



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

StaO 3120.6B
3SM
29 Nov 90

STATION ORDER 3120.6B

From: Commanding Officer
To: Distribution List

Subj: OPERATIONAL, ADMINISTRATIVE AND LOGISTICAL REQUIREMENTS FOR DE-
PLOYED UNITS

Ref: (a) StaO P3710.4J
(b) StaO 3710.6KM
(c) StaO P1034.51F - NOT in files

- Encl: (1) Scheduling Requirements and Priority for Unit Deploying to MCAS Yuma
(2) Responsibilities of Unit Advance Party Officer (APO)
(3) Operational Requirements
(4) Orders Endorsements
(5) Communication-Electronics Support and Requirements
(6) Supply Support Requirements/Financial Accounting Procedures
(7) Intermediate Level Maintenance/Support Equipment Support and Requirements
(8) Ordnance Support and Requirements
(9) Food Services Support and Requirements
(10) Billeting/Linen/Transit Armory Support and Requirements
(11) Public Affairs Support and Requirements
(12) Training Department Support and Requirements
(13) Garrison Mobile Equipment Support and Requirements
(14) Medical, Dental, and Chapel Support and Requirements
(15) Provost Marshal Support and Requirements
(16) Station Postal Service Center
(17) Station Classified Material Control Center, Disbursing, and Law Center Support and Requirements
(18) Safety Support and Requirements
(19) Marine Corps Exchange Requirements and Hours of Operation
(20) Special Services Requirements and Hours of Operation
(21) Club Hours of Operation
(22) Reports Index

1. Purpose. To promulgate information and procedures concerning the subject requirements and procedures for units requesting deployment to MCAS Yuma. The requirements and procedures apply to all services equally, both active and reserve, with minor exceptions that will be clearly delineated.

2. Cancellation. StaO 3120.6A.

3. Background. Enclosures (1) through (22) contain the information

and procedures for requesting unit deployments to MCAS Yuma. In addition the enclosures contain the operational and logistical support deployed units can expect at MCAS Yuma. The order is tailored towards aviation units; however, it is also applicable to nonaviation units. Reference (a) is the MCAS Yuma Airfield Operations Manual, reference (b) pertains to range request and utilization and reference (c) is the Station's supply SOP. Copies of the references should be available at applicable major commands. Should copies of the references be required call autovon 951-3402.

4. Scheduling Policy for Deployments to MCAS Yuma. Ultimate priority is given to the accommodation of Weapons Tactics Instructor (WTI) Courses and CNO priority one projects at MCAS Yuma. WTI course dates for the fiscal year are established during the annual Marine Corps Air/Ground Combat Center Planning Conference held in January. In the event that the established dates conflict with previously scheduled deployments, WTI will take precedence. All other deployments will be scheduled in accordance with the priorities established by enclosure (1). The Commanding Officer, MCAS Yuma will arbitrate scheduling priority and other conflicts, as necessary.

5. Action. To facilitate deployment scheduling, in an effort to provide the earliest confirmation of deployment request, routine requests for deployments will be submitted on a biannual basis. Enclosure (1) provides detailed information concerning scheduling priorities, procedures and a sample Message format. Once the biannual requests are consolidated, Fleet Service will publish a message reflecting those deployment requests that are approved and dates that are still available for deployments during the timeframe covered by the message. Requests for dates not otherwise committed will be honored utilizing the same priority system. Telephone liaison will be initiated by Fleet Liaison prior to any request being denied in an attempt to modify the request by sliding requested dates or any other accommodation that may allow the request to be approved. A predeployment conference is required within six to four weeks prior to a deployment. It is expected that all items remaining unresolved will be addressed at this conference, so a firm answer is available to the parent unit. Unit representatives should include one or more of the senior officers of the unit and at least one representative from Operations, Logistics, Ordnance (mandatory NCOIC or Ordnance OIC), Hazardous Waste Management, and Aircraft Maintenance. This meeting will be held in the Fleet Services Office and may be scheduled through the Hangar Control NCOIC, AUTOVON 951-3515/3039/2489.

6. Deployment. Restrictions on billeting preclude personnel from a deploying unit from arriving at this Station prior to the advance party officer/team.

a. The advance party officer/team will arrive no later than 48 hours prior to the arrival of the main body, under orders to report to the Commanding Officer, MCAS Yuma for the purpose of completing deployment check-in and check-out. The advance party officer's responsibilities are contained in enclosure (2).

b. The main body of personnel should arrive in time to assist in the recovery of the unit's aircraft. The aircraft must arrive at MCAS Yuma in time to allow the aircrews to attend an Operational/Local Course Rules/Range Briefing by the Air Traffic Control (ATC) Officer, AVN 951-2464, and Fleet Services Officer (FSO), AVN 951-3401. This requirement is optional if the "Take Home" package is utilized.

(1) This brief is required prior to regularly scheduled flight operations and will be scheduled through the ATC Officer/Fleet Services Officer.

(2) In the case of units making a deployment within 90 days of a previous deployment, the aircrew brief will be optional at the discretion of the Commanding Officer, MCAS Yuma.

(3) Enclosure (15) contains general information pertaining to the Yuma area, and all unit personnel should be briefed regarding this information prior to deploying to MCAS Yuma.

c. During the deployment, units will be required to submit such reports as are required in enclosure (22).

d. A guard mail box is provided in the Fleet Liaison Office for each deployed unit. This box shall be emptied of its contents at least twice daily since it will contain administrative and operational traffic for the unit.

7. Post-Deployment

a. Units are required to comment and make recommendations to the Station regarding facilities and support (see enclosure (3)).

b. Unit commanders are encouraged to communicate directly with the Fleet Services Officer at any time during the deployment with requests and/or recommendations.

c. To prevent confusion, the same officer who accomplished the unit's check-in will report to the Fleet Services Officer the day prior to departure for instructions relative to checking out.

