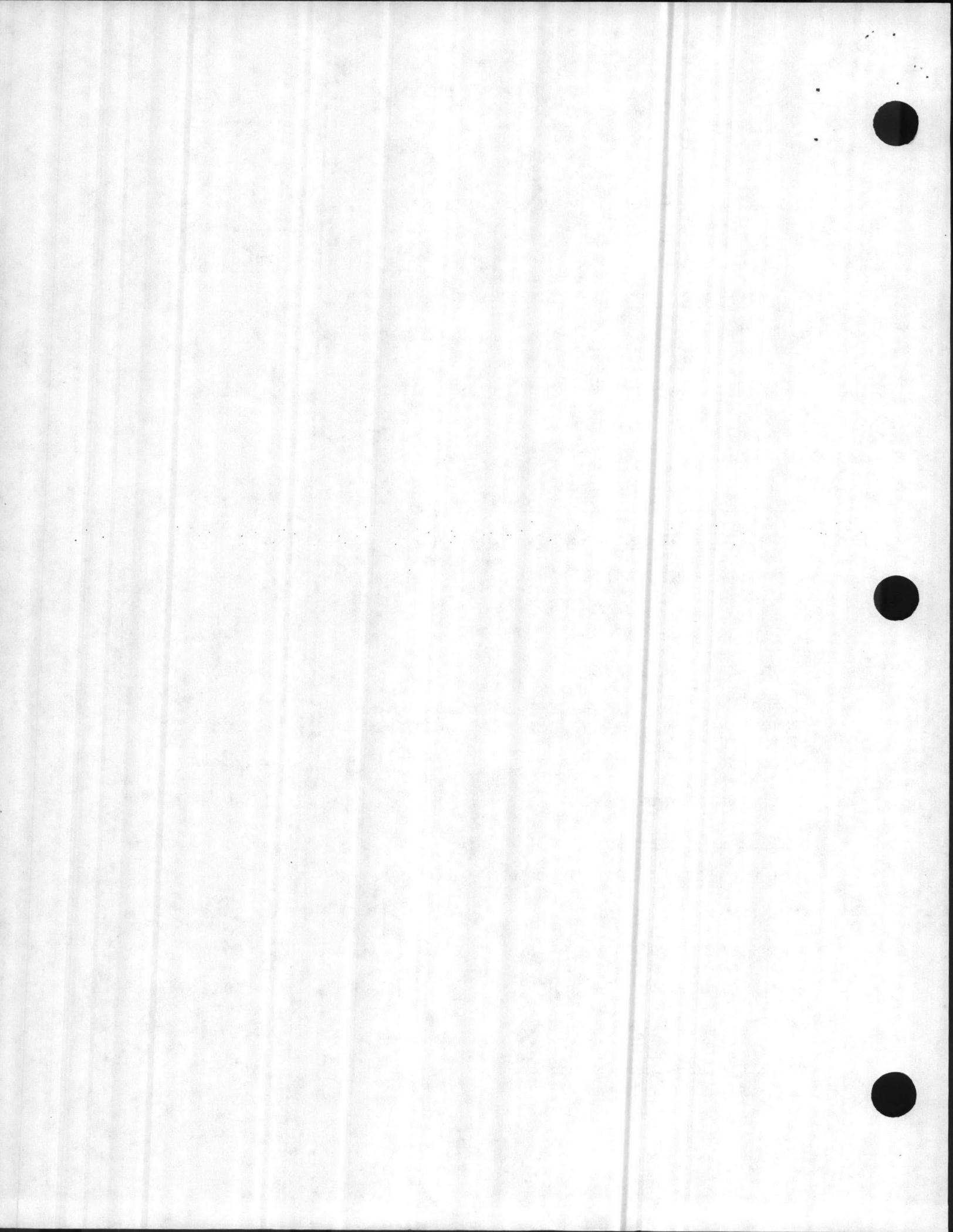


MCAS NR MAN ORG

CHAPTER 8

EXECUTIVE STAFF (S-4)

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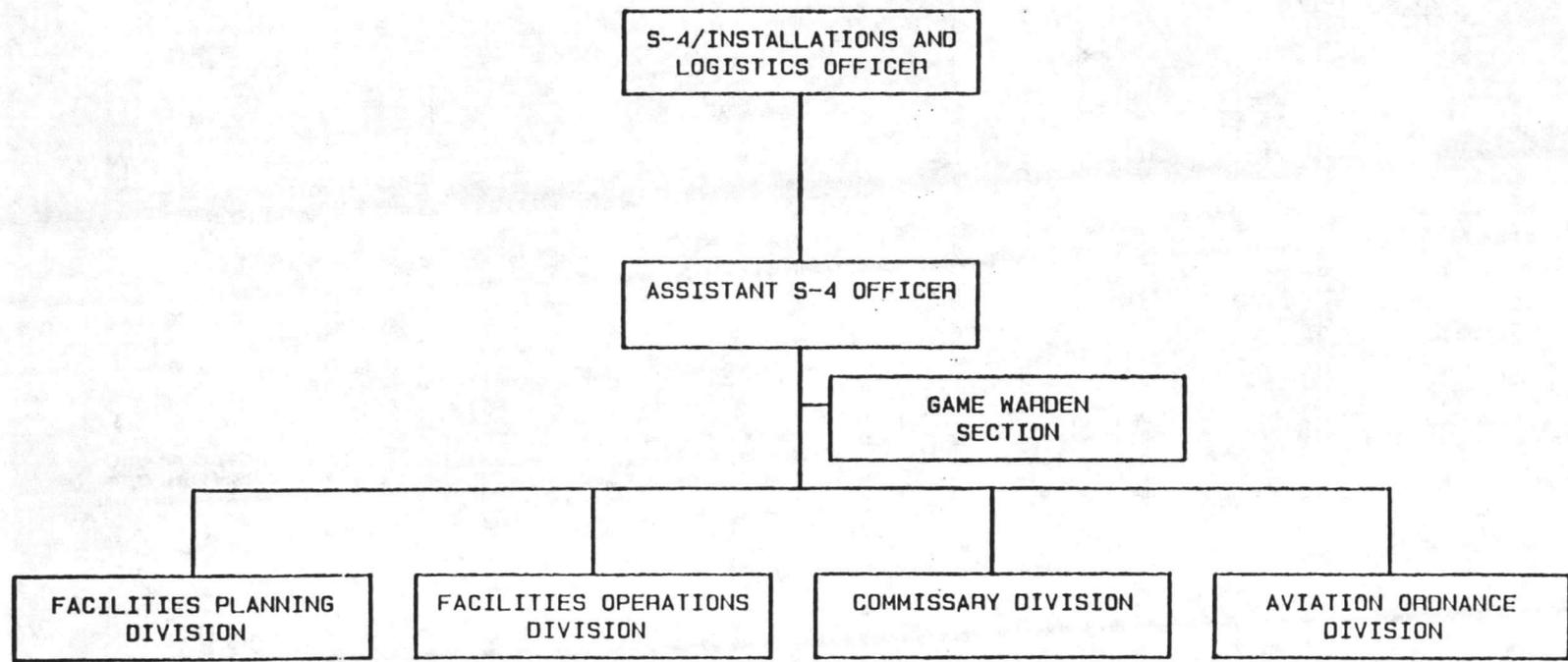


FIGURE 8-1

CHAPTER 8

EXECUTIVE STAFF (S-4)

8000. S-4/INSTALLATIONS AND LOGISTICS OFFICER. The S-4/ Installations and Logistics Officer, S-4 Department, is a principal staff assistant under the staff cognizance of the Executive Officer with respect to Installations and Logistics matters. Responsibilities are to:

1. Advise and assist the Commanding Officer in order to formulate and maintain effective Command level relationships, policies, planning, programming and operations which ensure proper execution of logistic support services. Such services include but are not limited to: military and minor construction projects, real property acquisition and maintenance; buildings and grounds maintenance; family housing maintenance; plant property maintenance; fire protection and prevention services; motor transport and ordnance services; commissary and housing and messing services; bachelor quarters operations, veterinary services; natural resource management; public works technical assistance maintenance and repair of station equipment, vehicles and facilities.
2. Determine the MCAS, NR Basic Facilities Requirements Lists (BFRL) based upon CMC approved/projected MCAS, NR loading.
3. Establish and maintain the coordination and inter-communications necessary to ensure proper monitoring, adequacy, quality, mutual cooperation, and responsiveness of the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River with respect to facilities support.
4. Administer financial management of the S-4 Department operations.
5. Effect logistics coordination for Marine Corps Reserve annual training.
6. Perform an additional duty co-equally with the S-3 Officer as a Destructive Weather Operations Officer. These duties include formulating and planning orders and instructions required to ensure a continuing high degree of disaster (man-made or natural) preparedness. Prepare the logistics portion of the Command's capabilities and emergency plans.

7. Prepare directives and reports as appropriate to place the Commanding Officer's programs and those required by higher authority into effect.

8. Exercise staff cognizance over the Facilities Planning Division, Facilities Operations Division, Commissary Division and Aviation Ordnance Division. See Figure 8-1.

8001. ASSISTANT S-4 OFFICER. The Assistant S-4 Officer is a special staff officer under the cognizance of the S-4/Installations and Logistics Officer. Responsibilities are to assist the S-4 Officer in providing continuous observation and inspection of the Air Station buildings and grounds; assist the S-4 Officer in any other tasks as assigned.

8002 GAME WARDEN SECTION. The Game Warden Section is responsible for enforcing all federal, state, and Station hunting, fishing, trapping and boating regulations. He is additionally responsible for pet and stray animal control, the control of wood cutting and for monitoring conservation and forestry management aboard MCAS, NR. He is under the direct cognizance of the Assistant S-4 Officer.

8003. FACILITIES PLANNING DIVISION. The Facilities Planning Officer, Facilities Planning Division, is a special staff officer under the cognizance of the S-4/Installations and Logistics Officer, with respect to facilities policies, planning, programming and monitoring of real property maintenance and construction. As such, manages all functions associated with Facilities Projects, Exigent Minor Construction, Basic Facilities Requirements Listings (BFRL), Long Range Maintenance Plan (LRMP), Air Installation Compatible Use Zone (AICUZ), and Master Planning and Military Construction (MCON) Programming. Responsibilities are to:

1. Analyze Facilities Support Requirements (FSR) planning documents and develop facilities support projects to satisfy projected deficiencies with existing assets or new construction.
2. Coordinate all new construction. Provide command input in all phases of construction, project development and implementation.
3. Perform continuing coordination and interaction with Marine Corps Base, Camp Lejeune to ensure proper monitoring, adequacy, quality, mutual cooperation, and responsiveness of services provided under Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River. Review the MCB, Camp Lejeune Long Range Maintenance Plan (LRMP) as it pertains to MCAS, NR.

4. Develop and propose MCAS, NR orders and bulletins relating to program responsibilities.
5. Serve on the MCAS, NR Development Board; serve on the MCB, Camp Lejeune Base Resources Management Board for Base Development.
6. Represent MCAS, NR at the acceptance inspections of new facility constructions and related equipment installation projects.
7. Review and recommend items for inclusion on the MCAS, NR Backlog of Maintenance and Repair Report (BMAR) and Projects Plan prior to submission to Headquarters Marine Corps. Participate in the validation of Code 2 BMAR with CMC representative.
8. Administer MCB, Camp Lejeune Plant Account Activity Code 92 (Class I and II) Real Property assigned MCAS, NR. Recommend assignments, reassignments, and/or disposition of Real Property Facilities at MCAS, NR.
9. Integrate, screen and classify work requests, including emergency/service type work, prior to submission to MCB, Camp Lejeune for accomplishment under the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River. Determine the need for engineering advice and assistance. Review and recommend funding of special maintenance, alteration, and repair projects when the need has been indicated by a history of recurring or costly maintenance. Review requests for new construction, modification and alterations of Class II property. Prioritize and process for accomplishment those minor construction (R-1) projects to be funded during the appropriate fiscal year.
10. Develop and maintain MCAS, NR Basic Facilities Requirements Listings (BFRL).
11. Review and approve/disapprove construction/repair drawings affecting Land (Class I) and Facilities (Class II) under the MCAS, NR control.
12. Initiate required correspondence for and coordinate demolition/disposal of facilities identified as excess to MCAS, NR requirements as a result of Master Planning and MCON Programming.
13. Function as a member of the Camp Lejeune Environmental Impact Review Board. Present command position regarding environmental affairs.

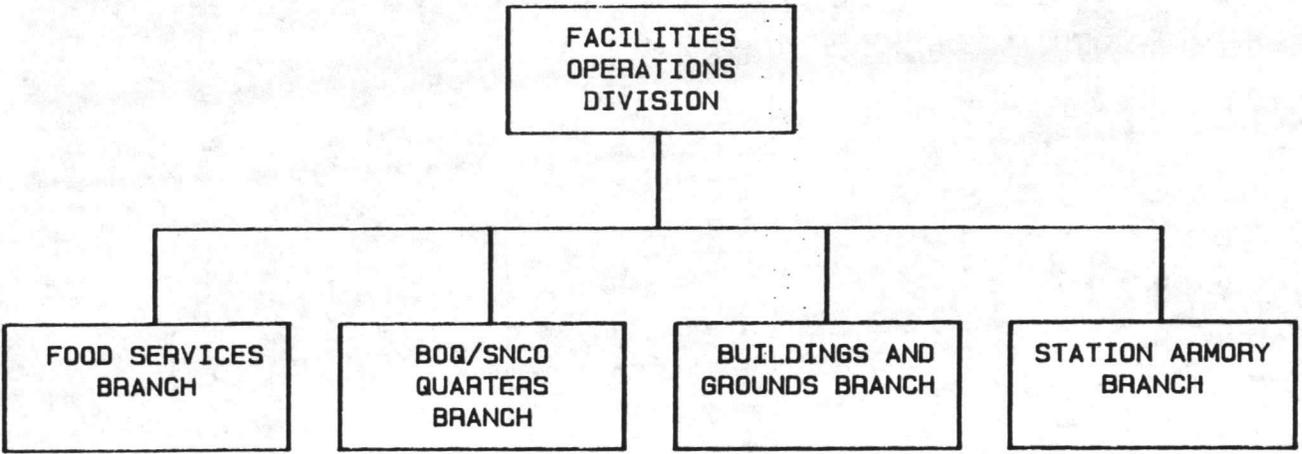


FIGURE 8-2

8004. FACILITIES OPERATIONS DIVISION. The Facilities Operations Officer, Facilities Operations Division is a special staff officer under the cognizance of the S-4/Installations and Logistics Officer with respect to facilities operations and motor vehicle and motor transport matters. Responsibilities are to account for all Class B vehicles provided MCAS, NR by MCB, Camp Lejeune under the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River; coordinate motor transport services provided under Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River; review vehicle assignments to ensure appropriate utilization; project requirements for motor transportation equipment allowance changes; initiate action for allowance changes; manage and perform administrative support for the operation of bachelor quarters for officers and staff NCOs; ensure that all redesignations and temporary diversions of bachelor quarters or portions thereof are approved by the Commandant of the Marine Corps; administer Commuted Rations program; supervise financial management of the Armory, Food Services, and Bachelor Officer Quarters/Bachelor Staff Noncommissioned Officer Quarters Branch; administer armament functions, i.e., maintenance weapons organic to HQHQRON and MCAS, NR; exercise staff cognizance over the Food Services Branch, Bachelor Officer Quarters/Bachelor Staff Noncommissioned Officer Quarters Branch, Buildings and Grounds Branch and Station Armory Branch. See Figure 8-2.

8005. FOOD SERVICES BRANCH. The Food Services Technician is the senior enlisted man assigned to the Food Services Branch and functions under the staff cognizance of the Facilities Operations Officer, Facilities Operations Division. Responsibilities are to:

1. Manage food service operations as provided for MCAS, NR by MCB, Camp Lejeune under the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River.
2. Operationally control day-to-day mess hall operations consisting of daily allowances of food to all authorized military personnel.
3. Coordinate mess hall attendant requirements, which must be provided by tenant units.
4. Manage mess hall unique garrison property provided by MCB, Camp Lejeune Food Services Division under the Marine Corps Air Bases Eastern Area/Marine Corps Base, Camp Lejeune Support Agreement for Marine Corps Air Station, New River.

5. Prepare directives and correspondence pertaining to food services operations.
6. Prepare flight rations and emergency rations for authorized flights and emergency situations.
7. Requisition, receive, store, issue and maintain proper care of mess hall property.
8. Maintain records on usage, repair and replacement of all mess hall equipment.
9. Direct and control activities of veterinary services.

8006. BACHELOR OFFICER QUARTERS/BACHELOR STAFF NONCOMMISSIONED OFFICER QUARTERS BRANCH. The Bachelor Officer Quarters (BOQ)/Bachelor Staff Noncommissioned Officer (SNCO) Quarters Manager is a special staff officer under the cognizance of the Facilities Operations Officer, Facilities Operations Division, with respect to the operations and management of facilities which provide lodging for bachelor officers, staff NCOs and other authorized personnel assigned to and in transit at MCAS, NR. Responsibilities are to:

1. Develop and implement rules and regulations pertaining to the assignment and utilization of officer and staff quarters.
2. Maintain officer and staff quarters in a high state of cleanliness and provide linen service for all rooms.
3. Maintain records and collect financial material which must be transmitted to Comptroller Department.
4. Monitor and control utilization and projected replacement of equipment and furnishings.
5. Conduct a continuous inspection program to ensure proper maintenance and state of cleanliness.
6. Maintain VIP suites in a high state of cleanliness and readiness for distinguished visitors.
7. Maintain custody and accountability of all furniture and equipment assigned to the Branch.
8. Maintain liaison with appropriate offices to determine future requirements for officer and staff rooms for personnel temporarily visiting MCAS, NR for sporting events, conferences, meetings and other events.

9. Prepare and compile correspondence and reports, including the annual appropriated and nonappropriated fund budget submission.

8007. BUILDINGS AND GROUNDS BRANCH. The Buildings and Grounds Manager, Buildings and Grounds Branch is a special staff assistant under the cognizance of the Facilities Operations Officer, Facilities Operations Division. Responsibilities are to:

1. Police Curtis Road daily as well as other major roads to ascertain continuing state of repair.
2. Erect and maintain effective traffic and safety signs.
3. Mow and trim grass and shrubs in the vicinity of MCAS, NR Command buildings and other areas as directed.
4. Store, maintain and issue minor tools and material used in minor housekeeping chores by various MCAS, NR departments.
5. Provide working parties as directed for S-4 Department related functions.

8008. STATION ARMORY BRANCH. The Facilities Operations Officer is responsible for implementing a program for the storage, issue and maintenance of MCAS, NR weapons.

MCAS NR MAN ORG
ORGANIZATION CHART FOR COMMISSARY DIVISION

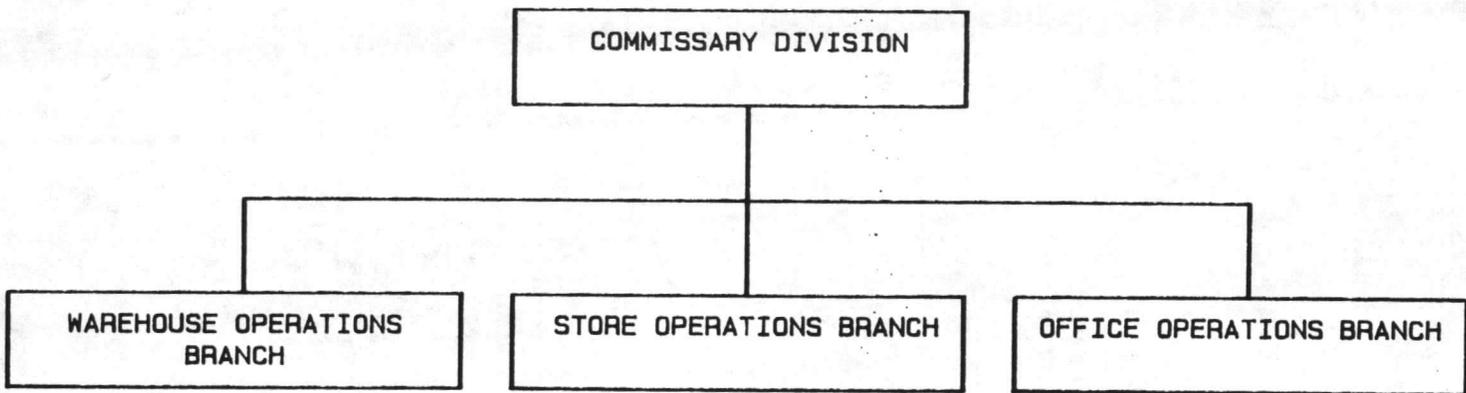


FIGURE 8-3

8009. COMMISSARY DIVISION. The Commissary Manager, Commissary Division is a special staff officer under the cognizance of the S-4/Installations and Logistics Officer. Responsibilities are to provide items for resale to authorized military personnel, their dependents, and nonappropriated fund activities. The Commissary Manager exercises staff cognizance over the Warehouse Operations Branch, Store Operations Branch and Office Operations Branch. See Figure 8-3.