8. Reserve Applicability. This order applies to the reserve component.


C. T. DUNSTAN
By direction

DISTRIBUTION: B

Plus code: 3DJ (500)

SCHEDULING REQUIREMENTS AND PRIORITY FOR UNIT DEPLOYING TO MCAS YUMA

1. General. To facilitate the scheduling process, in an effort to provide better access to units desiring to deploy to MCAS Yuma, a biannual scheduling cycle is being instituted. This cycle will allow units to submit their request at least six months in advance. Once all of the requests are considered and scheduling conflicts are resolved, MCAS Yuma will publish a message confirming unit deployment request and indicate those dates still available for deployments to MCAS Yuma, should the need arise. This process will allow Fleet Liaison, MCAS Yuma to exhaust every possibility to accommodate deployment requests before any request is denied. This scheduling cycle does not prevent units from requesting deployment dates beyond the six months window of consideration. These requests will be held until the appropriate scheduling period. Formal approval of a unit deployment request will be by a biannual scheduling message only. Informal liaison with Fleet Liaison is highly encouraged and will aid greatly in establishing possible dates for deployments. Unit deployment messages should be submitted by the units senior headquarters (i.e. for squadrons the wing G-3).

2. Biannual Scheduling Cycle. Units desiring to deploy to MCAS Yuma will be required to initiate through their higher headquarters a deployment request message to MCAS Yuma, Fleet Liaison during the months of March and September, see Appendices B through D of this enclosure. Deployment request messages submitted in March will be for unit deployments requested in the first and second quarters for the next fiscal year. Deployment request messages submitted in September will be for the third and fourth quarters of the next fiscal year. Or in other words, the deployment dates being requested are at a minimum of a six month projection. See appendix A of this enclosure.

3. Scheduling Priorities. Scheduling priorities for deployments to MCAS Yuma have been established by MCCDC. Units with a higher priority will take precedence over other units. The unit deployment message will include the priority as indicated in appendix A of this enclosure and the associated exercise name.

4. WTI Classes. When planning for possible deployment dates to MCAS Yuma WTI classes dates must be considered. Normally WTI classes are scheduled twice each year at MCAS Yuma. During these classes no unit deployments to MCAS Yuma are possible. The classes usually begin in February and September and are approximately 2 1/2 months in duration. Projected dates for the classes are determined at the yearly initial planning conference held in January.

ENCLOSURE (1)

SAMPLE SPEEDLETTER AND MESSAGE REQUEST
FOR UNITS DEPLOYING TO MCAS YUMA

1. Sample speedletter (information required by MCAS Yuma once proposed dates for unit deployment are approved by semiannual scheduling message.)

UNCLASSIFIED

VMA-000/JD/jj
3120
Ser: 000

Commanding Officer
Marine Corps Air Station
(Attn: Fleet Services)
Yuma, Arizona 85369-5000

Deployment Request

A. MCAS Yuma StaO 3120.6B

1. Unit designation, call sign, dates of deployment, number and type aircraft to be deployed (VMA-0000, ALPHA ZULU, 15-30 Apr 92, 12/A-4M).
2. Number of officers, E-6 and above and enlisted for which billeting is required (29 Off, 15 E-6 and above, 137 Enl, 4 WM) INCLUDE NUMBER OF ENLISTED WOMEN SEPARATELY.
3. Amount (in gallons) and type fuel/POL/LOX required for entire deployment (25,000 gal JP-5, 7808 AvOil, Type LOX).
4. Priority code and type of training to be conducted (see enclosure.)
5. Point of contact for deployed units (Fleet Liaison/Hangar Control AV 951-3515/3039).
6. Names of Commanding Officer/Officer-in-Charge and senior enlisted personnel of deploying unit.

COMCABWEST El Toro, CA (other addressee's as appropriate to unit).

Commanding Officer
VMA-000
MCAS Cherry Point, NC 00000

Appendix A to
ENCLOSURE (1)

2. Sample message (information required by MCAS Yuma prior to unit deployment.)

FM: CG THIRD MAW//G3//
TO: MCAS YUMA AZ//OPS/FLN/IMA//
FMFPAC/FMFLAT
COMCABWEST EL TORO CA//G-3//
INFO: VMFAT-101 EL TORO CA//S-3//

(Other addressee's as appropriate to the unit involved.)

UNCLAS//N03120//

SUBJ: DEPLOYMENT REQUEST

A. MCAS YUMA STAO 3120.6B

(Other references as appropriate.)

1. UNIT DESIGNATION, CALL SIGN, DATES OF DEPLOYMENT, NUMBER AND TYPE OF AIRCRAFT TO BE DEPLOYED (HMH-000, ALPHA ZULU, 15-30 APR 90, 12/CH-53D).
2. NUMBER OF OFFICERS, E-6 AND ABOVE, AND ENLISTED FOR WHICH BILLETING IS REQUIRED (29 OFF, 15 E-6 AND ABOVE, 125 ENL, 4 WM) INCLUDE NUMBER OF WOMEN AS A SEPARATE NUMBER.
3. AMOUNT (in gallons) AND TYPE FUEL/POL/LOX REQUIRED FOR ENTIRE DEPLOYMENT (250,000 GAL JP-5, 7808 AVOIL, TYPE LOX).
4. TYPE OF TRAINING TO BE CONDUCTED WITH PRIORITY CODE AND EXERCISE NAME IF APPLICABLE (LOW LEVEL NAVIGATION).
5. POINT OF CONTACT FOR DEPLOYED UNIT (CAPT R. W. HILLERY AV 951-3402).

Appendix B to
ENCLOSURE (1)

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6. NAMES OF COMMANDING OFFICER/OFFICER-IN-CHARGE AND SENIOR ENLISTED
PERSONNEL OF DEPLOYING UNIT (LTCOL JOHN K. SMITH/GYSGT D. A. THOM).

Appendix B to
ENCLOSURE (1)

SCHEDULING PRIORITY

EXERCISE/UNIT PRIORITY:

1. CNO/CMC priority one projects JCS exercise.
2. Weapons and Tactics Course (WTI).
3. Marine Corps Combat Readiness Evaluation (MCCRES).
4. Air Combat Tactics Instruction (ACT (I)) certification support co-ordination exercise (FSCEX).
5. CNO Priority two projects
FRS
Tactical Air Control Party Exercise (TACFEX)
Close Air Support (CAS)
6. Naval Gunfire Spotter Training (TACFEX)
Laser Guided Weapons System Accuracy Evaluation (LASER WPN EVAL)
7. Aircraft Evasive Maneuvering Training (EVM)
A-20R Certification
Amphibious Raid Exercise (RAIDEX)
Night Vision Goggle Training
8. Antitank Missile Firing Exercise (ATMEX)
Other DOD Agencies
9. Reconnaissance Training (RECONEX)
Hydrographic Training (SCUBA)
Individual Weapons Firing Exercise (FFEX)
Engineer Demolition Training (DEMO)
Engineer Construction (ENGR)
Amphibious Assault Training (AAV)
10. CNO Priority Three Projects
Infantry Field Exercise (FEX)
11. Other DOD exercises

MCASY 3120/2 (Rev 10-84)

Appendix C to
ENCLOSURE (1)

CHRONOLOGICAL SEQUENCE OF SCHEDULING

- NLT 31 Mar (1) Deployment request submitted
- NLT 30 Apr (2) Fleet Liaison Msg confirming 1st/2nd Qtr FY Deployment Schedule
- NLT 31 Jul (3) Deploying unit effect liaison with Fleet Liaison to establish pre-deployment conference dates

- NLT 30 Sep (1) Deployment request submitted
- NLT 31 Oct (2) Fleet Liaison Msg confirming 3rd/4th Qtr FY Deployment Schedule
- NLT 31 Jan (3) Deploying unit effect liaison with Fleet Liaison to establish pre-deployment conference dates

RESPONSIBILITIES OF UNIT ADVANCE PARTY OFFICER (APO)

1. Advance Party Officers (APO) for units deploying to MCAS Yuma are required for the express purpose of accomplishing the unit's transition to and from MCAS Yuma as efficiently as possible.
2. The APO must check-in with Fleet Services Office, building 153, no later than 48 hours prior to the deployment. This officer will receive the check-in sheet and be responsible for checking the unit into the base and all support activities. The same officer will effect the unit's check-out at the end of the deployment. This is a mandatory requirement and there will be no exceptions.
3. The APO shall be required to accept the barracks and work spaces by signing the inventory forms provided (see enclosures (3) and (10)).
4. The APO will be assigned transportation and support equipment, as appropriate, for the off-loading of airlifts or surface transportation in connection with the deployment.
5. The APO or a designated representative shall be responsible for obtaining and turning in required telephone instruments and directories per instructions contained in enclosure (5).
6. To assure maximum efficiency with a minimum delay, the APO shall have the following forms in their possession when checking-in:
 - a. List of officers authorized to receipt for classified documents (see enclosure (17)).
 - b. OPNAV 2160/6 Message Release/Pickup Authorization (see enclosure (5)).
 - c. Roster of avionics personnel and level of clearance (see enclosure (7)). Triplicate roster of augment personnel to be provided to the IMA (see enclosure (7)).
 - d. List of personnel (approximately 6) authorized to check-out support equipment (see enclosure (7)).
 - e. Roster with three copies of all officers and enlisted deployed. One copy is to be turned into Base Locator, building 1030 (Telephone Office).
 - f. Roster of ordnance personnel authorized access to the Station magazine area for ordnance handling/build-up purposes and a roster of ordnance personnel certification/qualification record (see enclosure (8)).
 - g. Fifteen copies of the flight schedule are required for the first

ENCLOSURE (2)

normal working day's operation. If flights are planned on a Saturday, Sunday, or holiday preceding the first normal working day of the unit's deployment, fifteen copies of these flight schedules are required in addition to the fifteen copies for the first normal working day. Flight schedules will include items required by reference (a).

h. List of authorized signatures for requisitions (see enclosure (6), Appendix A).

7. As Officer-in-Charge of the advance echelon of the unit, the APO shall be required to remain at MCAS Yuma to supervise liberty, discipline, etc. of the unit's advance party personnel until the arrival of the main body.

8. The APO shall ensure that all support personnel report to their respective area of assignment. This will necessitate a thorough knowledge of this Order and its enclosures.

9. The APO or a designated representative shall be responsible for obtaining and turning in all required linen (see enclosure (10)).

10. After the main body arrived, the APO is responsible for turning orders into the Station Personnel Office, Building 980, on the first working day (see enclosure (4)).

11. The APO will deliver to the Supply Department, Fuel Accounts Maintenance Section, Building 228, upon arrival, DOD Single Line Item Requisitions, hereinafter referred to as "blanket stubs", covering aviation fuel and lubricants for the deployment. Each blanket stub shall be for one product and one aircraft type (or expenditure account/fund code) only. Each blanket stub will include complete accounting data, stock number, type of fuel or lube and signature of authorized individual. Prior to departing, the APO will check-out at the Fuel Account Maintenance Section to ensure all bills are covered by blanket stubs and to leave a self-addressed envelope for mailing completed stubs to the home station. Reference (c) applies.

12. The APO shall be responsible for checking the unit off the Station, and as a result, will be the last member of the unit to depart the base upon completion of the deployment.