8010. WAREHOUSE OPERATIONS BRANCH. The responsibilities of the Warehouse Operations Branch are to receive, inspect for damage and shortage, store and issue all items of groceries and household commodities received from supply sources; conduct specified physical inventories of stock on hand.

8011. STORE OPERATIONS BRANCH. The responsibilities of the Store Operations Branch are to record by item and collect monies for merchandise sold; record sales to charge customers; receive from Warehouse Operations Branch staple groceries, household items, health and beauty aids; price mark for shelving; display and make ready for sale; receive, inspect, process, pack, weigh, price and display all meat, fish and poultry items; receive, inspect and store seasonal fruits and vegetables in coolers. Sort, trim, weigh, price and display such items; conduct physical inventory of stock on hand.

8012. OFFICE OPERATIONS BRANCH. The responsibilities of the Office Operations Branch are to procure merchandise for sale to patrons; procure operations equipment and supplies; prepare cognizant correspondence and reports; direct and administer the operation of the Honeywell computer systems; maintain accounting records, accounts receivable and accounts payable; account for all monies received.

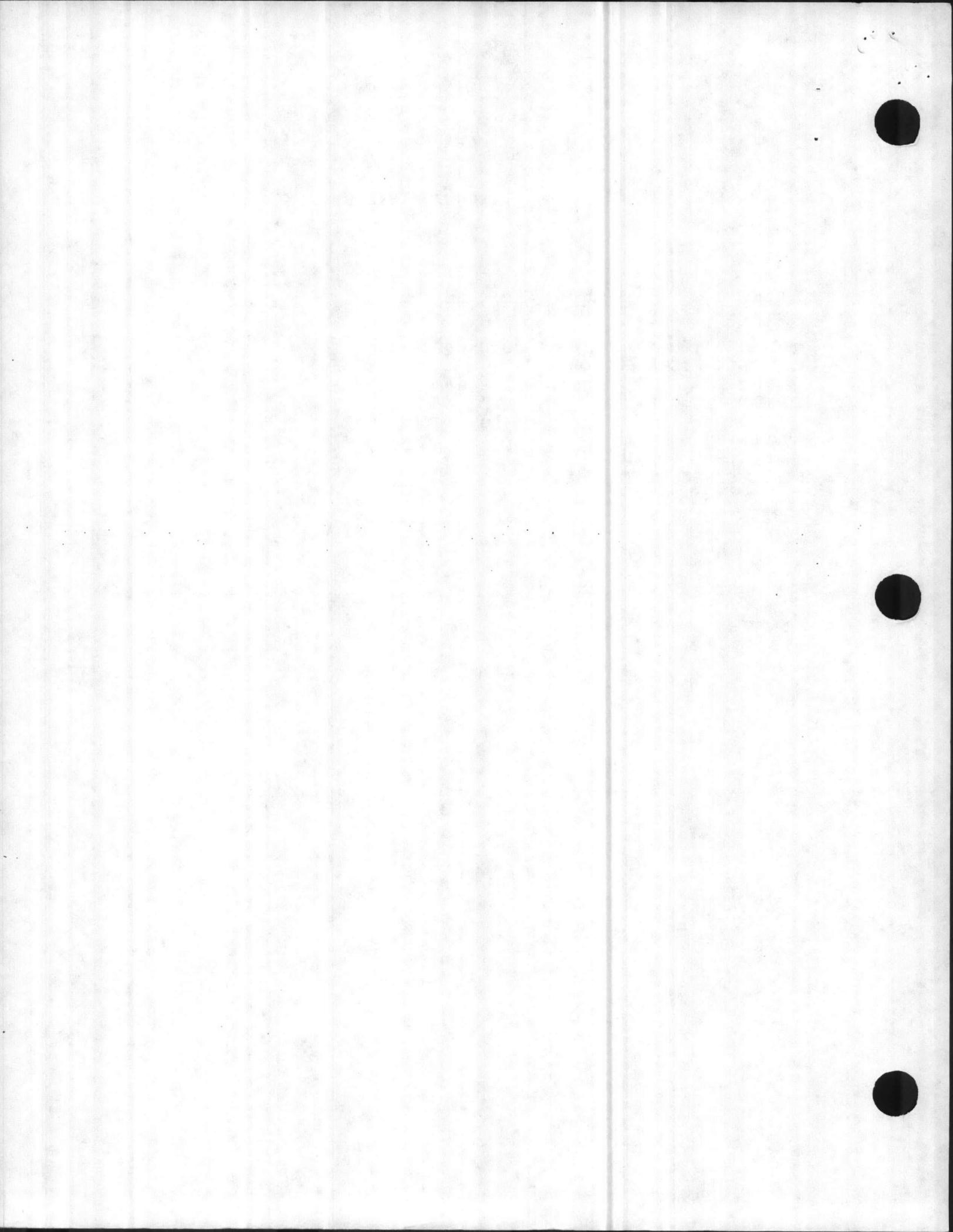
8013. AVIATION ORDNANCE DIVISION. The Aviation Ordnance Officer is a special staff officer under the cognizance of the S-4/Installations and Logistics Officer with respect to aviation ordnance matters. Responsibilities are to requisition, receive, store and issue Class V (A) and Class V (W) munitions that are utilized by tenant units aboard MCAS, NR; to maintain the MCAS, NR Explosive Storage Magazine Compound; and to ensure that all Aviation Ordnance evolutions taking place aboard MCAS, NR are conducted in a safe and proper manner.

MCAS NR MAN ORG

CHAPTER 9

EXECUTIVE STAFF

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MCAS NR MAN ORG
CHAPTER 9
ORGANIZATION CHART FOR
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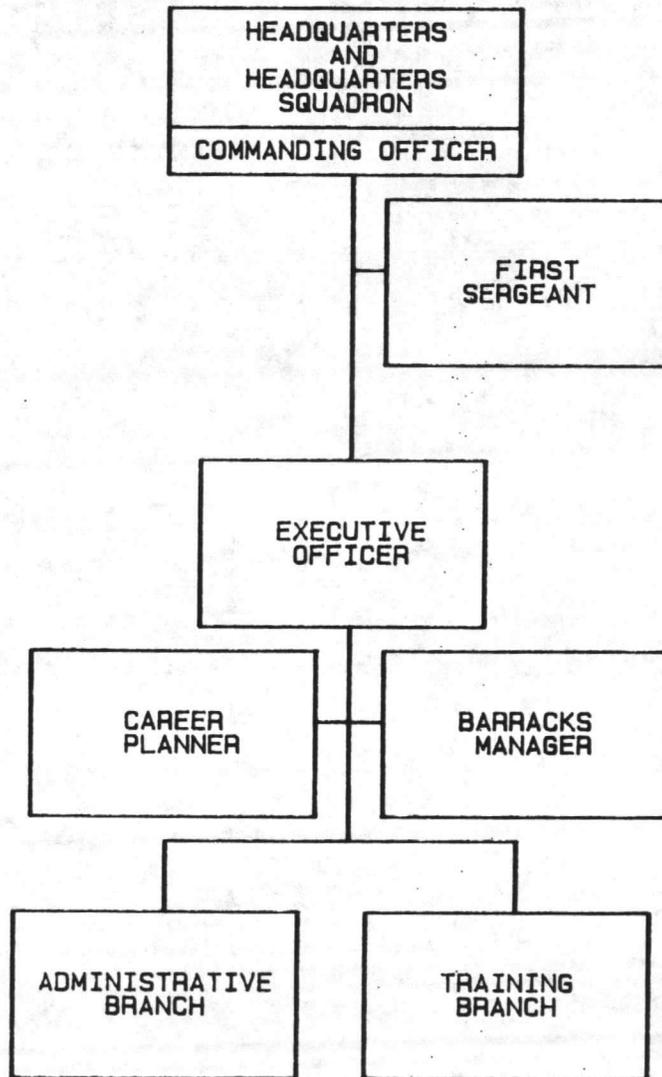


FIGURE 9-1

CHAPTER 9

EXECUTIVE STAFF (HQHQRON)

9000. COMMANDING OFFICER, HEADQUARTERS AND HEADQUARTERS SQUADRON (HQHQRON) MCAS, NR. The Commanding Officer, HQHQRON is the principal staff assistant to the Commanding Officer, MCAS, NR in matters pertaining to the administration, training, welfare, morale and discipline of military personnel. See Figure 9-1.

9001. EXECUTIVE OFFICER, HQHQRON. The Executive Officer, HQHQRON, is responsible to the Commanding Officer, HQHQRON for effective coordination of all activities of the Administrative Branch, Training Branch, Career Planner Branch, and Barracks Manager. Directs, coordinates and supervises their activities by formulating plans, orders and instructions necessary to implement and ensure compliance with the Commanding Officer's policies and decisions. Typical responsibilities include screening all administrative material before submission to the Commanding Officer; screening all training material before submission to the Commanding Officer; maintaining assigned barracks, buildings and grounds in proper police and maintenance; supervising and coordinating efforts of Squadron Career Planner; counseling personnel on matters pertaining to education, equal opportunity, officer programs and individual performance.

9002. FIRST SERGEANT, HQHQRON. The First Sergeant, HQHQRON, is responsible to the Commanding Officer, HQHQRON as the senior enlisted Marine in the unit. Acts as principal enlisted assistant to the commander. Keeps apprised of all policies of the commander. Disseminates information to the unit's enlisted personnel regarding such policies. Reports to the commander on the status of matters pertaining to the efficient operation of the command. Counsels subordinate unit noncommissioned officers as required to improve the general effectiveness of the command. Interviews and counsels enlisted personnel on pertinent professional and personal matters which may effect the efficiency of the command. Assists the commander in the conduct of office hours, request masts and meritorious mast. Participates in ceremonies, briefings, conferences, and other functions as designated by the commander. Assists in supervision of clerical and administrative matters; inspections and investigations; personnel management and daily routine. Assumes other duties designated by the commander.

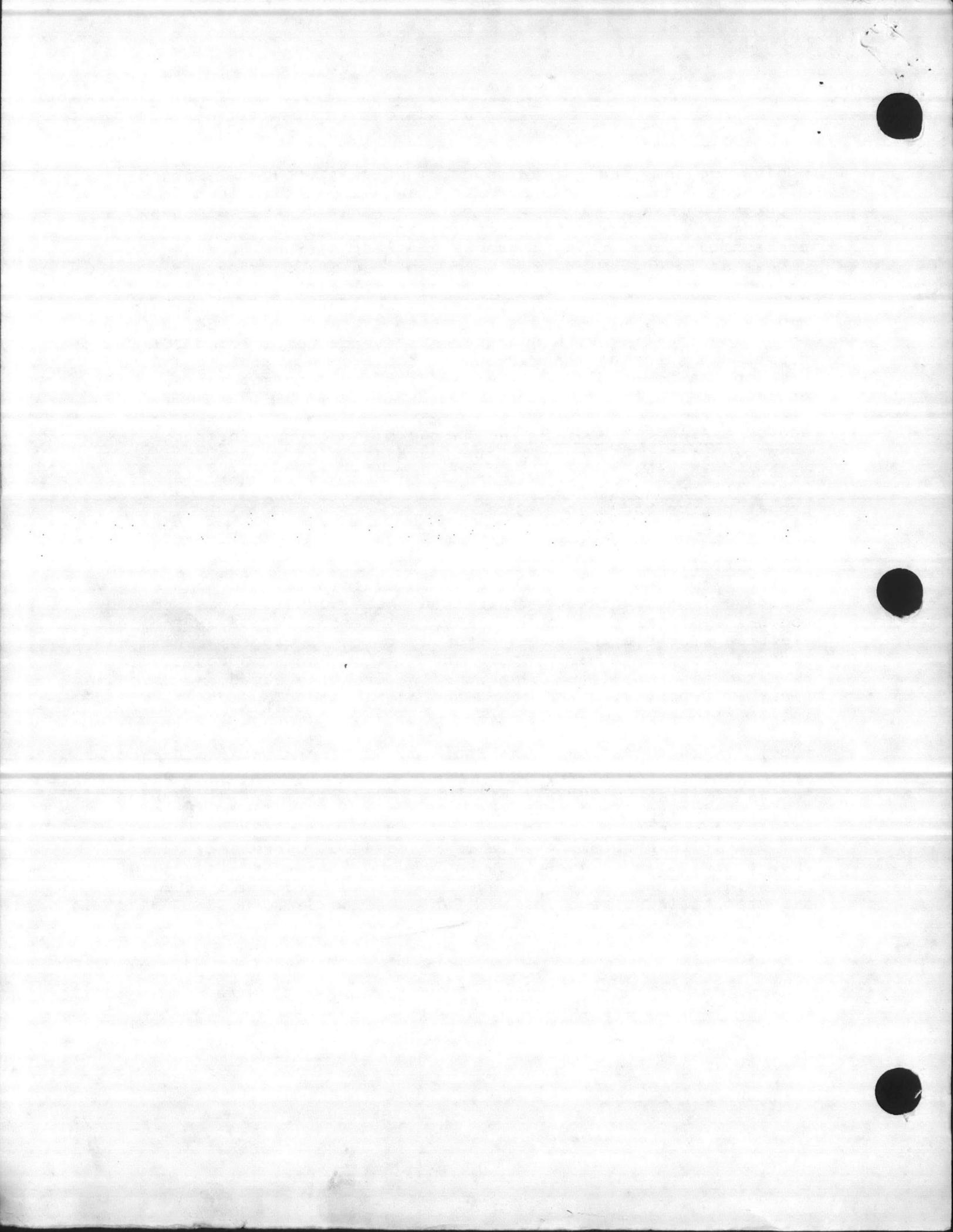
9003. CAREER PLANNER. The Career Planner performs the general duties of a special staff assistant under the cognizance of the Executive Officer, HQHQRON. Typical responsibilities include developing and coordinating an officer retention program;

monitoring the reenlistment program of staff noncommissioned officers; developing and coordinating a first term reenlistment program; monitoring promotion policies, retirement policies, assignments, active duty/dependent entitlements, academic/professional education programs, and resignation/retirements requests; interviewing, training and recommending assignments for Marines with a secondary and tertiary Military Occupational Speciality (MOS) in career planning; providing informal assistance and services to all Marines on career matters to include a direct communication link with Headquarters Marine Corps; conducting formal and informal inspections in the area of career planning; keeping the Commanding Officer informed on career planning matters.

9004. BARRACKS MANAGER. The Barracks Manager performs the general duties of a special staff assistant under the cognizance of the Executive Officer, HQHQRON. Typical responsibilities include maintaining assigned barracks, buildings and grounds in proper police and maintenance.

9005. ADMINISTRATIVE BRANCH. The Administrative Officer, Administrative Branch, HQHQRON, is the principal staff assistant to the Executive Officer, HQHQRON in matters related to military personnel administration other than those functions performed by the S-1 Department, MCAS, NR. Typical responsibilities include executing the routine administration of the Squadron; retaining service records of Marine personnel; executing squadron level investigative and legal functions; maintaining squadron accounting records; supervising and coordinating the squadron education and information program.

9006. TRAINING BRANCH. The Training Officer, Training Branch is the principal staff assistant to the Executive Officer, HQHQRON in matters related to general military training. Typical responsibilities include developing training schedules; conducting and maintaining records of limited individual training; monitoring the MCI education programs available to squadron personnel; scheduling, coordinating, conducting and recording all training accomplishments of assigned personnel; ensuring compliance with all directed training requirements for squadron personnel.