ENCLOSURE (2)

OPERATIONAL REQUIREMENTS

1. Flight Operations shall be conducted in accordance with reference (a).

2. Restricted Area, Bombing Range, Military Operating Area (MOA) and Air Traffic Control Assigned Airspace Area (ATCAAA) Scheduling

a. Primary targets, both air-to-air and air-to-ground, are available in R-2301(W), R-2512 and R-2507. The entire air-to-air range in R-2301(W) is available in accordance with a joint usage agreement with the United States Air Force.

b. Certain MOA's and ATCAAA's are also available and scheduled by MCAS Yuma per reference (b).

c. Restricted Areas/Targets are scheduled in accordance with the current edition of COMTHIRDFLTINST 3120.1. They are scheduled no further than one month in advance, except in special cases where it is necessary for support of planned exercises.

d. Units desiring the use of any restricted areas, bombing ranges, or MOA's/ATCAAA's under control of MCAS Yuma, contact the Air Traffic Control Center AUTOVON 951-2215/4 for authorization, scheduling and briefing.

e. Should restricted area/target scheduling be an issue, it is recommended that the unit Flight Schedules Officer attend the pre-deployment conference or call the Air Traffic Control Center in order that a target schedule may be worked out.

f. MCAS Yuma provides no tow target service for deployed units. Requirements for the same are submitted to CONFITAEWINGPAC.

g. Target 103A (Loom Lobby) is the only manned target in the El Centro Complex and is scheduled by calling FACSFAC at AUTOVON 951-6850/6866.

3. Flight Schedules

a. Fifteen copies of the Daily Flight Schedule will be delivered to the Flight Operations Building, Building 153, by 1400, Monday through Friday.

b. Schedules for Saturday, Sunday and Monday must be submitted by 1400 on Friday. Holiday schedules must be submitted by 1400 on the last working day prior to the holiday.

c. Failure to submit flight schedules on time will result in the unit having to make its own distribution and will also result in

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supply not scheduling refuelers to support squadron, as all supply support is based on the flight schedules. The list of distribution is available in Fleet Services Office, Bldg. 153.

d. Should it become apparent that the published schedule (regarding target times) cannot be met or will be cancelled, the unit will immediately notify the Fleet Services Office. All changes to the published schedule will be called into the Fuel Farm (Ext 2234) as soon as possible. For cancellation of Yuma targets on weekends and holidays, the MCAS Operations Duty Officer (Ext 2325/2077) vice the Fleet Services Office will be notified.

e. Should there be a discrepancy between target times scheduled by the unit and the target schedule published by the Air Traffic Control Center, immediately notify the Air Traffic Control Office so that the schedule may be resolved.

4. Hangar Control

a. Unit tactical spaces, flight lines, etc., will be assigned by the Hangar Control Section of the Fleet Liaison Office. The advance party officer will be responsible for checking the assigned spaces in and out (see Appendices A, B and C). Damages will be noted on check-in and check-out. Any new damages discovered on check-out will be payable by the unit.

b. Furniture and telephones in working areas will be signed for by the advance party officer, and an inventory taken during check-in and check-out. The unit will be held responsible for lost and/or damaged furniture and telephones.

c. Office equipment is not available for deployed units; however, there is a Xerox 3107 copy machine in the Fleet Services Office. Typewriters, pencils, paper (including reproduction paper), toilet paper, paper towels and stenographic aids are items that must be brought by the unit.

d. Cleaning gear is not routinely available through Fleet Services. A limited number of brooms and swabs will be provided for use in the Hangar and work spaces. The unit should plan on providing all other cleaning supplies.

e. The Commanding Officer will have an NCO In-Charge of the hazardous waste area. Hazardous waste area will be kept clean and all hazardous waste will be put in the appropriate containers (see Appendix F).

5. End of Deployment Data and Critique. Deployed units are required to complete and return to the Fleet Services Officer prior to departure from MCAS Yuma, and End of Deployment Data and Critique Sheet

ENCLOSURE (3)

(see Appendices D and E). This will be provided to the unit Commanding Officer or Officer-in-Charge. The completed forms are used to provide accurate statistical data, as well as to improve all facets of support.

6. Courtesy Visits

a. The Commanding Officer/Officer-in-Charge will arrange for a visit with the Commanding Officer of MCAS Yuma at the beginning and at the end of the deployment (ext. 726-2224).

b. The unit Operations Officer will arrange a visit with the MCAS Yuma Operations Officer on or before the first day of flight operations (ext. 3558).

c. The senior enlisted member of the unit will arrange a visit with the MCAS Yuma Sergeant Major at the beginning of the deployment (ext. 2777).

ENCLOSURE (3)

SUPPORT ACTIVITY CHECK-IN/OUT SHEET

Date: _____

CHECK-IN/OUT FOR: _____
(UNIT)

1. The advance party officer shall completely check-in and return this form to the Fleet Services Office where it will be held until the unit is ready to begin checking-out. Units will not be considered checked-off Station until this check-in/out sheet is returned to the Fleet Services office.

2. In accordance with the current edition of StaO 3120.6, I will ensure that all support personnel report to their respective places of duty. I am responsible for checking the unit off the Station, and will be the last member of the unit to depart the Station.

(ADVANCE PARTY OFFICER SIGNATURE)

	<u>BLDG</u>	<u>TELE</u>	<u>IN/OUT</u>
a. TRANSPORTATION (STATION MOTOR POOL)	603	2316	___/___
b. BOQ OFFICE AND ALL PERSONNEL	1020	3758	___/___
c. BEQ OFFICE	740	2262	___/___
d. MARINE CORPS PROPERTY (LINEN ISSUE/ TURN-IN)	331	2901	___/___
e. S-1 (ORDERS AND RATION STATEMENT)	980	2864	___/___
f. STATION CMCC	980	2351	___/___
g. FOOD SERVICES OFFICE	710	3556	___/___
h. ELECTRONICS	500	2389	___/___
i. COMMUNICATIONS CENTER (NOTE 1)	500	2391	___/___
j. TELEPHONE EXCHANGE (NOTE 2)	1030	2451	___/___
k. IMA PRODUCTION CONTROL (NOTE 3)	215	2816	___/___