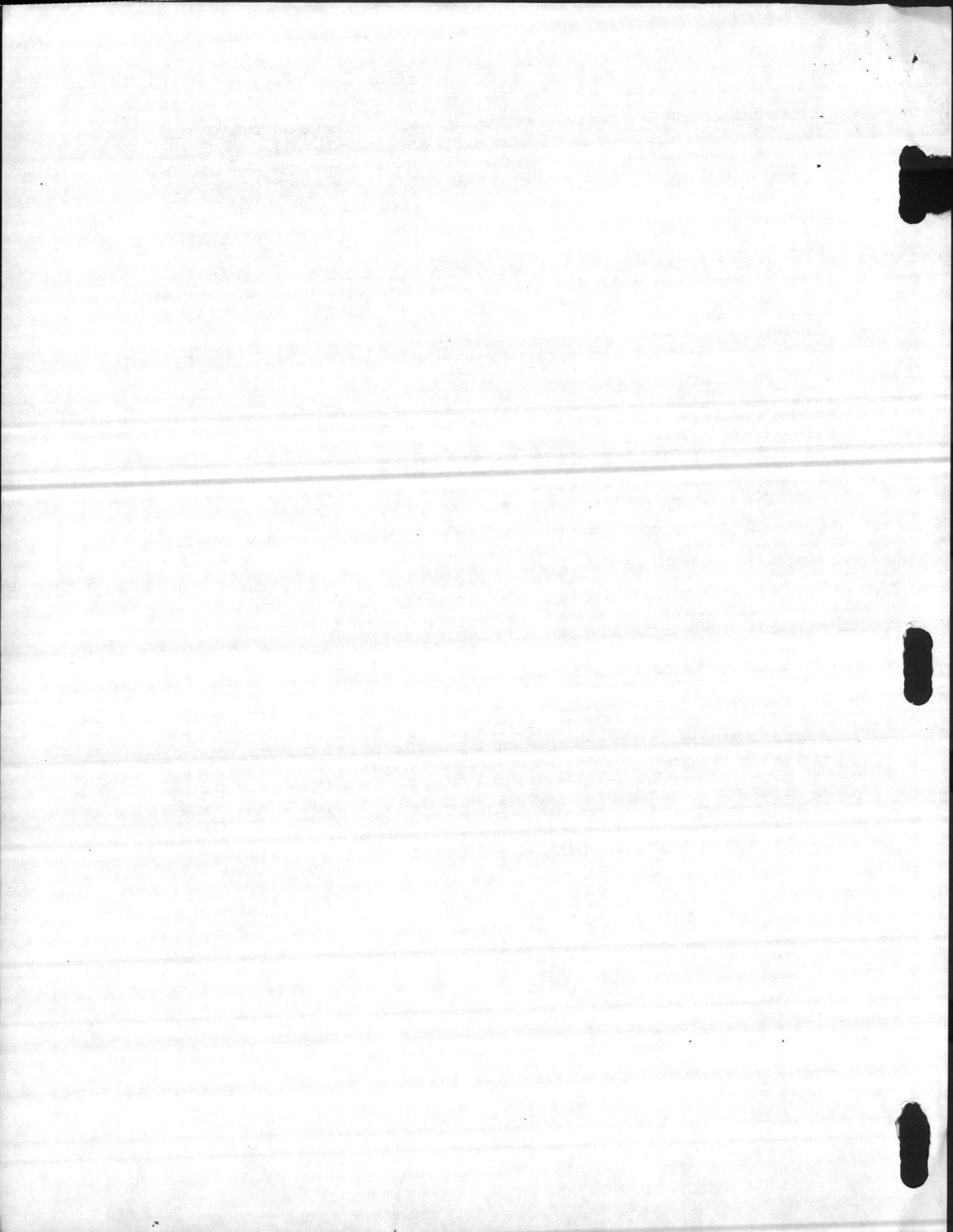


SOP FOR INFORMATION SECURITY PROGRAM

CHAPTER 9

MARKING

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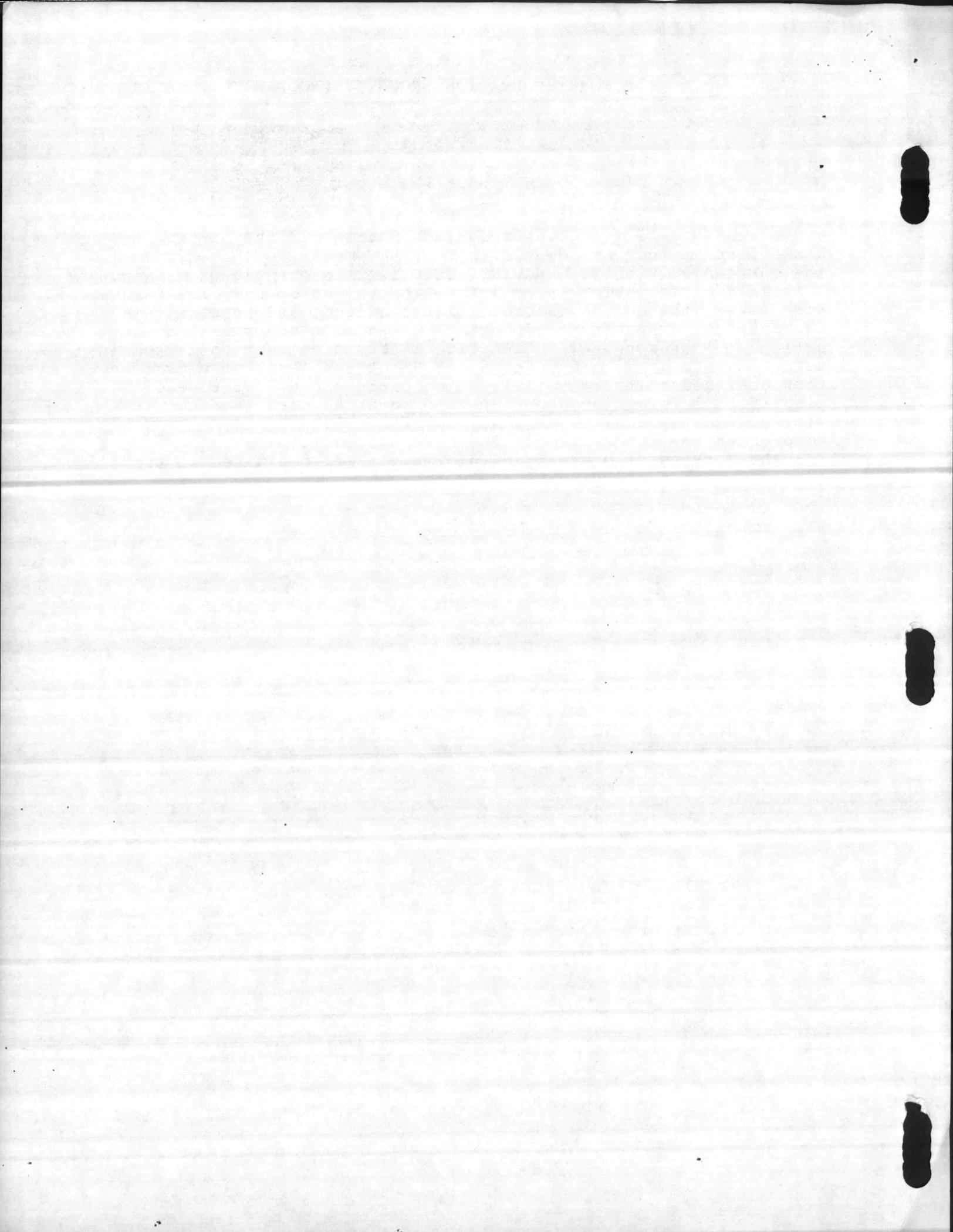


SOP FOR INFORMATION SECURITY PROGRAM

CHAPTER 9

MARKING

9000. BASIC POLICY. Classified information will be physically marked, annotated, or identified by other means, as prescribed in the current edition of OPNAVINST 5510.1. The purpose of marking classified information is to inform the holder of the classification level, the degree of protection required, and to assist in extracting, paraphrasing, downgrading, and declassification actions. Therefore, all classified information must be marked in such a manner as to leave no doubt about the level of classification assigned to the material, which parts contain or reveal classified information, how long the material must remain classified, and any additional handling or control measures necessary to protect the information. Further information and requirements for the marking of classified information are contained in the current edition of OPNAVINST 5510.1.

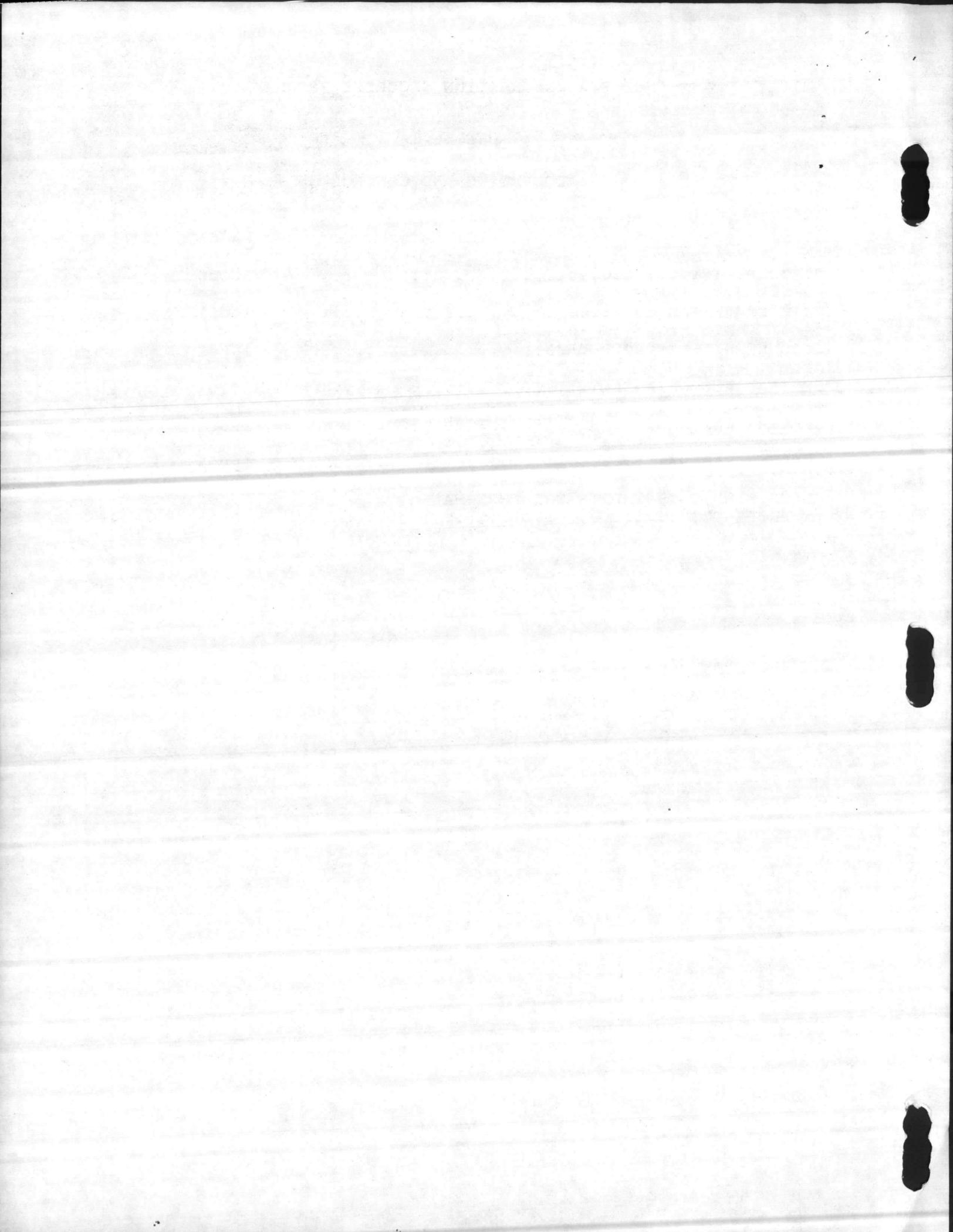


SOP FOR INFORMATION SECURITY PROGRAM

CHAPTER 10

ACCOUNTING AND CONTROL

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SOP FOR INFORMATION SECURITY PROGRAM

CHAPTER 10

ACCOUNTING AND CONTROL

10000. BASIC POLICY. Classified information must be afforded a level of accounting and control commensurate with its assigned classification. Accounting and control serves to: limit dissemination, prevent unnecessary reproduction, determine the office or person normally responsible for the material's security, and determine holders for notification purposes. In the case of Top Secret information, it is also required to keep a current record of who has the information and who has seen it.

1001. MAIL SCREENING. The Adjutant is responsible to the commanding officer for establishing procedures to ensure that all incoming mail, bulk shipments, and material delivered by messenger are adequately protected until a determination is made as to whether they contain classified information. Classified information discovered during the screening will be forwarded to the command CMCC for accounting and dissemination.

10002. ACCOUNTABILITY PROCEDURES. The following command procedures will be used for the accounting of all classified information:

1. Top Secret. The command Top Secret Control Officer will conduct a semiannual inventory of all Top Secret classified information in the command and will maintain a current roster of all personnel within the command who have a Top Secret clearance and access. Additional requirements for the Top Secret Control Officer are contained in the current edition of OPNAVINST 5510.1.
2. Secret. Administrative procedures for controlling Secret information to include records of material originated or received by the command; distributed or routed to components of, or activities within, the command; and disposed of by the command by transfer of custody or destruction.
3. Confidential. Administrative provisions are required to protect Confidential information from unauthorized disclosure by access control and compliance with the regulations on marking, storage, transmission, and destruction.

10003. CENTRAL ACCOUNTABILITY. A "centralized accountability" of all classified information held within the command will be maintained by the command CMCC Custodian. This system will be effected by the issuing of command CMCC control numbers to all classified information issued to authorized command users.

10004. SPECIAL CATEGORY CLASSIFIED INFORMATION. Special category classified information held within the command will be controlled

by designated official and by the requirements contained in the current edition of OPNAVISNST 5510.1 and other related directives.

10005. WORKING PAPERS. Working papers are documents and material accumulated or created while preparing finished material. As a minimum, classified working papers will:

1. Display the date when created on the front of all papers.
2. Be marked on each page with the highest classification of any information they contain.
3. Be protected in accordance with the classification assigned.
4. Be destroyed by authorized means when no longer needed.
5. Not be released by the originator outside the command or retained for a period in excess of 90 days without being incorporated into a finished document.

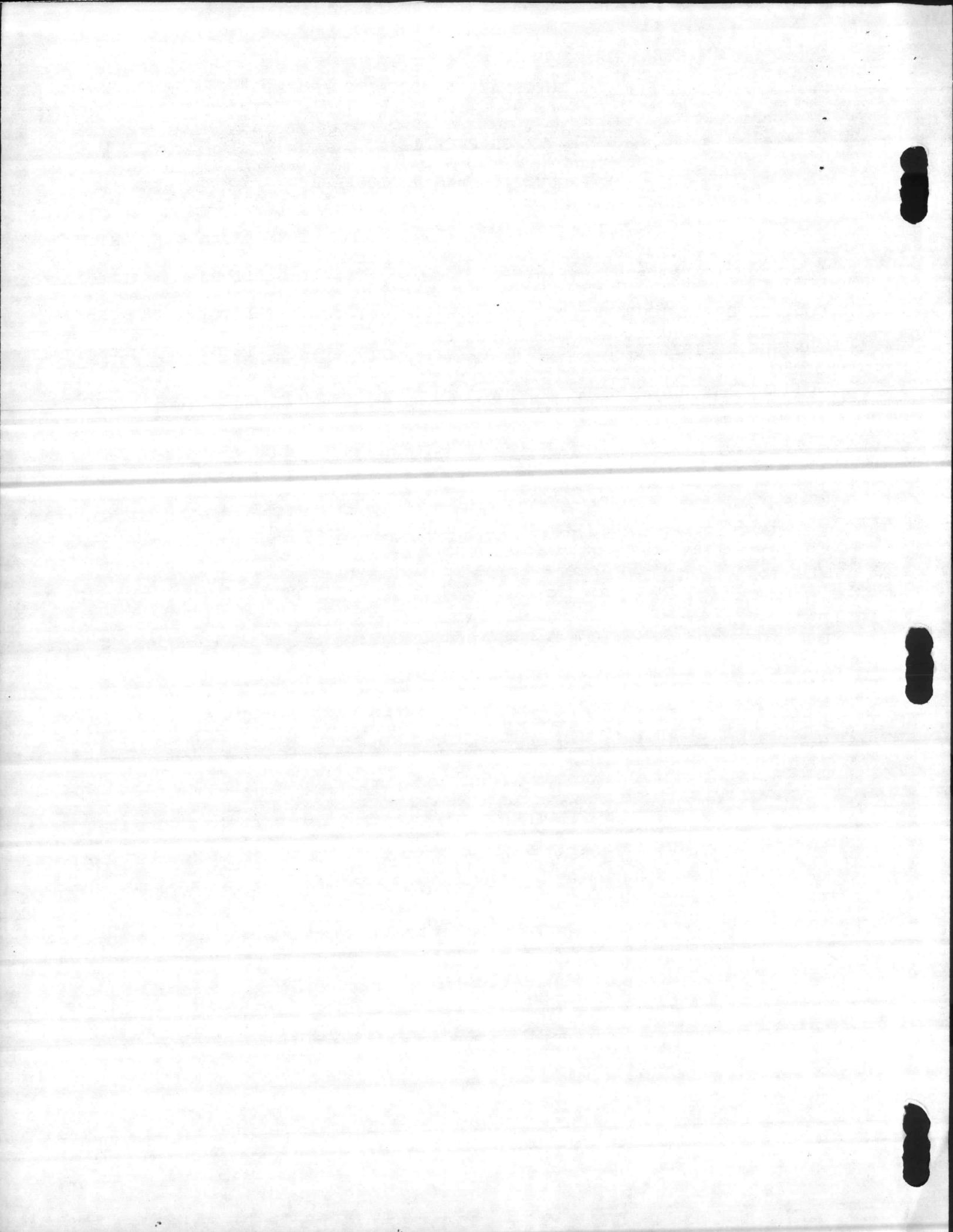
10006. CLASSIFIED MATERIAL IS NOT PERSONAL PROPERTY. Classified information is always official information and never personal property. Additional requirements and instructions concerning the accounting and control of classified information are contained in the current edition of OPNAVINST 5510.1.

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CHAPTER 11

REPRODUCTION AND PHOTOGRAPHY

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CHAPTER 11

REPRODUCTION AND PHOTOGRAPHY

11000. REPRODUCTION RESPONSIBILITIES. The reproduction of classified information Secret and below may be accomplished only on reproduction machines designated as authorized for the reproduction of classified information. Written authority from the originator must be obtained prior to the reproduction of Top Secret classified information. All reproduction machines within this Command will be clearly marked as either "Not Authorized for Reproduction of Classified Information" or "Authorized for the Reproduction of Classified information." The command Security Manager will provide written approval to all sections whose reproduction machines are authorized to reproduce classified information. Classified information may only be reproduced by the custodian, and care must be taken to provide adequate accountability and control measures to the reproduced copies. Any questions concerning the reproduction of classified information will be directed to the command Security Manager.

11001. CONTROL OF PHOTOGRAPHY. Unit Commanders are responsible for controlling photography, official and unofficial, within their jurisdiction, regardless of whether the photographers are attached to the department of the Navy or are private citizens. Those in authority at the place where photographs are being taken will supervise the photography. When an authority higher than the Commanding Officer authorizes taking official or unofficial photographs, the Commanding Officer is still responsible for supervision, censorship, and release of resulting photographs, unless specifically relieved of these responsibilities by higher authority. The following policies will be strictly enforced at this Command.

1. The taking of unofficial photographs in areas of Department of the Navy jurisdiction is forbidden, unless specifically authorized. Visitors will not be allowed to take photographic equipment into a shore establishment or on board a ship or aircraft unless specifically authorized by the commander.
2. No unofficial photography or privately owned camera equipment will be authorized within the Restricted Areas designated on board this Station. The exception to this rule will occur for command sponsored "open house" events where unofficial photography will be authorized within designated static display areas and photography may be taken during the "open house" in any direction as long as the photographer is within an authorized area.
3. To protect classified material from compromise when unclassified photography is authorized, determine whether any of the

material within the range of the camera(s) used is classified and if so, cover or remove it.

4. Unofficial photographs taken outside Department of the Navy jurisdiction do not require a review or approval.

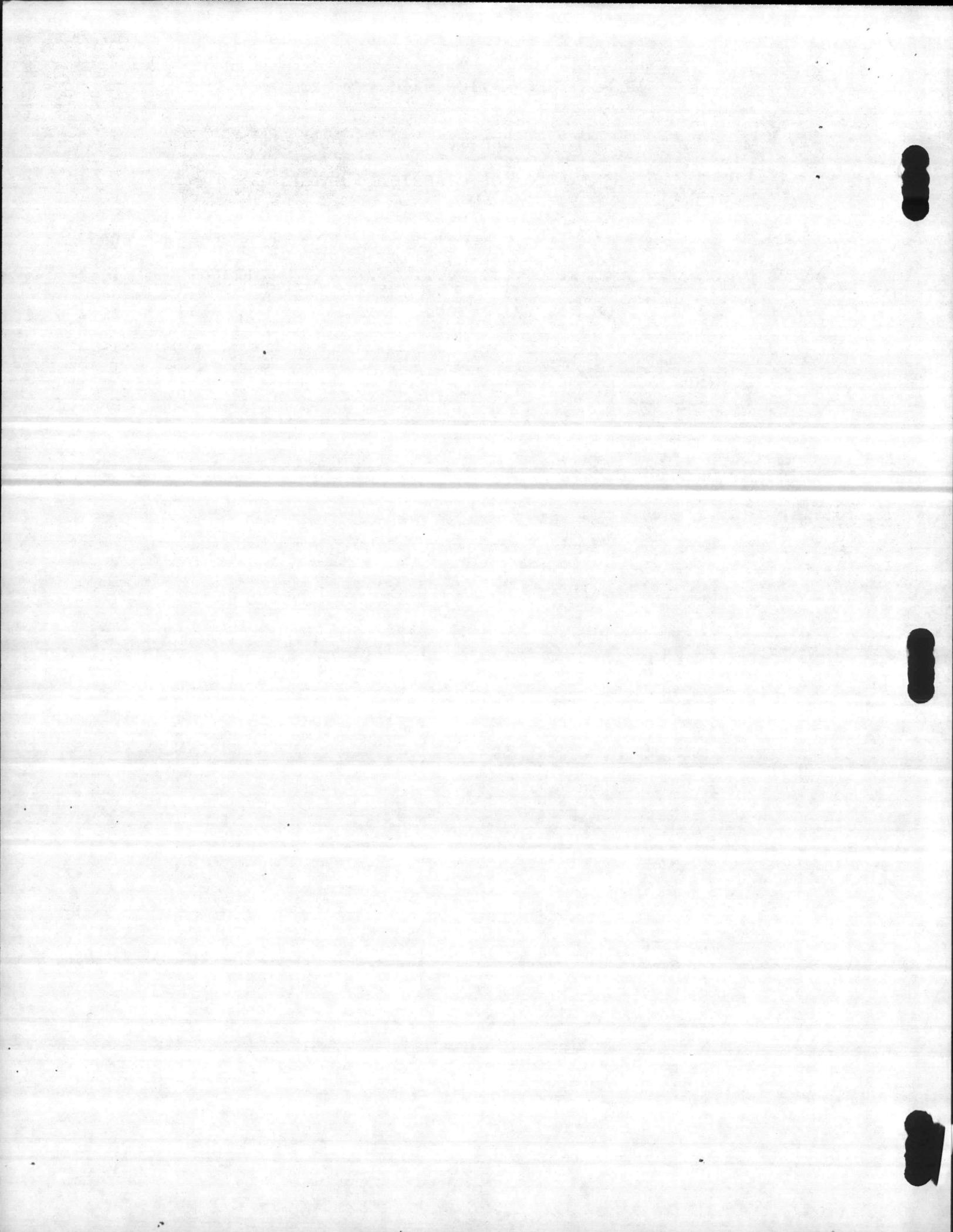
11002. FURTHER RESTRICTIONS. Further restrictions and information concerning the taking of official and unofficial photographs, television, recording systems, artists sketches and draftsmen, and telescopes are contained in the current edition of OPNAVINST 55101.