Appendix A to
ENCLOSURE (3)

l. STATION WEAPONS (NOTE 4)	203	2393	___/___
m. SUPPLY OFFICE/3M SECTION (NOTE 5)	328	2756	___/___
n. ACCOUNTING (EDITING DECK)	328	2800	___/___
o. TRAFFIC MANAGEMENT (FOR SURFACE SHIPMENTS) (NOTE 6)	324	2743	___/___
p. FUEL DESK	228	2821	___/___
q. STATION MAGAZINE (NOTE 4)	2113	2402	___/___
r. STATION MAGAZINE NCOIC	1700	2127	___/___
s. STATION MAIL ROOM (NOTE 7)	669	2162	___/___
t. PUBLIC AFFAIRS OFFICE	200	2275	___/___
u. TACTS	Trailer	2831	___/___
v. FIRE DEPARTMENT	149	2285	___/___
w. AIR TRAFFIC CONTROL	151	2472	___/___
x. HANGAR CONTROL (NOTE 8)	136	3515	___/___
y. FLEET SERVICES OFFICER	136	3401	___/___

THE BELOW LISTED PLACES REQUIRE CHECK-OUT ONLY

1. SPECIAL SERVICES GEAR ISSUE	633	2278	___/___
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- NOTES:
1. MESSAGE PICK-UP/DELIVERY AUTHORIZATION
 2. AUTOVON ACCESS LIST
 3. SE LETTER/AVIONICS CLEARANCE LETTER
 4. IF ORDNANCE IS TO BE USED
 5. REQUISITION LETTER
 6. TRAFFIC MANAGEMENT NEEDS FIVE WORKING DAYS NOTICE PRIOR TO SHIPMENT
 7. TURN IN UNIT MAIL ORDERLY CARDS
 8. TWO DAY NOTICE REQUIRED FOR PRE-INSPECTION PRIOR TO CHECKING-OUT OF SPACES

Appendix A to
ENCLOSURE (3)

ASSIGNED WORKING SPACES CHECK-IN/OUT DAMAGE
AND MAINTENANCE INSPECTION FORM

HEADING

3120
3DJ
Date

From: Fleet Services Officer
To: Name of APO, Name of Unit

Subj: ASSIGNED WORKING SPACES CHECK-IN/OUT DAMAGE AND MAINTENANCE
INSPECTION FORM

Encl: (1) List of Discrepancies/Inventory

1. During your deployment at MCAS Yuma, your squadron has been assigned the spaces listed below:

Assigned Spaces: _____

Assigned Keys: _____

2. Prior to accepting your assigned spaces, a joint inventory/inspection of the space(s) will be conducted and the results will be annotated on format provided by Appendix C to enclosure (3).

3. Forty-eight hours prior to checking-out of assigned spaces, the APO should contact Fleet Liaison (Hangar Control, Ext. 2515) for a deployment inspection. Hangar Control will note any items that require correction. A final inspection will occur after all unit equipment has been moved out. Any discrepancies noted at this time will either be corrected prior to departure or the unit will be billed for damages. Assigned spaces will be as clean or cleaner than when the unit checked into them.

Signature

Appendix B to
ENCLOSURE (3)

INSPECTION CHECK-IN/OUT SHEET

1. THE HEAD WILL BE SPOTLESS AND SECURED PRIOR TO INSPECTION
(BATHROOM STALLS WILL BE FREE OF GRAFFITI) _____
2. DESK/TABLE WILL BE WIPED CLEAN. _____
3. DESK DRAWERS WILL BE CLEANED OUT AND LEFT OPEN. _____
4. SWEEP AND SWAB DECK (WAX AND BUFF IN BLDG 212, H220). _____
5. HANGAR DECK SWEPT AND FREE OF HYDRAULIC SPILLS. _____
6. REMOVE ALL MAPS AND CHARTS PUT UP BY YOUR SQUADRON. _____
7. WIPE OFF ALL LOUNGE CHAIRS. _____
8. CLEAN OUT ALL ASHTRAYS. _____
9. FIELD DAY EVERY ROOM. _____
10. ALL TRASH CANS, INSIDE AND OUTSIDE, WILL BE EMPTIED AND
CLEANED. _____
11. HOLD AN OUTSIDE AREA POLICE CALL AROUND DUMPSTERS ALL THE
WAY TO THE SECURITY FENCE (TO INCLUDE PALLETS AND EXCESS GEAR). _____
12. UTILITIES WILL BE TURNED OFF UPON COMPLETION OF FINAL IN-
SPECTION (I.E., LIGHTS, AC, RADIOS, ETC.) _____
13. CLEAN THE SCHUTTLEBUTT. _____
14. PRIOR TO DEPARTING MCAS YUMA, ALL A.V. GEAR CHECKED-OUT
WILL BE RETURNED TO FLEET SERVICES HANGAR CONTROL AND WILL BE
INSPECTED. _____
15. HAZARDOUS WASTE AREA WILL BE CLEANED AND INSPECTED PRIOR
TO CHECK-OUT. _____
16. FURNITURE WILL BE ARRANGED AS PRESCRIBED BY INVENTORY. _____
17. LOST KEYS WILL BE CHARGED \$2 EACH (DEPARTMENT OF TREASURY). _____
18. CARPETS WILL BE CLEANED AT SQUADRONS EXPENSE. _____

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19. ABSOLUTELY NO LOGOS/STICKERS ON ANY PART OF THE DEPLOYED
UNIT SPACES.

SQUADRON: _____ DATE: _____
INSPECTOR: _____ SQUADRON REPRESENTATIVE: _____

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DEPLOYMENT DATA

1. UNIT: _____
2. DEPLOYMENT DATES: _____
3. PERSONNEL STATISTICS:
 - a. Actual number of officers deployed: _____
 - b. Actual number of enlisted deployed:

SNCO	_____
Enlisted	_____
Women	_____
4. FLIGHT STATISTICS:
 - a. Number and type(s) of aircraft deployed: _____

 - *b. Flight hours by aircraft type: _____

 - *c. Sorties by aircraft type: _____

5. LISTING OF ALL ADVERSARY SUPPORT UNITS TO INCLUDE THE FOLLOWING:
 - a. Unit designation: _____
 - b. Number of officers: _____
 - c. Number of enlisted: _____
 - d. Number and type(s) of aircraft: _____
 - *e. Flight hours by aircraft type: _____
 - *f. Sorties by aircraft type: _____

*NOTE: Units whose deployment that extends over a single month will report the flight hours and sorties broken down for each separate month.

Operations Officer Signature

MCASY 3120/3 (10-84)

Appendix D to
ENCLOSURE (3)

DEPLOYMENT CRITIQUE

1. The following grading criteria will be utilized throughout the critique: E = Excellent, AA = Above Average, A = Average, BA = Below Average, UN = Unsatisfactory, NO = Not Observed.

a. Fleet Services Division:

(1) Predeployment Conference	E	AA	A	BA	UN	NO
(2) Hangar Control (Working Spaces)	E	AA	A	BA	UN	NO
(3) Ranges (Facilities)	E	AA	A	BA	UN	NO

UNIT COMMENTS: _____

FLEET LIAISON OFFICER COMMENTS: _____

b. S-3 Department:

(1) Flight Clearance	E	AA	A	BA	UN	NO
(2) Weather Service	E	AA	A	BA	UN	NO
(3) Crash Crew	E	AA	A	BA	UN	NO
(4) Air Traffic Control	E	AA	A	BA	UN	NO
(5) Course Rules Brief	E	AA	A	BA	UN	NO
(6) Target Scheduling	E	AA	A	BA	UN	NO

UNIT COMMENTS: _____

S-3 OFFICER COMMENTS: _____

c. Aircraft Maintenance:

- (1) Production Control
- (2) Support Equipment
- (3) Ordnance Pool
- (4) Avionics
- (5) Airframes

E AA A BA UN NO
E AA A BA UN NO

UNIT COMMENTS: _____

IMA OFFICER COMMENTS: _____

d. Station Supply:

- (1) Rotable Pool
- (2) Refueling

E AA A BA UN NO
E AA A BA UN NO

UNIT COMMENTS: _____

SUPPLY OFFICER COMMENTS: _____

e. Dining Facility:

E AA A BA UN NO

UNIT COMMENTS: _____

FOOD SERVICES OFFICER COMMENTS: _____

f. MCAS Explosive Safety

- | | | | | | | |
|--------------|---|----|---|----|----|----|
| (1) Magazine | E | AA | A | BA | UN | NO |
| (2) Delivery | E | AA | A | BA | UN | NO |
| (3) Safety | E | AA | A | BA | UN | NO |

UNIT COMMENTS: _____

ORDNANCE OFFICER COMMENTS: _____

g. S-4 Facilities Management:

- | | | | | | | | |
|------------------------|--------|---|----|---|----|----|----|
| (1) BOQ | Bldg # | E | AA | A | BA | UN | NO |
| (2) Enlisted Billeting | Bldg # | E | AA | A | BA | UN | NO |

UNIT COMMENTS: _____

S-4 OFFICER COMMENTS: _____

h. Special Services:

- | | | | | | | |
|-----------------------|---|----|---|----|----|----|
| (1) Gear Issue | E | AA | A | BA | UN | NO |
| (2) Gym | E | AA | A | BA | UN | NO |
| (3) Recreation Center | E | AA | A | BA | UN | NO |
| (4) Bowling Alley | E | AA | A | BA | UN | NO |
| (5) Hobby Shops | E | AA | A | BA | UN | NO |

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Appendix E to
ENCLOSURE (3)

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- (6) Theater
- (7) Swimming Pools
- (8) Library

E AA A BA UN NO
 E AA A BA UN NO
 E AA A BA UN NO

UNIT COMMENTS: _____

SPECIAL SERVICES OFFICER COMMENTS: _____

i. Motor Transport

E AA A BA UN NO

UNIT COMMENTS: _____

MOTOR TRANSPORT OFFICER COMMENTS: _____

j. Marine Corps Exchange:

- (1) Main Exchange
- (2) Seven Day Store
- (3) Cafeterias

E AA A BA UN NO
 E AA A BA UN NO
 E AA A BA UN NO

UNIT COMMENTS: _____

MARINE CORPS EXCHANGE OFFICER COMMENTS: _____

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Appendix E to
ENCLOSURE (3)

k. Club System:

- (1) Officers Club
- (2) Staff NCO Club
- (3) Enlisted Club

E AA A BA UN NO
E AA A BA UN NO
E AA A BA UN NO

UNIT COMMENTS: _____

CLUB DIRECTOR COMMENTS: _____

l. Station S-1:

E AA A BA UN NO

UNIT COMMENTS: _____

ADJUTANT COMMENTS: _____

m. Station Disbursing:

E AA A BA UN NO

UNIT COMMENTS: _____

DISBURSING OFFICER COMMENTS: _____

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29 Nov 90

n. Overall Rating of Deployment: E__AA__A__BA__UN__NO__

GENERAL OVERALL COMMENTS: _____

COMMANDING OFFICER

MCASY 3120/2 (Rev 10-84)

Appendix E to
ENCLOSURE (3)

HAZARDOUS WASTE

_____ assumes responsibility
(Unit)
for the upkeep of the Hazardous Waste area, located at Hangar 146/226
from _____ to _____
(Check-In Date) (Check-Out Date)

A NCO will be assigned to monitor the Hazardous Waste area, in accordance with MCO 5100.25/StaO 6280.3. The monitor will ensure that the area is neat, all drums are covered at all times, and that Fleet Services (Ext. 3515/3039) is notified of any drums that are 3/4 or more full.