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CHAPTER 12

DISSEMINATION OF CLASSIFIED MATERIAL

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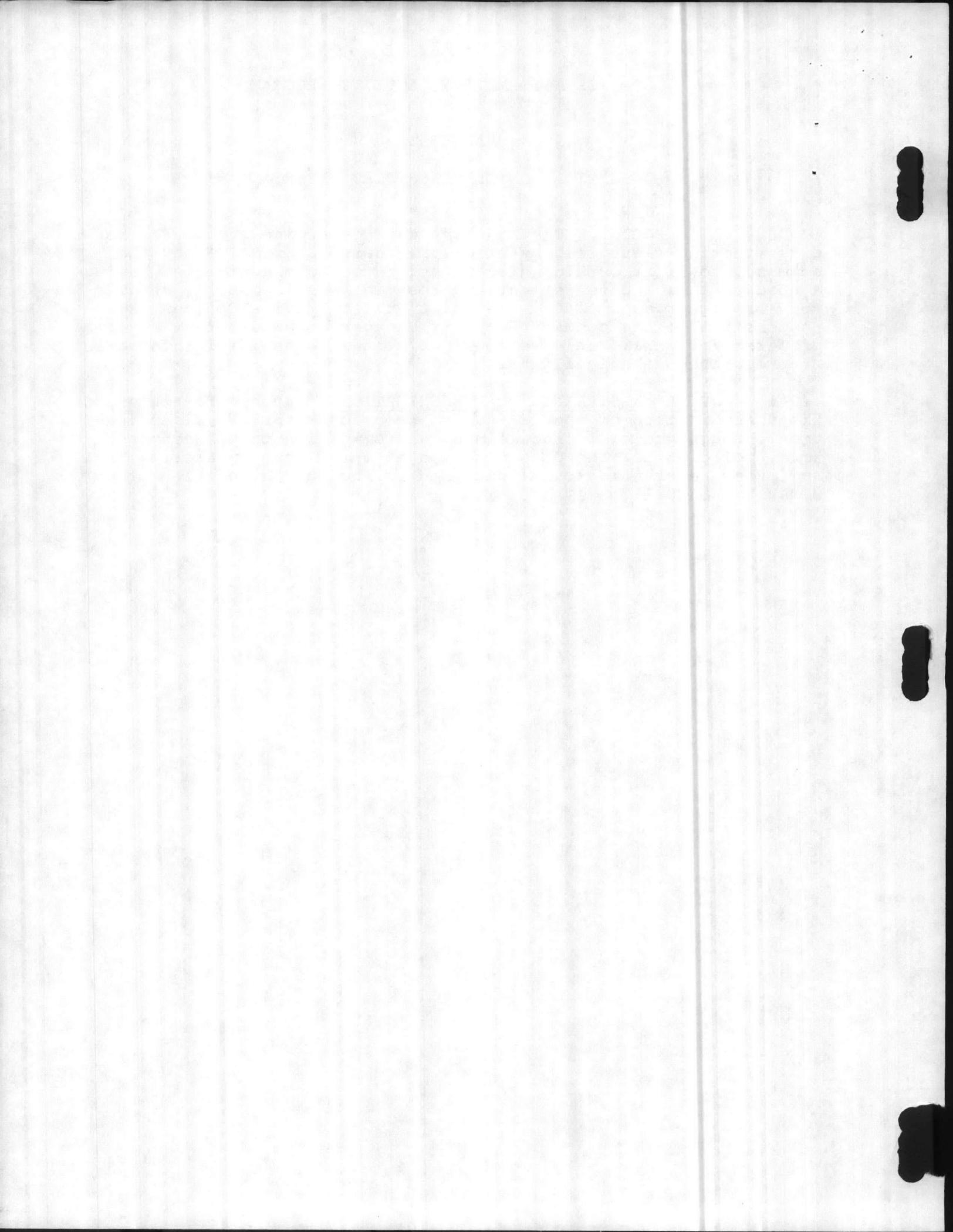
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CHAPTER 12

DISSEMINATION OF CLASSIFIED MATERIAL

12000. BASIC POLICY. The Adjutant will determine procedures for disseminating classified material originated or received by the command, to limit outside dissemination to those activities having a need to know and to reflect any restrictions imposed by originators or higher authority. The Joint Public Affairs Officer is responsible to the command Security Manager to ensure that material prepared for public release does not contain classified information or prescribed technical data.

12001. FURTHER RESTRAINTS ON DISSEMINATION. Further restraints on the dissemination of special access programs material, dissemination through judicial proceedings, dissemination to DOD contractors, policies for the dissemination of intelligence information and other restrictions are contained in the current edition of OPNAVINST 5510.1

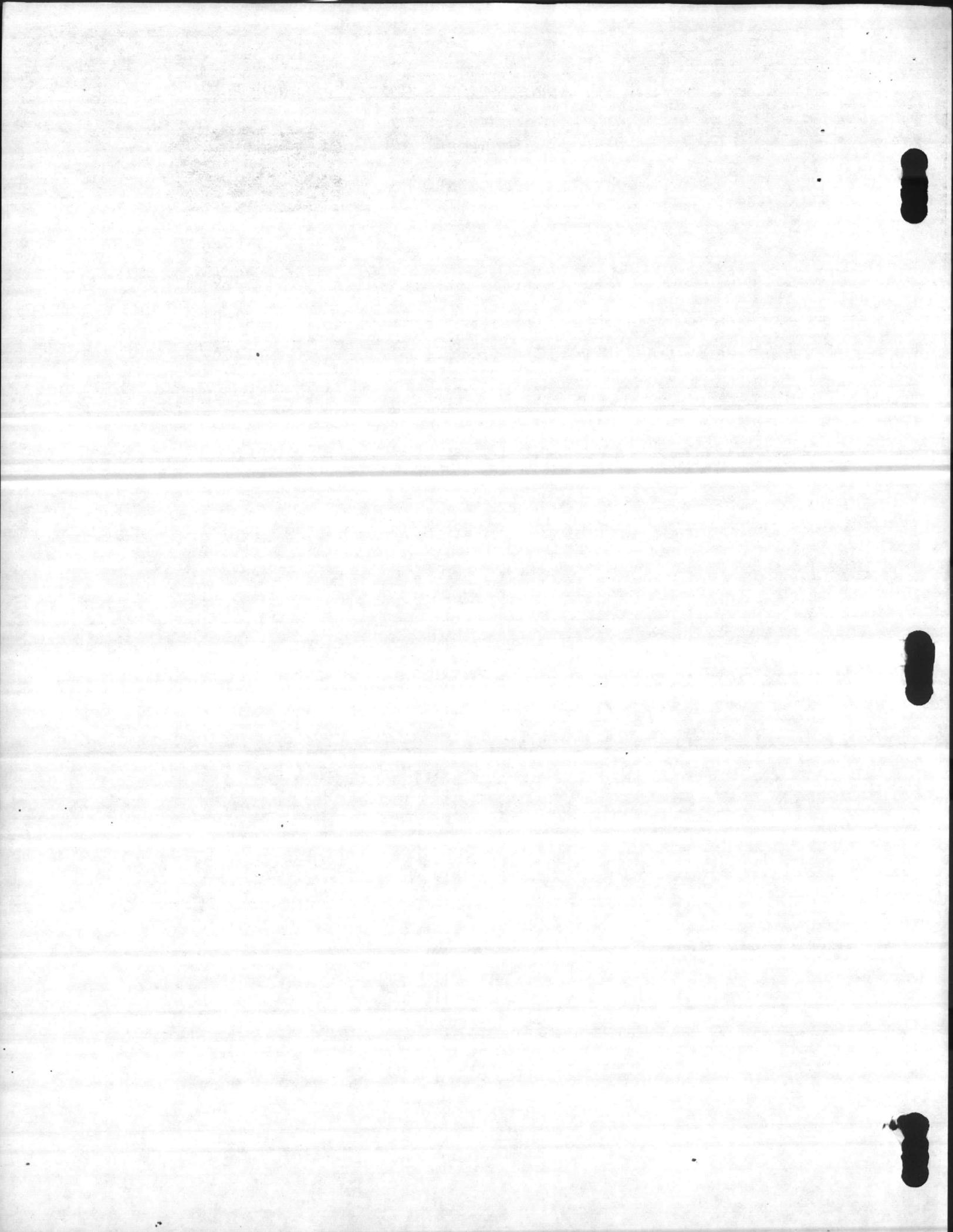


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CHAPTER 13

SAFEGUARDING

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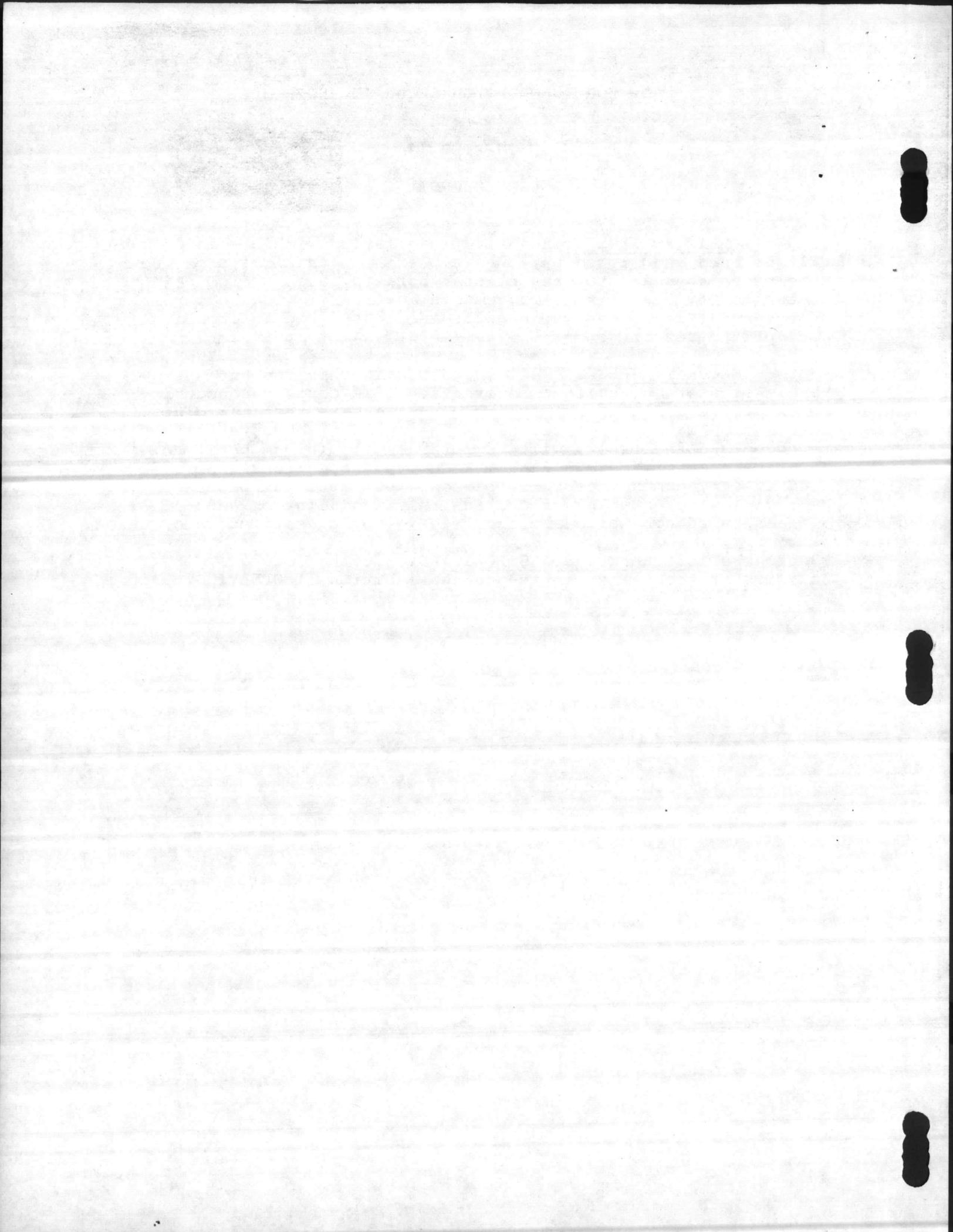
CHAPTER 13

SAFEGUARDING

13000. BASIC POLICY. Classified information within this Command will be used and stored only where there are facilities or under conditions adequate to prevent unauthorized persons from gaining access to it. Security requirements must permit the accomplishment of essential functions while affording classified information appropriate security.

13001. SECURITY CHECKS. All areas within this Command which handle or store classified information will conduct a security check at the end of each working day to ensure that all classified information is properly secured. The security check shall be recorded and the record will be retained at minimum until the next security check is made. Random security inspections will be conducted by command security personnel of articles/papers carried by individuals entering or exiting this installation and offices/buildings which are repositories of classified information.

13002. FURTHER SAFEGUARDING POLICIES. Further safeguarding policies are contained in the current edition of OPNAVINST 5510.1

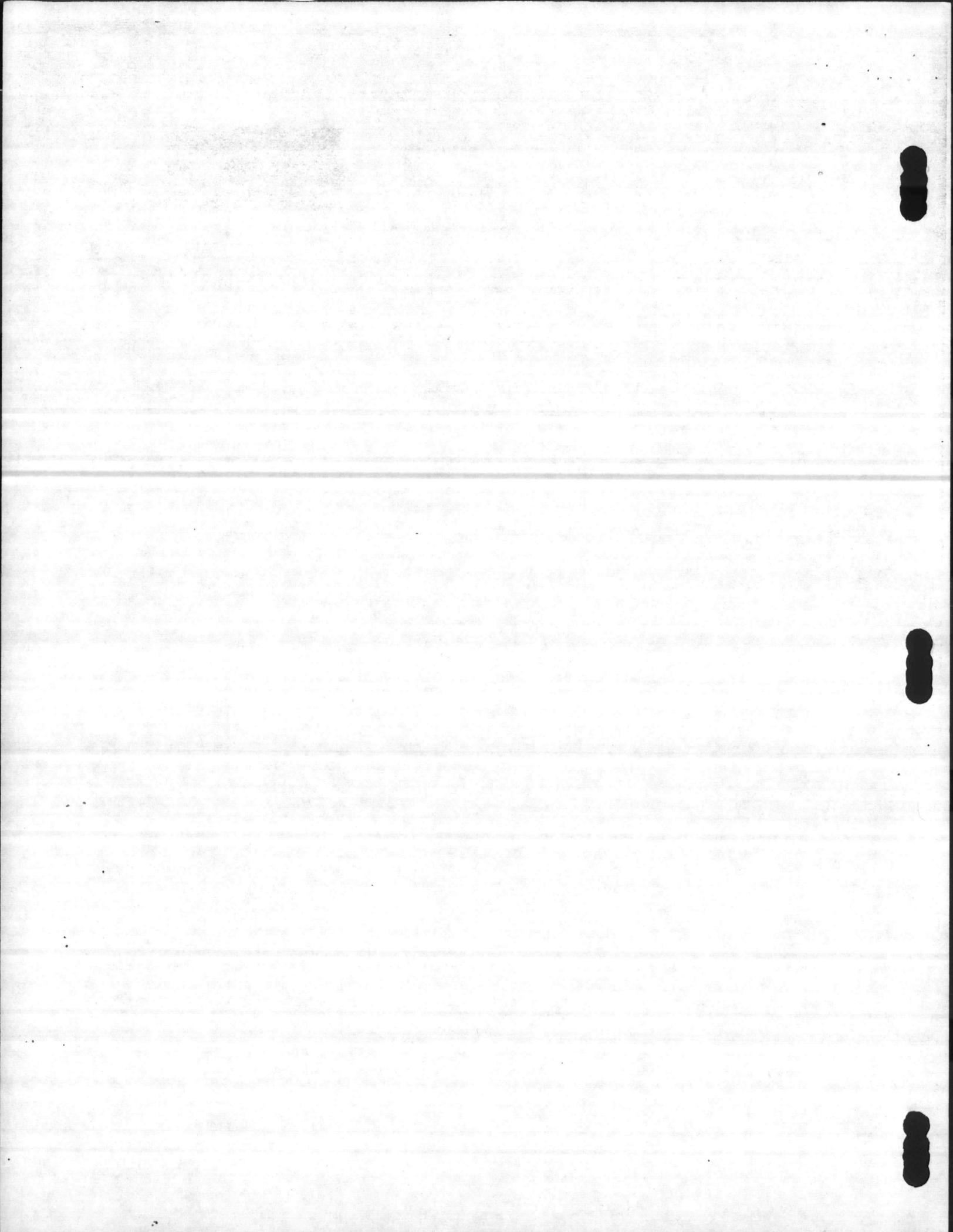


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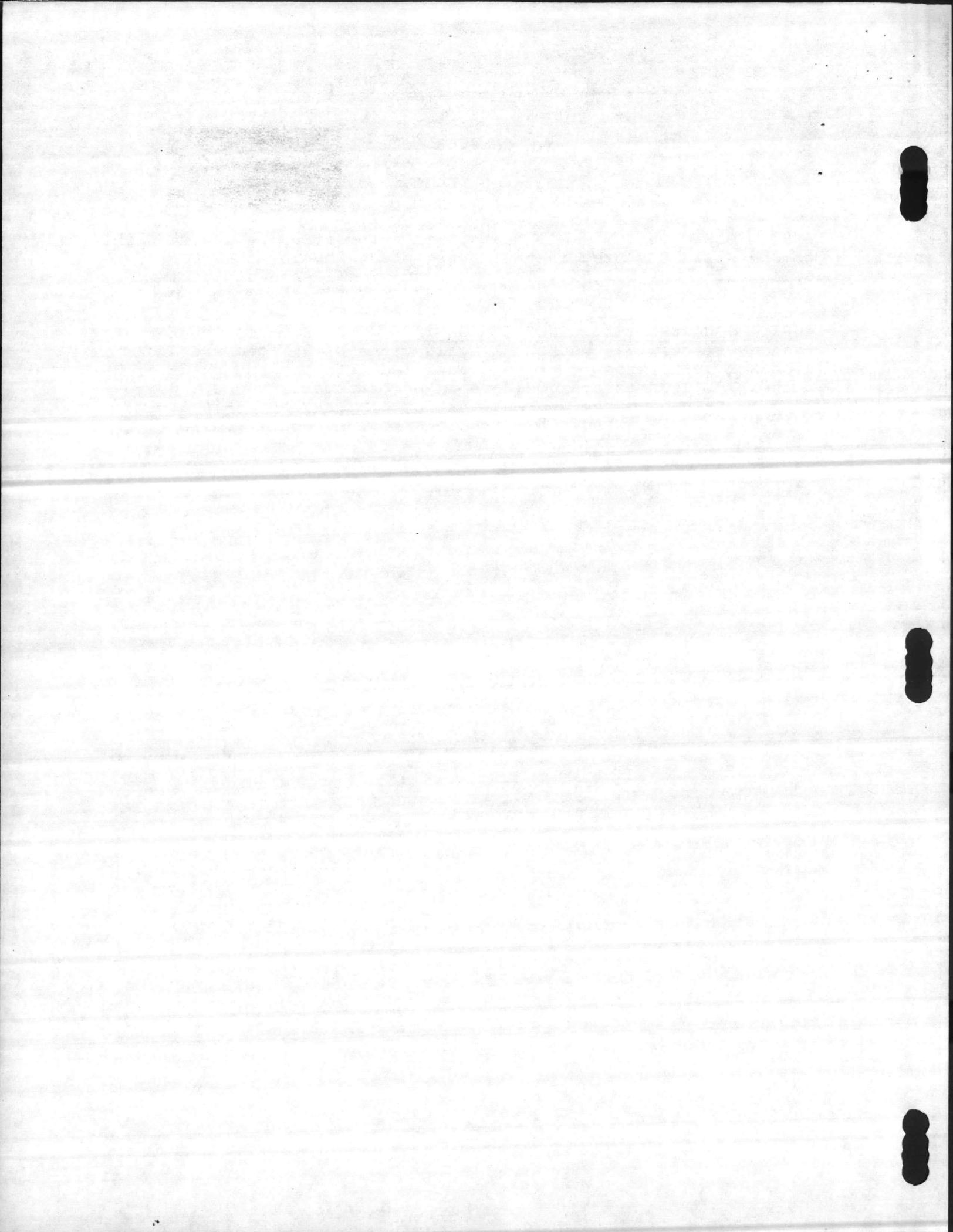
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CHAPTER 14

STORAGE

14000. BASIC POLICY. All classified information held within this Command will be stored in the manner prescribed by the current edition of OPNAVINST 5510.1 and by additional special program security directives.

14001. COUNTERINTELLIGENCE EVALUATIONS. The Station Counterintelligence Office will conduct CI Evaluations of all command areas which are authorized to store classified information and determine if their procedures are adequate in accordance with the requirements contained in the current edition of OPNAVINST 5510.1, OPNAVINST 5530.14, and other special program security directives.

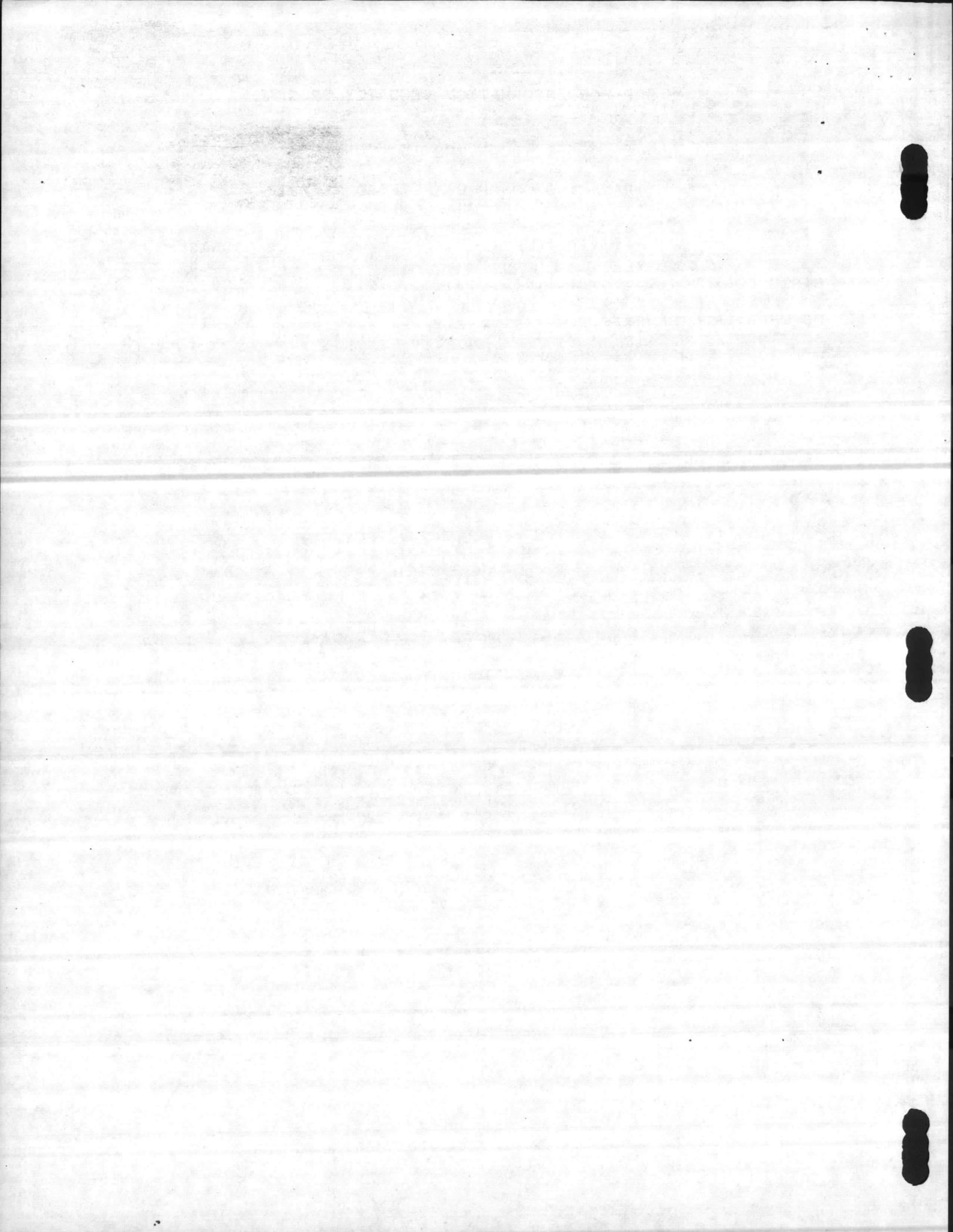


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TRANSMISSION OF CLASSIFIED MATERIAL

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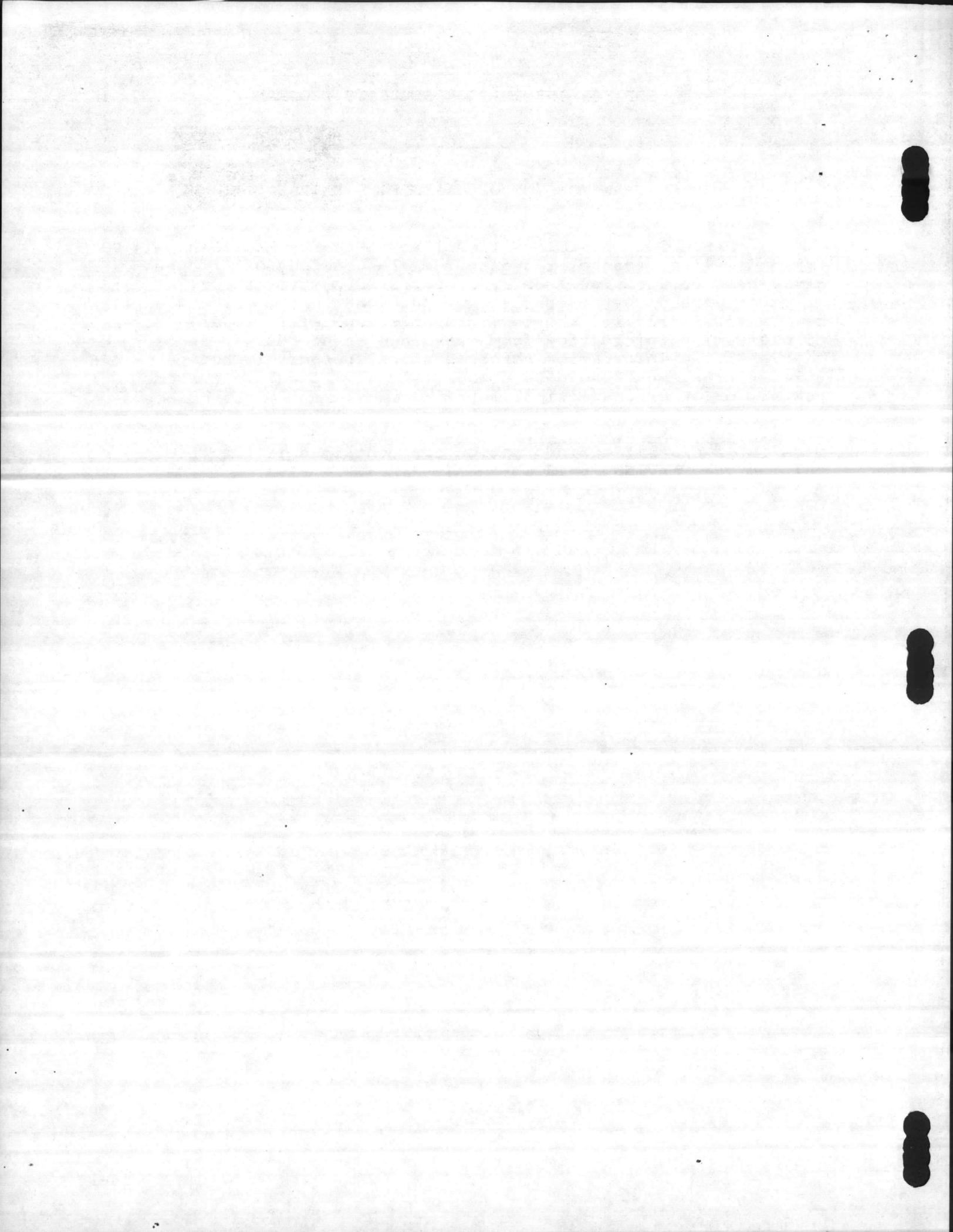
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CHAPTER 15

TRANSMISSION OF CLASSIFIED MATERIAL

15000. BASIC POLICY. Classified information held within this Command will be transmitted either in the custody of an appropriately cleared individual or by an approved system or carrier, and in accordance with the provisions contained in the current edition of OPNAVINST 5510.1. The term transmission refers to any movement of classified information from one place to another. The carrying of classified information across national borders is not permitted unless arrangements have been made that will preclude customs, postal, or other inspections.

15001. FURTHER REQUIREMENTS. Further requirements for the transmission of classified information are contained in the current edition of OPNAVINST 5510.1.

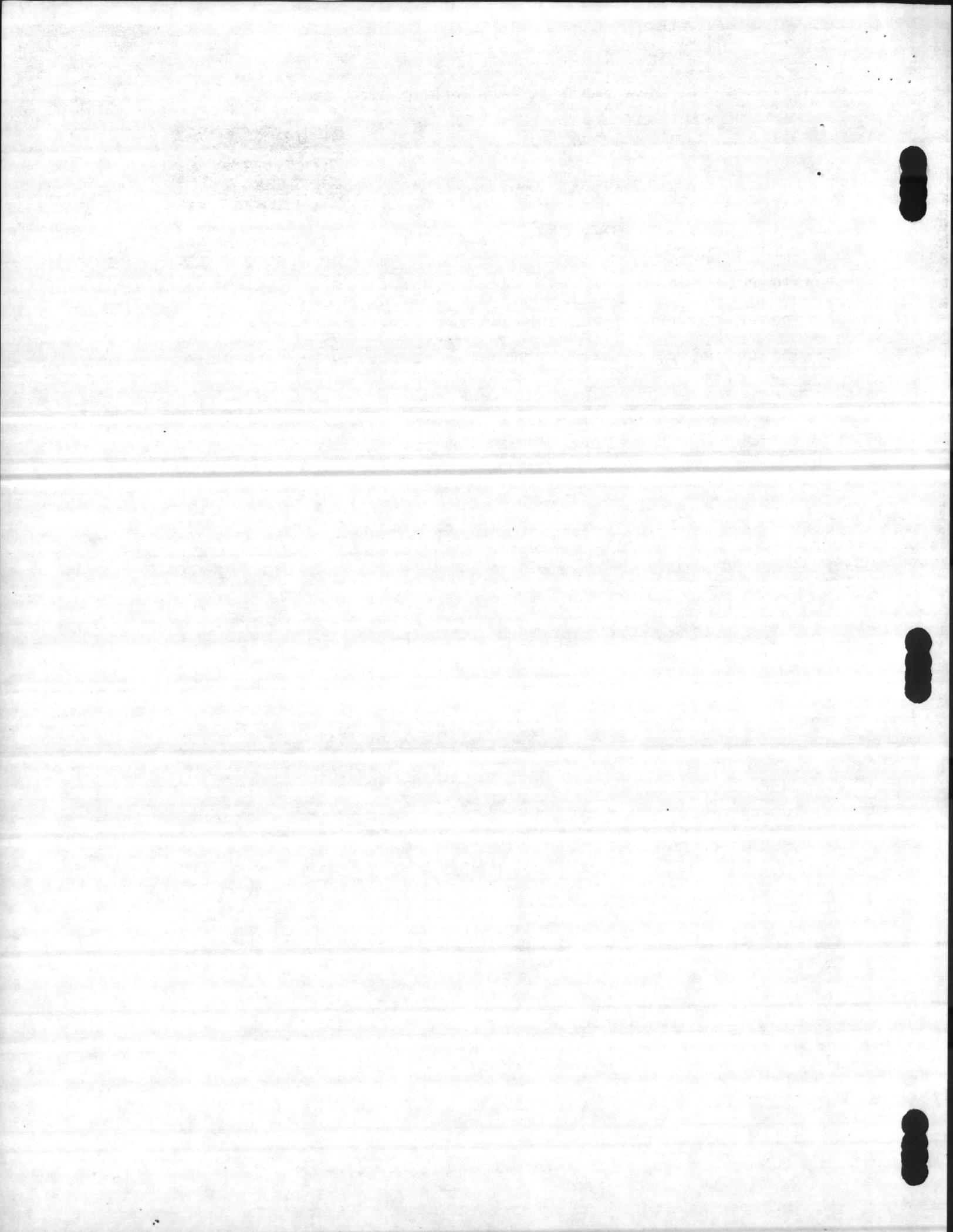


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CHAPTER 16

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CHAPTER 16

HANDCARRYING CLASSIFIED MATERIAL

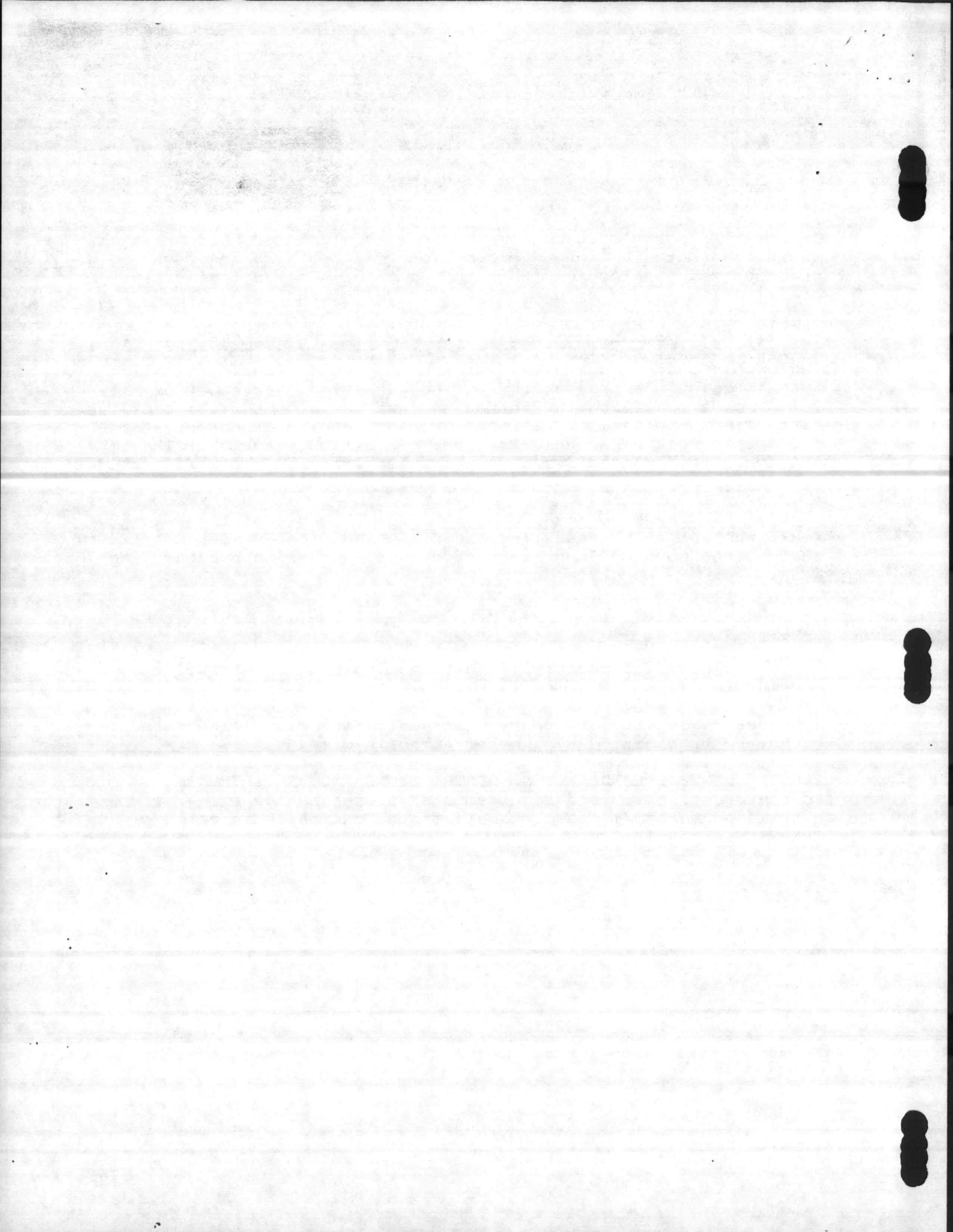
16000. BASIC POLICY. When members of this Command handcarry classified material, every precaution will be taken to prevent unauthorized disclosure within the command in pursuit of daily duties or outside the command in a travel status.

16001. HANDCARRYING WITHIN THE COMMAND. When handcarrying classified material within the command as a part of normal duties, reasonable precautions will be taken to prevent inadvertent disclosure. Reasonable precautions include using a cover sheet or file folder or a briefcase to protect against casual observation of the classified information. If the movement requires transportation other than walking, double-wrap the classified material. The briefcase may be considered as the outer wrapping and a file folder or envelop may be considered the inner wrapping.

16002. HANDCARRYING IN A TRAVEL STATUS. Because of the security risk inherent in handcarrying classified material while in a travel status, the command Security Manager will authorize handcarrying when:

1. The classified material is required at the traveler's destination.
2. The classified material is not available at the traveler's destination.
3. Because of time or other constraints, the classified material cannot be transmitted by another authorized means.