It is understood that more than one deployed unit may be using the area at any one time and that there is no valid excuse for the area not to be neat and orderly.

(Signature)

(Print Name)

(Date)

Appendix F to
ENCLOSURE (3)

ORDERS ENDORSEMENT

1. Endorsements. Upon arrival of the advance party, the Officer-in-Charge of the advance party will make liaison with the Station Military Personnel Officer to arrange for appropriate endorsements of TAD orders. At that time the advance party OIC will be given blank copies of TAD orders, endorsements to be completed by each member of the deployment. The endorsements will be completed as to the individual's name, rank, SSN, MOS, branch of service and time and date of arrival. The completed endorsements will then be delivered to the Military Personnel Officer for signature.

2. Messing Availability. The Commanding Officer, MCAS Yuma has made the Enlisted Mess Hall available to all TAD/TDY officers; therefore, orders will be routinely endorsed "mess available".

a. If the transit Unaccompanied Enlisted Personnel Housing (UEPH) is full and a room cannot be provided, the orders will be endorsed "quarters and messing not available". This rarely occurs in the case of unit deployments since billeting reservations are made in advance.

b. If a squadron/unit commander determines that certain officers cannot conform to the Enlisted Dining Facility meal hours, the squadron/unit commander can request that designated officers orders be endorsed "messing available but impractical due to operational commitments".

c. Further, the squadron/unit commander may include in basic orders "use of government messing is not required or is impractical due to operational commitments".

d. A sample of Missed Meals Authorization Letter is depicted in Appendix A of this enclosure.

ENCLOSURE (4)

SAMPLE MISSED MEALS AUTHORIZATION LETTER

UNIT HEADING

3120
3DJ

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, AZ
85369-5020

Subj: MISSED MEALS AUTHORIZATION

Ref: (a) Joint Travel Regulations

Encl: (1) Missed Meals Authorization

1. In accordance with the reference, personnel listed in enclosure (1) could not, due to operational commitments, partake of the indicated meals during their period of TAD at MCAS Yuma, Arizona.
2. It is requested that appropriate endorsements be affixed to their orders.

SIGNATURE

Appendix A to
ENCLOSURE (4)

MISSED MEALS AUTHORIZATION

"Unit" Deployment 10-17 Jan 84 MCAS Yuma, AZ

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
BAGNALL, B. J.	1STLT	544067047	X	L	D	LD	L	D	D
BARTHEL, M. P.	CAPT	497627155	L	D	D	D	L	L	L
BASHLOR, C.	1STLT	147504182	L	X	X	X	X	X	X
BEAVIS, D. M.	MAJ	573643282	LD	D	D	D	LD	BL	B
BRAY, T. L.	CAPT	477488324	L	BL	BL	BL	BL	BL	BL
CASTEEL, K. D.	GYSGT	156480664	X	X	D	BD	D	X	D
CONNOLLY, B. J.	MSGT	557763271	L	D	D	D	D	BLD	BL
COOK, R.	1STLT	269448910	X	X	X	B	X	B	BL
DEGUSMAN, A.	CAPT	554023597	X	X	L	LD	L	L	L
FREDERIKSEN, P.	CWO2	110361504	X	BLD	BL	BLD	BLD	BLD	BLD
GESICK, R. A.	SSGT	040424467	X	BL	B	BL	BL	B	B
GODFREY, R. S.	CPL	014427277	L	X	L	L	X	B	B

DENOTES: X - NO MISSED MEALS
 B - BREAKFAST
 L - LUNCH
 D - DINNER

Appendix A to
 ENCLOSURE (4)

COMMUNICATION-ELECTRONICS SUPPORT AND REQUIREMENTS

1. Communication Center. The MCAS Yuma Communications Center is responsible for the receipt and delivery of messages addressed to this Command and deployed units. Deployed units must follow the below listed instructions.

a. The Communications Center is located in the south end of Building 500. All units must check-in and out there.

b. Deploying units must submit a communication shift 72 hours prior to deployment to MCAS Yuma.

c. Units deployed to MCAS Yuma must submit a communication shift 72 hours prior to the termination of their deployment, and ensure that a final message pick-up is conducted two hours after termination of the communication shift.

d. It is the unit's responsibility to ensure that desired officers have message release authority in accordance with NTP-3. The Communications Center will only check to see that a message has been released.

e. Deploying units will submit an OPNAV 2160/6 form for those personnel who will be required to pick-up and deliver the unit's message traffic at the Communications Center. A sample format is found in Appendix A of this enclosure.

2. Administrative Telephone Service. All deployed squadron areas are pre-wired for modular (plug-in type) telephone instruments. Telephone Instruments are under the control of the Station Telephone Office (Building 1030) and are the property of the Mountain Bell Telephone Company.

a. Telephone Instruments Issue/Turn-In Procedures

(1) Issue. The advance party officer or a designated representative will receipt for telephone instruments and directories to be utilized by the unit. The following information will be provided to the Station Telephone Office when telephone instruments are issued:

(a) Class of service required for each line (see paragraph 2.b).

(b) Designated duty number to which all calls for the unit handled by the Station switchboard can be forwarded.

(c) List of personnel authorized overseas AUTOVON access as required (see paragraph 2.c.).

(2) Turn-In. Upon departure of a visiting squadron, all tele-

ENCLOSURE (5)

phone instruments and directories will be turned-in to the Station Telephone Office (Building 1030). A reconciliation of issue/receipt documents will be conducted by Station Telephone Office personnel.

(a) The squadron check-out sheet will be signed and dated by Telephone Office personnel if there are no shortages.

(b) In the event shortages are discovered, the following action will be taken:

1 The squadron representative will immediately be notified of all shortages.

2 If the shortages cannot be immediately resolved, such shortages will be annotated on the squadron's check-out sheet.

3 The squadron Commanding Officer will be notified by letter via the chain of command of such shortages and the cost incurred by the government.

b. Classes of Service. Two classes of service are available for use by deployed squadrons.