16003. FURTHER HANDCARRYING RESTRICTIONS AND REQUIREMENTS. Further restriction and requirements for the handcarrying of classified material are contained in the current edition of OPNAVINST 5510.1

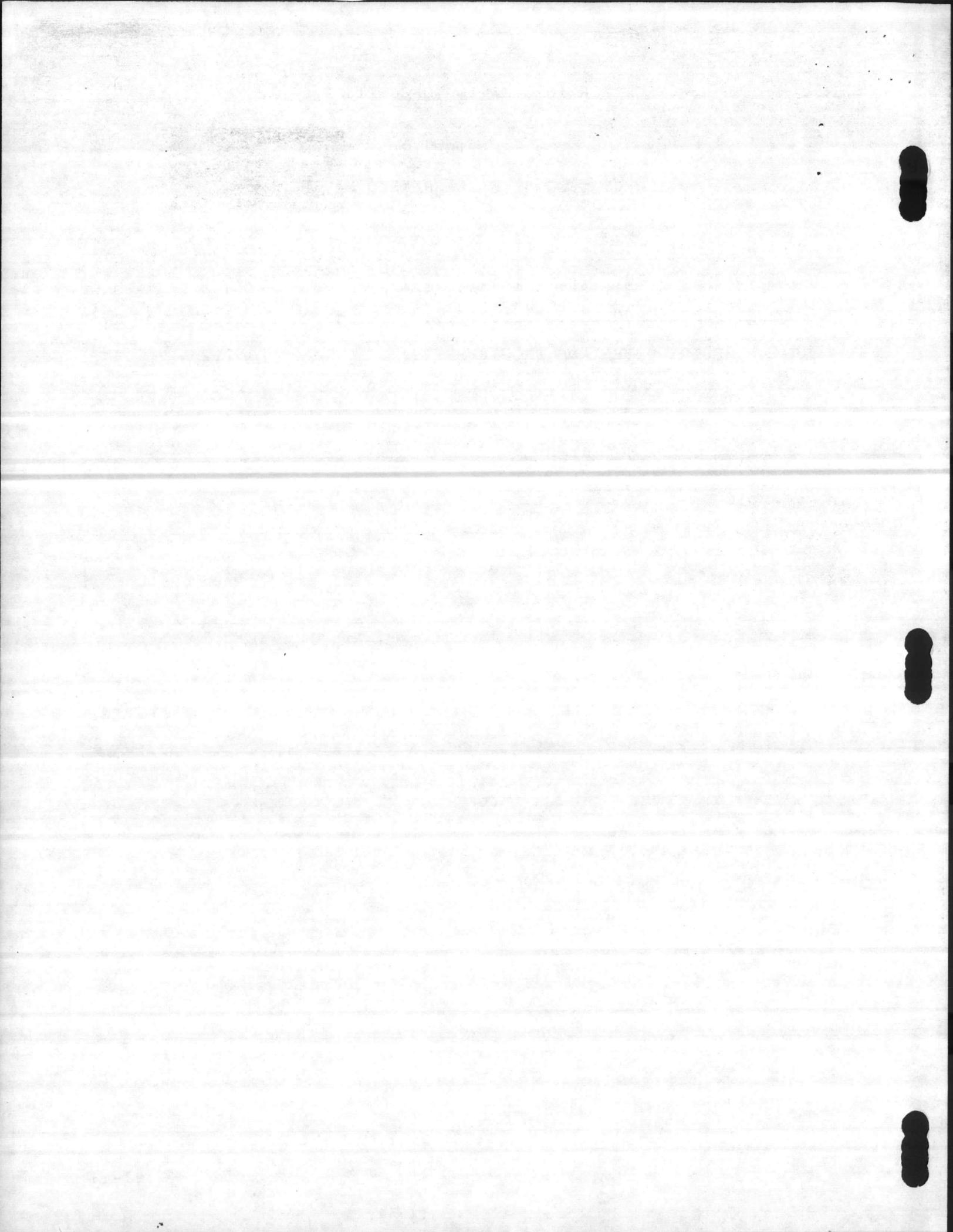


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CHAPTER 17

DESTRUCTION OF CLASSIFIED MATERIAL

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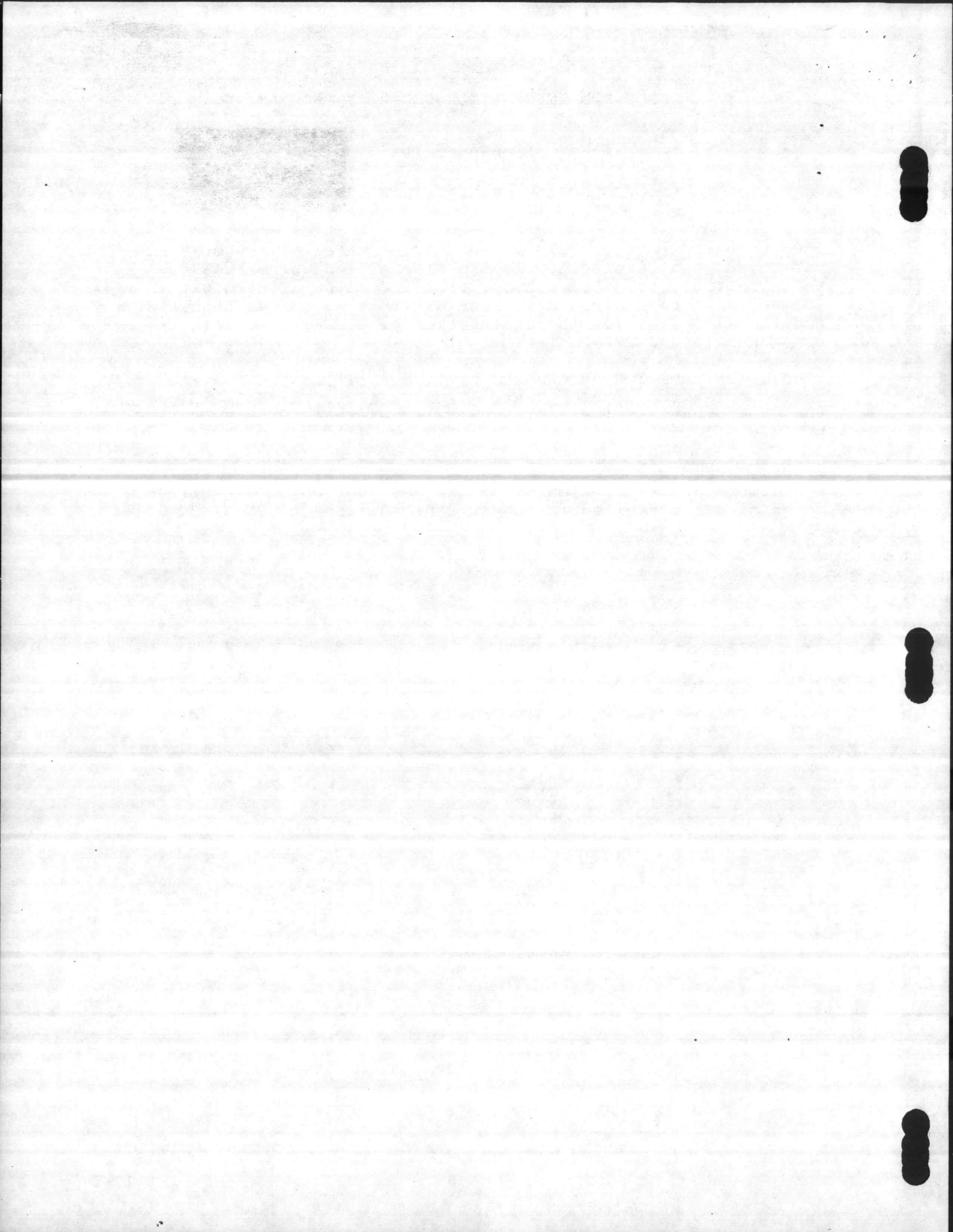
CHAPTER 17

DESTRUCTION OF CLASSIFIED MATERIAL

17000. BASIC POLICY. Classified record material may only be destroyed when destruction is the disposition authorized by SECNAVINST 5212.5. All other classified material held within this Command will be destroyed as soon as it is no longer required. Additional policy for the destruction of COMSEC materials is contained in the CSP-1.

17001. DESTRUCTION PROCEDURES. All classified information will be destroyed at the Station Destruction Facility which is operated by the Communication Electronics Officer, Marine Corps Air Station, New River.

17002. FURTHER RESTRICTIONS AND REQUIREMENTS. Further restrictions and requirements for the destruction of classified material are contained in the current edition of OPNAVINST 5510.1.

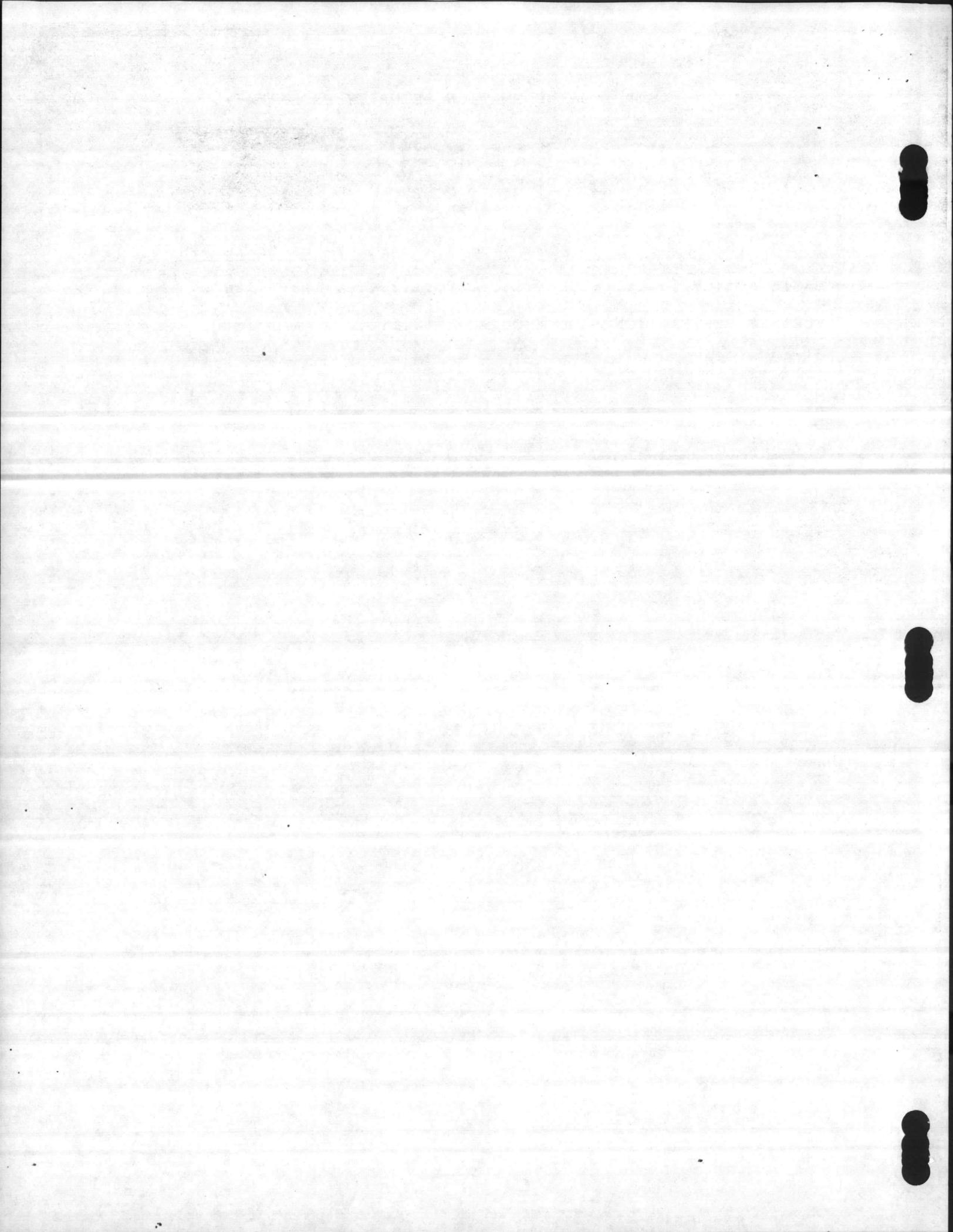


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VISIT CONTROL

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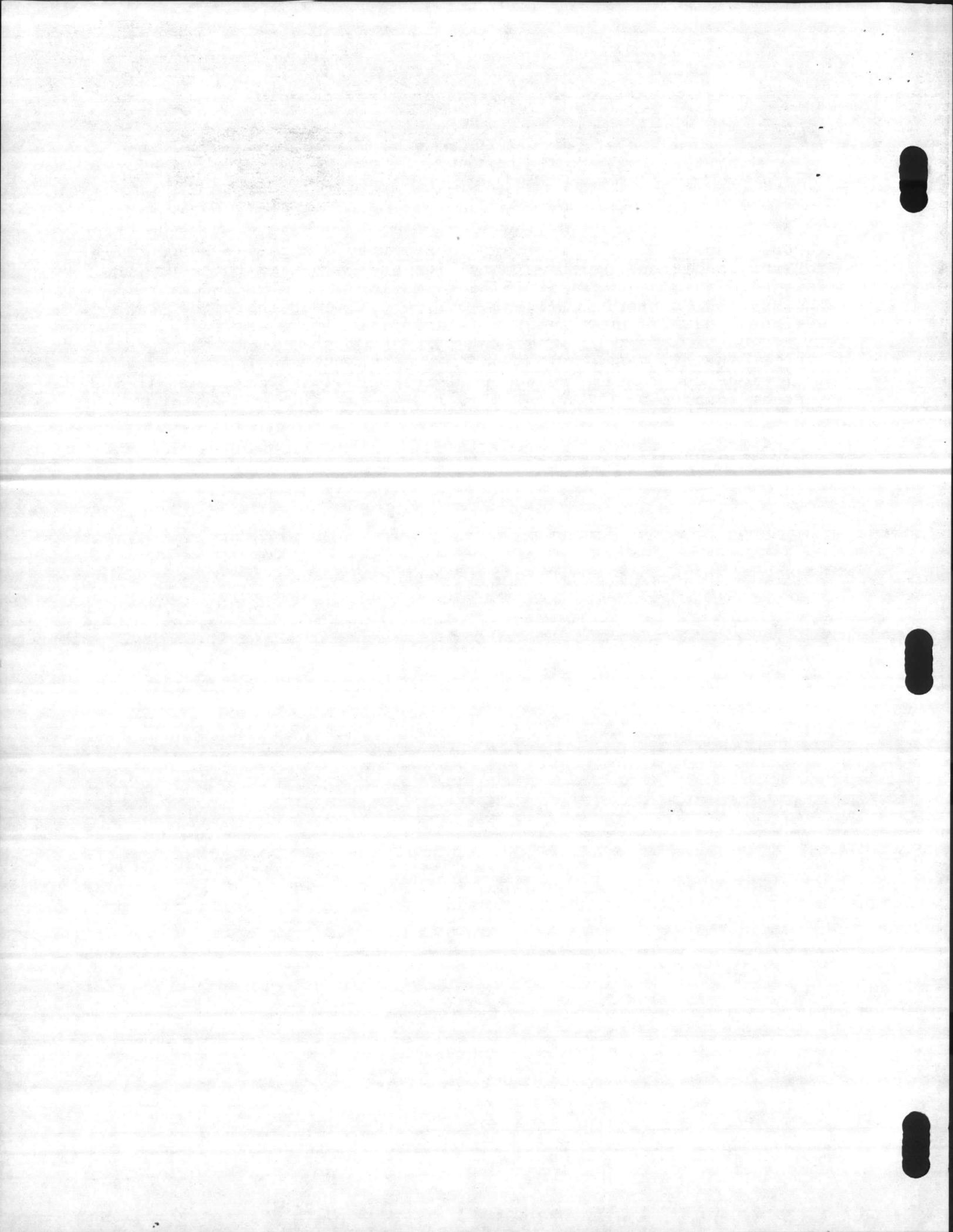
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CHAPTER 18

VISIT CONTROL

18000. BASIC POLICY. The command Security Manager is responsible for the conditions under which visits are permitted to ensure the safeguarding of all classified information aboard this Command. The Station Counterintelligence Office will coordinate the commands visitor program from a security standpoint.

18001. FURTHER RESTRICTIONS AND REQUIREMENTS. Further restrictions and requirements for visit control are contained in the current edition of OPNAVINST 5510.1.

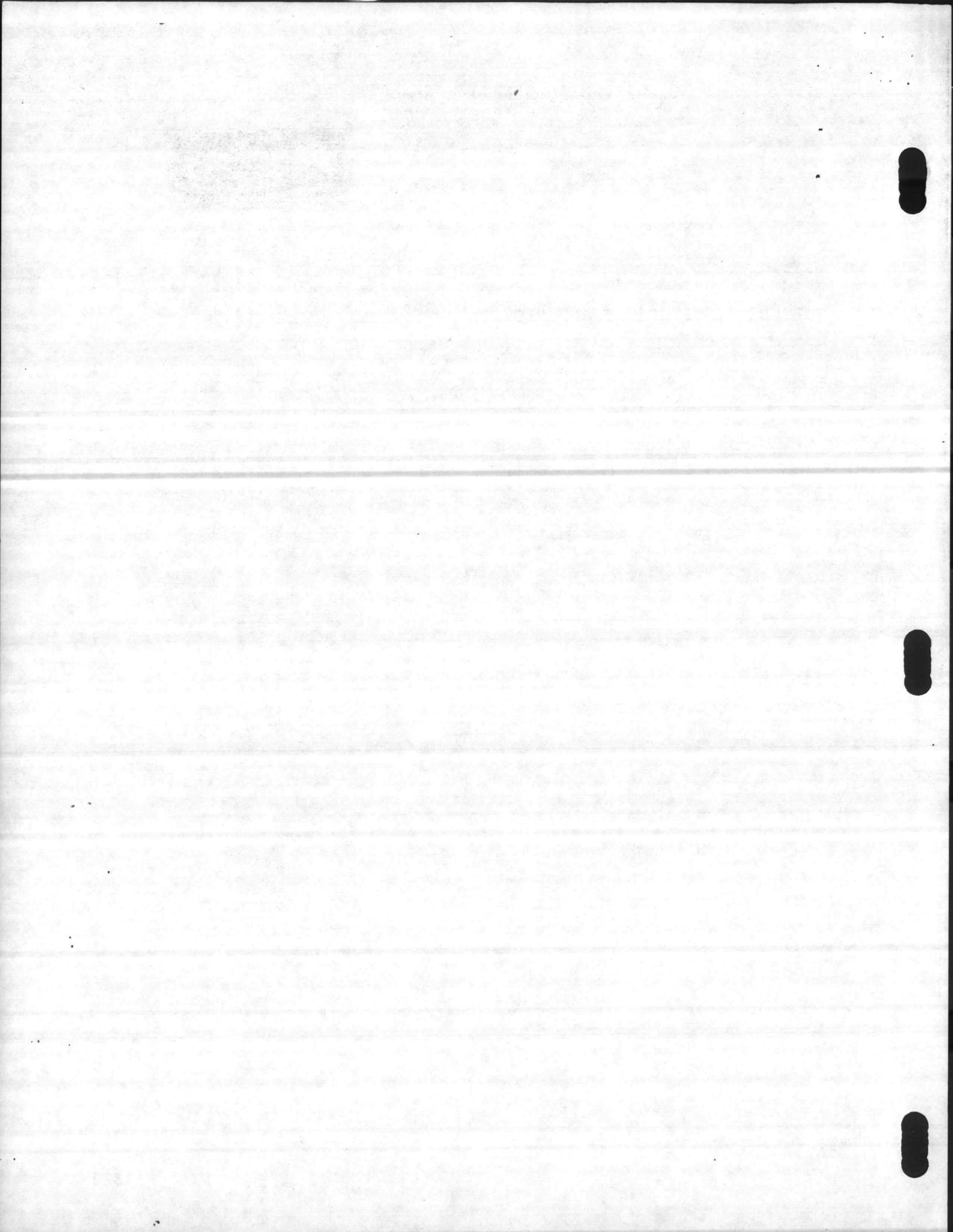


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MEETINGS

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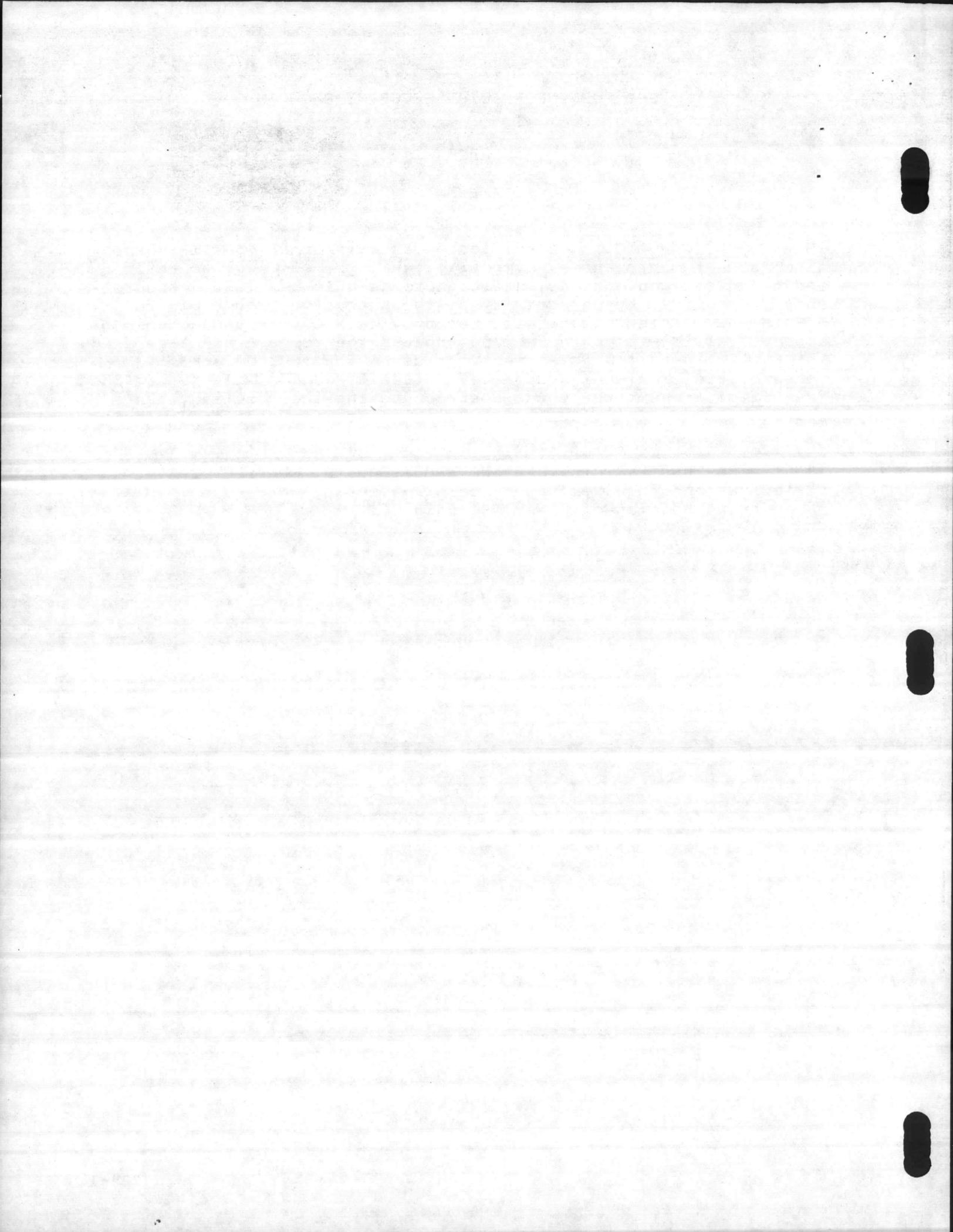
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CHAPTER 19

MEETINGS

19000. BASIC POLICY. Classified defense information will not be disclosed at conferences, symposia, exhibits, clinics, scientific and technical conventions, and gatherings unless security sponsorship is provided by an activity of the Executive Branch of the government. This Command will not provide security sponsorship or approve participation in meetings unless the release of classified information serves a government purpose and adequate security measures are provided in advance. Security guards will be provided in sufficient numbers by the host conducting the briefing when required to prevent unauthorized disclosure of classified information:

19001. FURTHER RESTRICTIONS AND REQUIREMENTS. Further restrictions and requirements concerning meetings are contained in the current edition of OPNAVINST 5510.1.

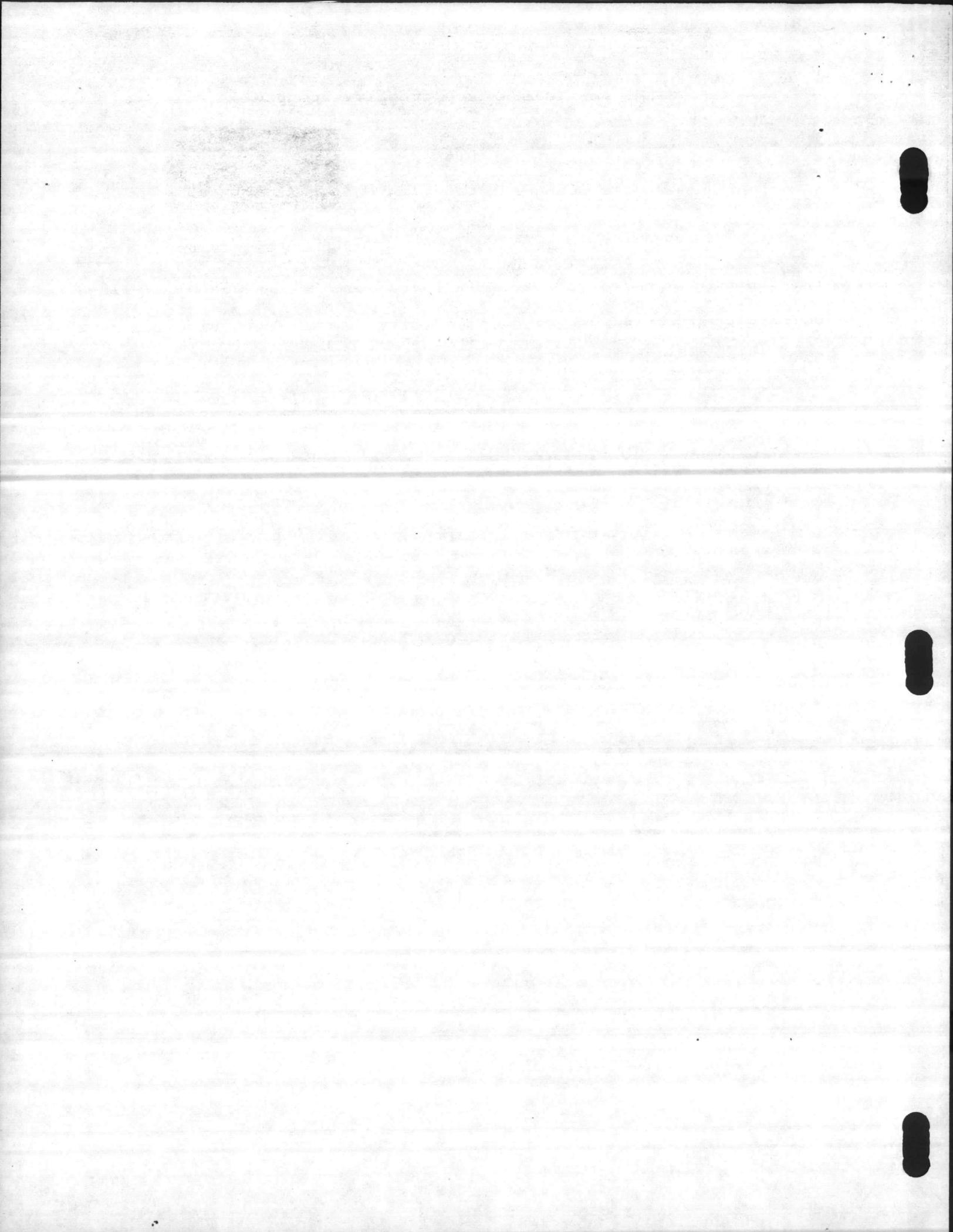


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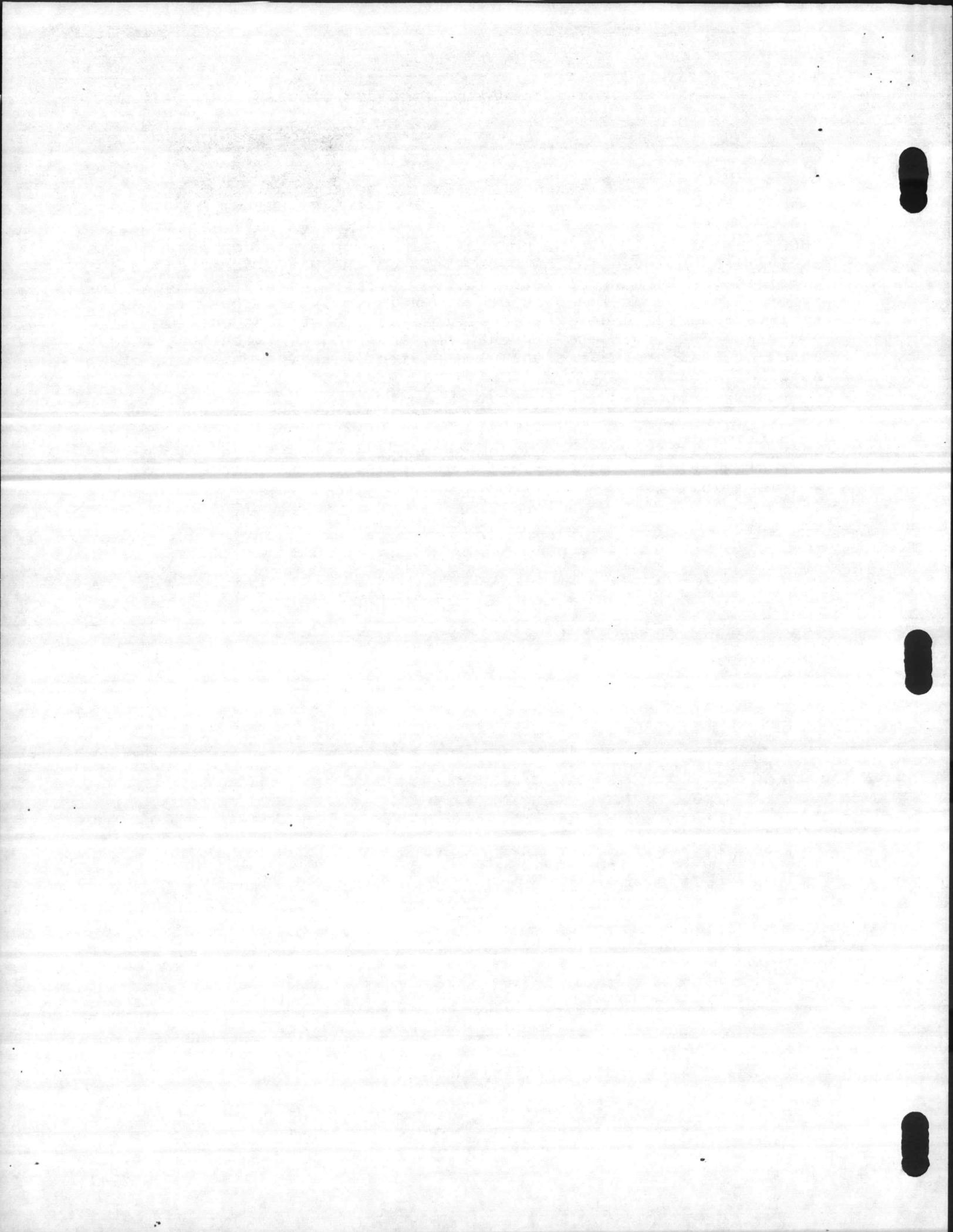
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CHAPTER 20

PERSONNEL SECURITY POLICY

20000. BASIC POLICY. No person shall be appointed or retained as a civilian employee in the Department of the Navy, accepted or retained in the Navy or Marine Corps, granted access to classified information, or assigned to other sensitive duties that are subject to investigation under the provisions of the current edition of OPNAVINST 5510.1 unless appointment, acceptance, retention, clearance, or assignment is clearly consistent with the interests of national security.

20001. FURTHER REGULATIONS. Further information and regulations concerning the personnel security policy of the Department of the Navy for military and civilian personnel are contained in the current editions of SECNAVINST 5510.30, OPNAVINST 5510.1, and NCPCINST 5521.1.

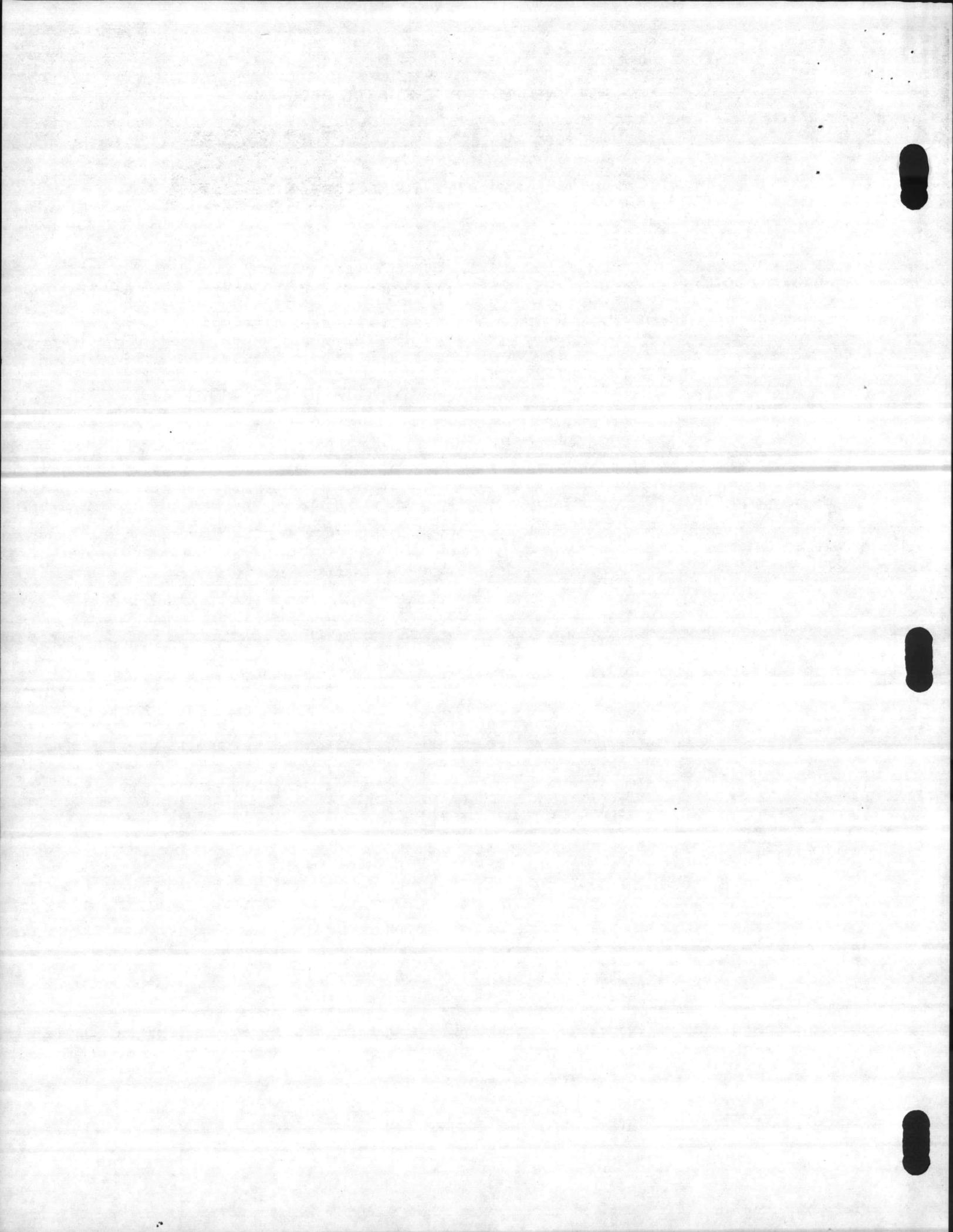


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PERSONNEL SECURITY INVESTIGATIONS

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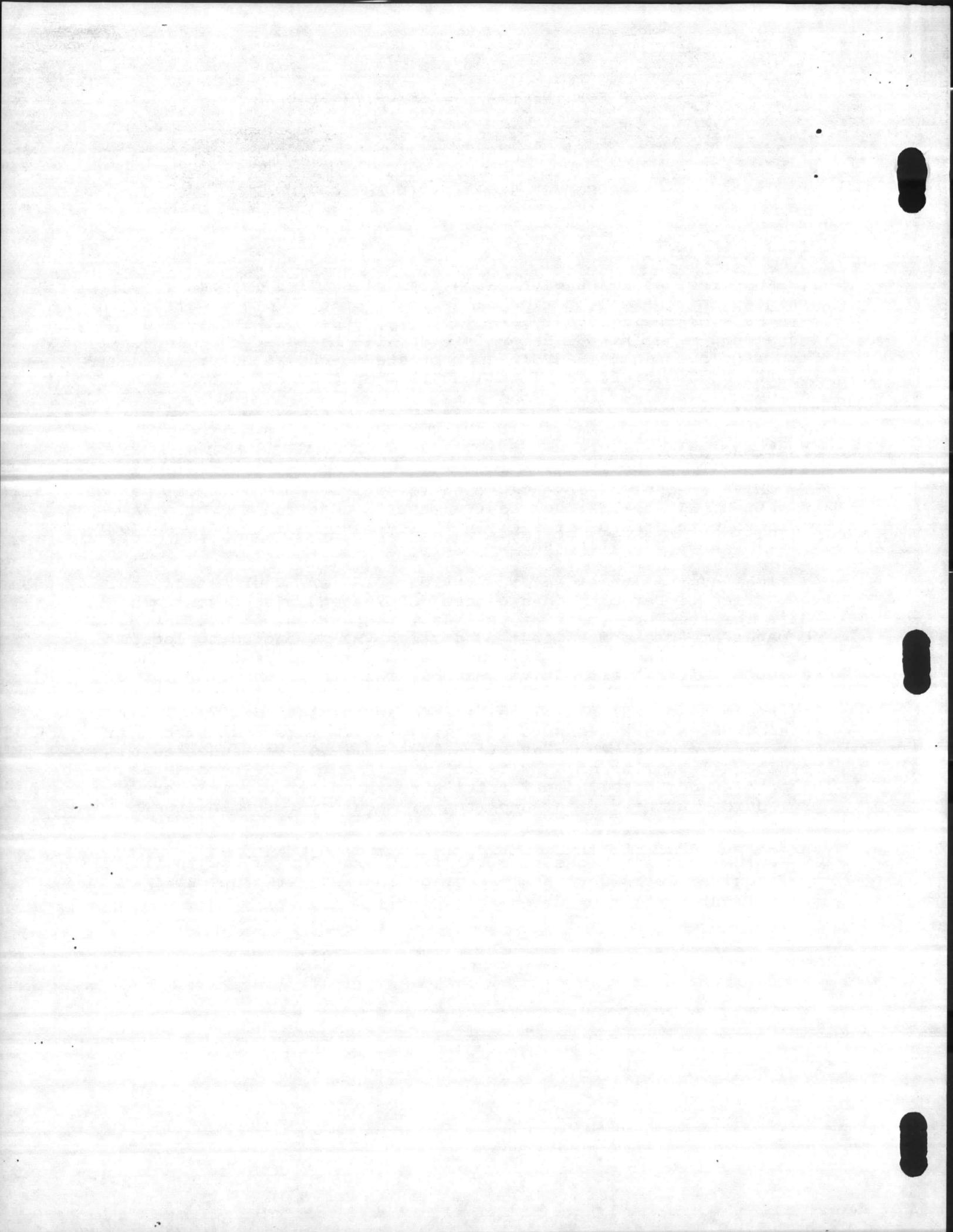
CHAPTER 21

PERSONNEL SECURITY INVESTIGATIONS

21000. BASIC POLICY

1. No person shall be given access to classified information or be assigned to sensitive duties unless a favorable determination has been made of their loyalty, reliability, trustworthiness, and judgement. The initial determination will be based on a Personnel Security Investigation (PSI) appropriate to the access required or to other considerations of the sensitivity of the duties assigned.
2. PSI's will be requested on personnel as necessary to fulfill the investigative requirements detailed in the current edition of OPNAVINST 5510.1.
3. Only the minimum investigation to satisfy a requirement may be requested. Investigative requirements in addition to, or at a variance with, those detailed in the current edition of OPNAVINST 5510.1 cannot be established.
4. The Defense Investigative Service (DIS) or, where specified, the Office of Personnel Management (OPM), conducts or controls all PSI's for the Department of the Navy. Department of the Navy commands are prohibited from conducting PSI's, including local public agency inquiries, without the specific request from the DIS to support its investigative responsibilities.
5. Requests or PSI's will be kept to an absolute minimum. Reliance on PSI's as a means to identify problem personnel within this Command is prohibited. Investigations will not be requested to resolve allegations of a suitability nature for the purpose of supporting personnel administrative decisions or disciplinary procedures independent of a personnel security determination.

21001. FURTHER REQUIREMENTS AND GUIDELINES. Further requirement and guidelines for requesting PSI's and examples of how to fill in the required forms for each investigation request are contained in the current edition of OPNAVINST 5510.1.