(1) Class AV. Provides access to routine CONUS AUTOVON lines and commercial circuits. This class of service will be restricted to the minimum number of lines essential to unit command and control.

(2) Class C. This class of service is restricted from AUTOVON and commercial lines and provides on Station calling only.

c. Overseas AUTOVON and Commercial Toll Calls

(1) AUTOVON calls to overseas areas and commercial toll calls must be authorized by the Fleet Services Officer during working hours (DWH) or the Station Officer of the Day after working hours (AWH). In a few cases, commercial long distance calling may be required to accomplish the unit deployment. These long distance calls will be placed via the Station Operator. A Toll Call Record, 11ND-YUMA-2305/ (11/78), must be filled out and forwarded to the Fleet Services Office by each person completing a toll call the day the call is made (see Appendix B for the proper form).

(2) Units deploying from Hawaii may submit a roster of personnel (not to exceed 10 names) authorized to place overseas AUTOVON calls to Hawaii only.

d. Requests for Additional Service. Requests for additional service must be submitted to the Station Communication-Electronics Officer via the Fleet Services Officer in accordance with the current edition of StaO 2067.1.

ENCLOSURE (5)

3. Ground Electronics Maintenance. The Ground Electronics Maintenance Section of the Communication-Electronics Department is responsible for issuing tactical base radio remote units to deployed squadrons at MCAS Yuma.

a. Ground Electronics maintenance is located in the east entrance to Building 151.

b. All unit advance party officers must check-in with Ground Electronics to draw tactical base radio remote units, for use in prewired Hangar spaces, if required.

c. All units must check-out with Ground Electronics Maintenance at the termination of the deployment so tactical base radio remote units can be disconnected and moved back to the maintenance area.

d. There are no 3M walkie talkie radios or pagers available for issue at MCAS Yuma, nor is maintenance available for any that the unit might bring.

4. Frequencies. All frequencies assigned to MCAS Yuma are in use. A pool of spares does not exist. Any frequency requirement, including 3M frequencies, beyond the tactical base radio remote unit provided in the assigned space, must be coordinated and approved through appropriate agencies prior to deployment.

5. Electromagnetic Radiation Hazards. There are hazards of electromagnetic radiation to ordnance (HERO) at MCAS Yuma. Extreme caution must be exercised on the employment of frequency emitting equipment while deployed at MCAS Yuma. It is requested that upon arrival at MCAS Yuma liaison be made with the Communication-Electronics Officer to firmly discuss your operating areas, type of electronic equipment and frequencies assigned. Specifically, no HF transmissions will be allowed within 1,500 feet of the flight line or other ordnance handling areas. All RF transmitters must be approved on a case-by-case basis prior to operation.

6. Field Wire Communication. The use of organizational equipment and the stringing of field wire by deployed units will not be done without the prior approval of the Communication-Electronics Officer and the Public Works Officer. If approval is granted, all such wire will be removed prior to the unit's departure.

ENCLOSURE (5)

MESSAGE PICK-UP/DELIVERY AUTHORIZATION

- NOTE:
1. Name of unit.
 2. Delete the word "RELEASE" and indicate pick-up and/or delivery as necessary.
 3. State highest classification individual is allowed to receive.
 4. Signature and typed name of the Commanding Officer or visiting unit's OIC.
 5. Payroll signature of individual authorized to pick-up and/or deliver messages to the Communications Center.

Appendix A to
ENCLOSURE (5)

COMMERCIAL LONG DISTANCE PHONE CALL AUTHORIZATION

TOLL CALL RECORD
11ND-YUMA-2305/1 (11-78)

DATE OF REQUEST
DATE OF CALL

Place all calls through the base operator

CALL MADE BY (Name, organization)		FROM (Location) (Area code, telephone)	
PERSON CALLED (Name, organization, location)		(Area code, telephone)	
DURATION OF CALL (Minutes) Planned	Actual	CHARGES (Check)	STRAIGHT TOLL REGULAR REVERSE WATS
SIGNATURE OF PERSON			

MATTERS DISCUSSED, AND JUSTIFICATION FOR THIS CALL (Use reverse if necessary)

APPROVED BY (Signature)	DATE	AUTHORIZATION NO.
-------------------------	------	-------------------

Sample

29 Nov 90

SUPPLY SUPPORT REQUIREMENTS/FINANCIAL
ACCOUNTING PROCEDURES

1. Aviation Supply. The stocking policy of the MCAS Yuma Supply Department dictates that aviation material will be carried in sufficient quantities to support only those aircraft permanently assigned to the Station and tenant activities. Therefore, deploying units should deploy with sufficient repairables and consumables to be self supporting during the whole deployment. Common lubricants and petroleum products are available from the Station Supply Department.

a. The MCAS Yuma Supply Department will not issue repairable items (2R and 1RD) in support of deployed units. Units deploying to MCAS Yuma must be prepared to support their requirements from organizational pack-ups. Consumable materials, if available, will be issued including consumables required to Ready for Issue (RFI) repairables inducted to the Intermediate Maintenance Activity (IMA) levels.

b. If a deployed unit requires the MCAS Yuma Supply Department to monitor requisitions from submission to completion, a unit representative (E-3 or above, MOS 3072, AK/SK) must be on duty at the Supply Support Division, Building 328, when the unit is conducting flight operations and/or performing maintenance. A unit electing not to assign a representative may submit walk-through requisitions on a fill-or-kill basis. The Station Supply Department does not honor telephone "stock-checks".

c. The unit's advance party officer will check-in with the Supply Support Officer, Building 328, for a briefing on supply procedures utilized at MCAS Yuma. Normal policy, unless otherwise agreed to during the pre-deployment conference, is that Station Supply will handle unit requisitions as non-recurring on a fill-on-kill basis. If supplies requested are not available at Station Supply, the deployed unit will go back to its home base