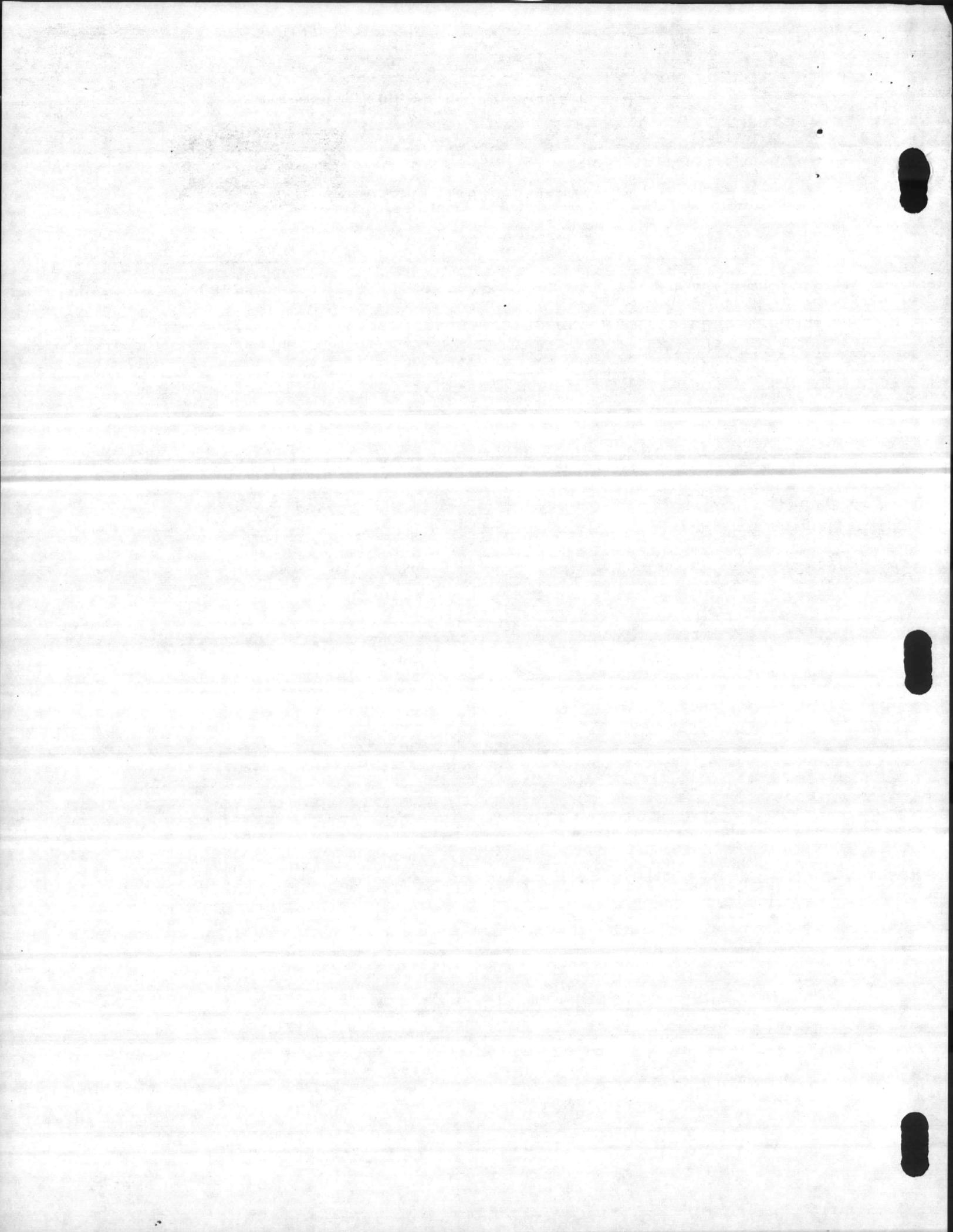


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CHAPTER 22

PERSONNEL SECURITY DETERMINATIONS

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CHAPTER 22

PERSONNEL SECURITY DETERMINATIONS

22000. BASIC POLICY

1. The principle objective of personnel security determinations is to ensure that the loyalty, reliability, trustworthiness, and judgement of those with access to classified information or those assigned to sensitive duties are such that entrusting them with classified information or assigning them to sensitive duties is clearly consistent with the interests of national security.

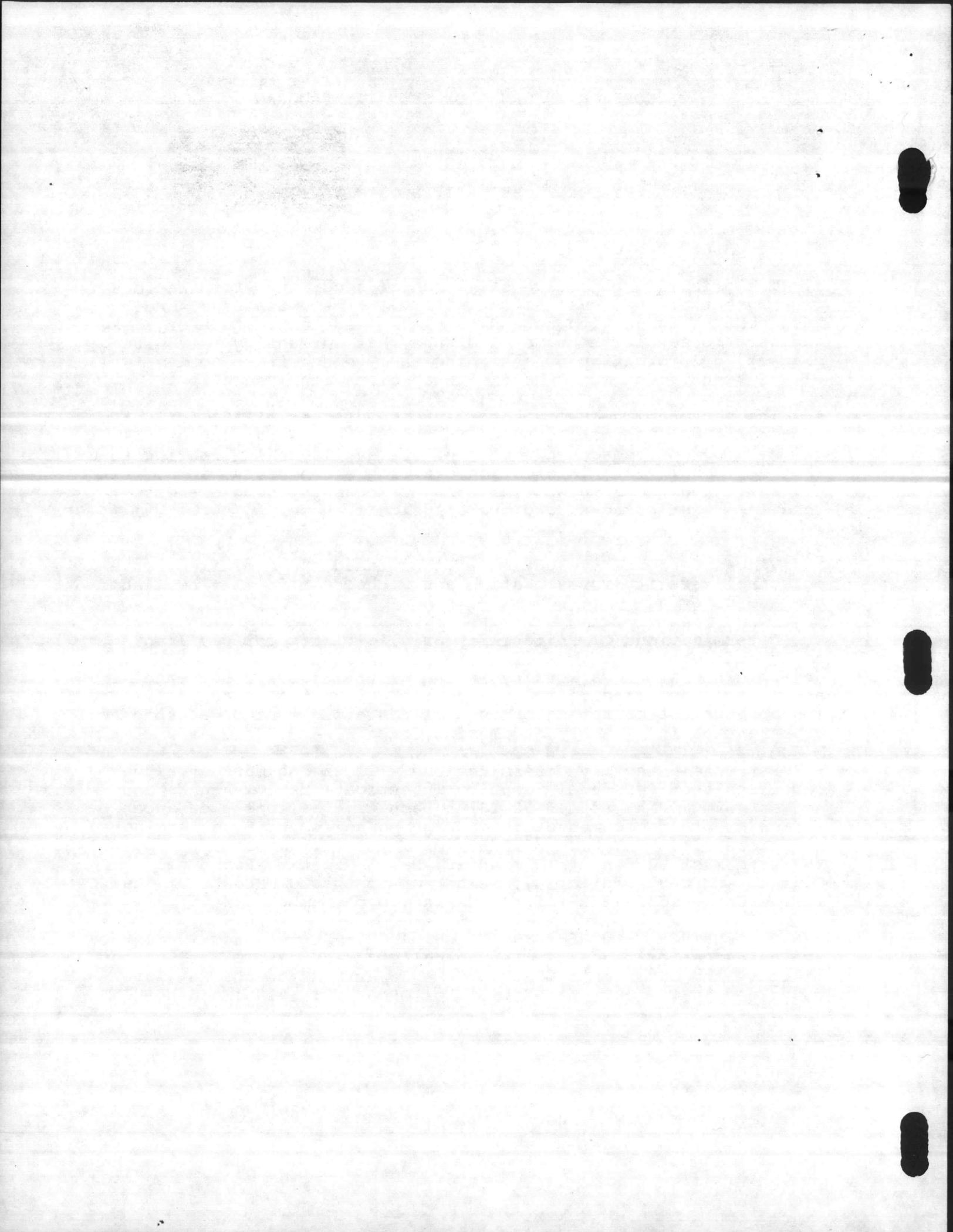
2. The personnel security determination of eligibility for access to classified information or assignment to sensitive duties requires a common sense evaluation of all available information about the individual. All information, favorable and unfavorable, is to be considered and assessed in terms of accuracy, completeness, relevance, seriousness, and overall significance.

3. A determination to grant a security clearance or to assign an individual to sensitive duties will be based, as a minimum, on a personnel security investigation and a check of locally available command records.

4. Determinations of suitability or eligibility for civilian employment or military service are not personnel security determinations unless loyalty is the central issue. Personnel administration policies and procedures govern the decisions regarding appointment or retention in civilian employment or acceptance or retention in the Navy and Marine Corps.

5. Personnel security determinations will be documented on the certificate of Personnel Security Investigations, Clearance and Access Form (OPNAV Form 5520/20). Each time a final clearance action or other documentation of a personnel security determination is entered on OPNAV Form 5520/20 for a military member, a copy of the form must be sent to Commander, Naval Military Personnel Command (NMPC-81) for a Navy member or to the Commandant of the Marine Corps (Code MSRB) for a Marine Corps member.

22001. FURTHER REQUIREMENTS AND GUIDANCE. Further requirements and guidance for conducting personnel security determinations for military and civilian members of the Department of the Navy are contained in the current editions of OPNAVINST 5510.1 and NCPCINST 5521.1.

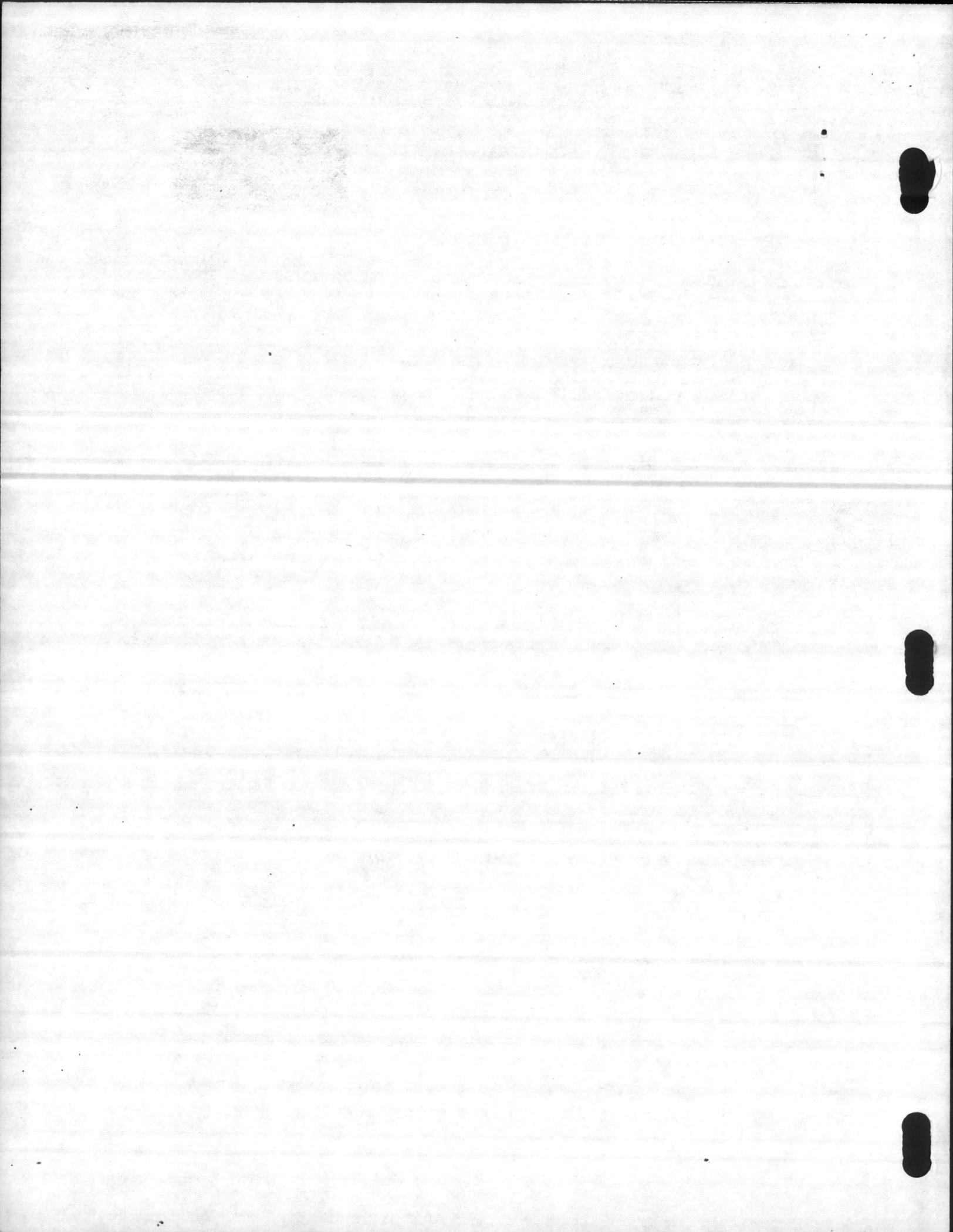


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CLEARANCE

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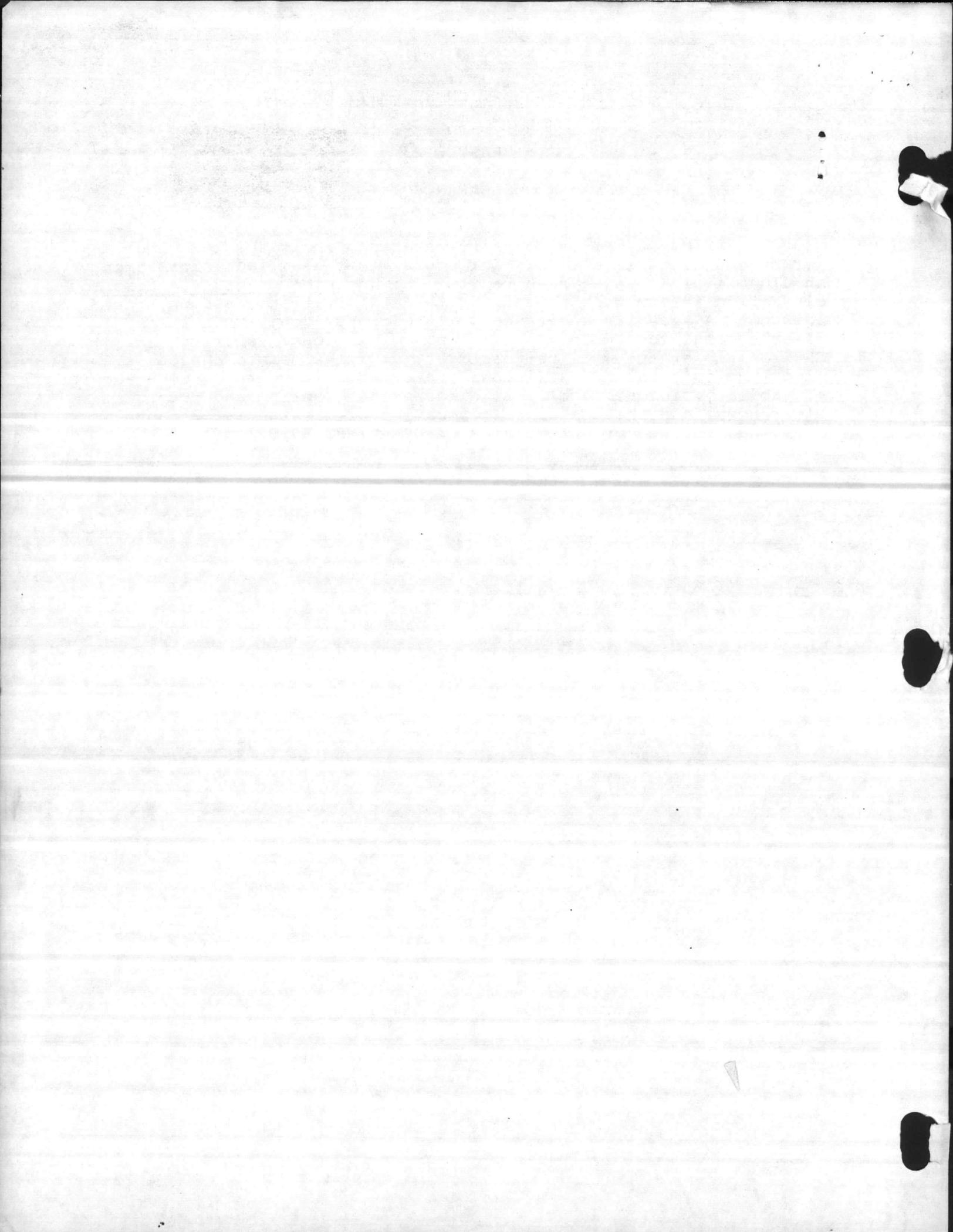


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CHAPTER 23

CLEARANCE

23000. BASIC POLICY. A security clearance indicates that the person concerned is eligible for access to classified information should official duties require it. The decision to grant access to classified information is a separate determination based on a need to know. A security clearance will be granted only when it is clearly consistent with the interests of national security. Citizenship status will be positively verified before a security clearance is granted. Additional information concerning clearance eligibility, interim and final clearances, granting and recording clearances, and the denial or revocation of clearance for cause is contained in the current edition of OPNAVINST 5510.1.

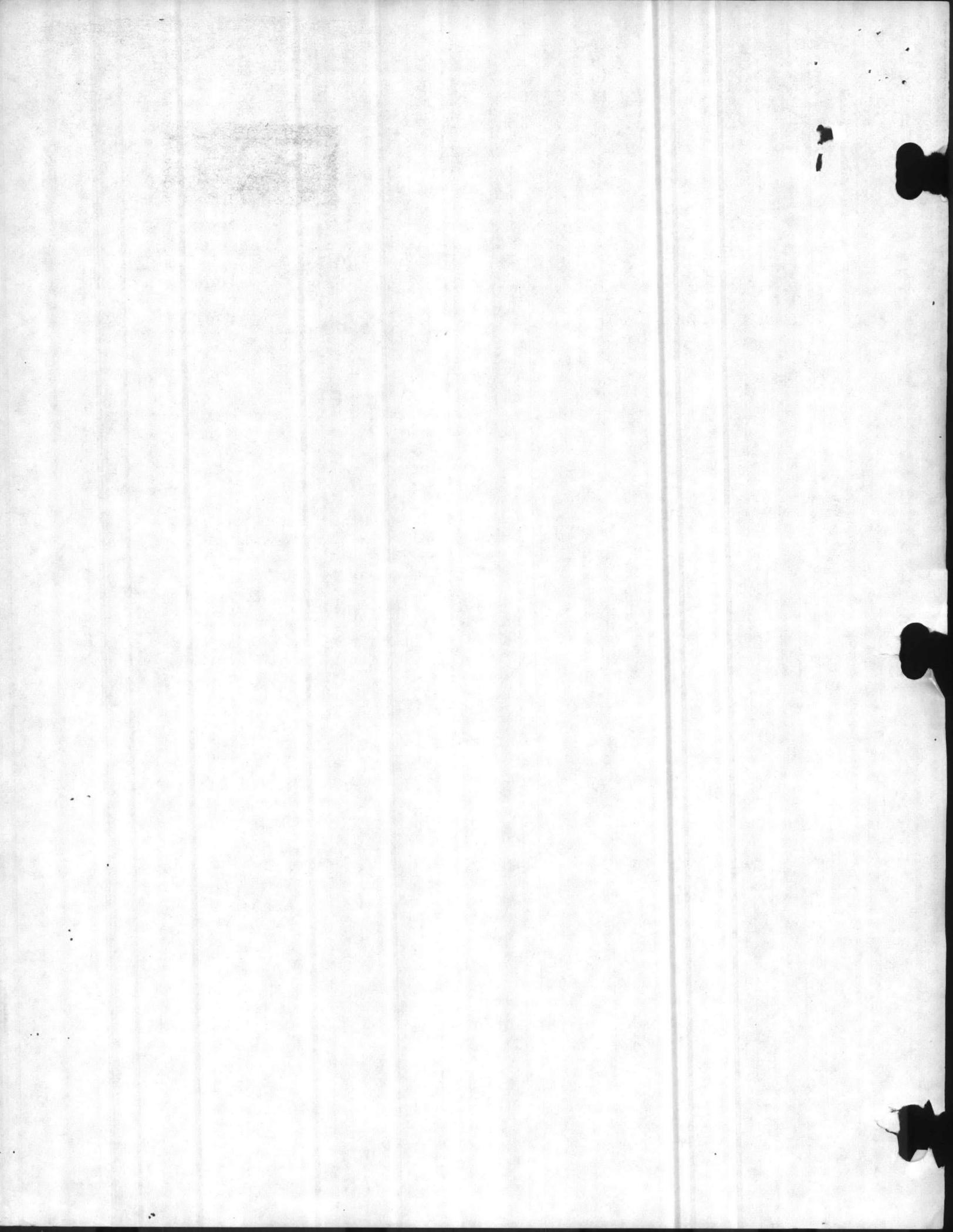


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ACCESS

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CHAPTER 24

ACCESS

24000. BASIC POLICY

1. Knowledge or possession of classified information is permitted only for individuals whose official duties require access in the interest of promoting national security and only if they have been determined to be eligible for access.

2. No one has a right to have access to classified information solely because of rank, position, or security clearance. The final responsibility for determining whether a person's official duties require access to any element or item of classified information ("need-to-know"), and whether he or she has been granted the appropriate security clearance by proper authority, rests with the individual who has the authorized possession,, knowledge, or control of the information involved and not upon the prospective recipient.

24001. FURTHER INFORMATION. Further information concerning the regulations and requirements surrounding access to classified information is contained in the current edition of OPNAVINST 5510.1

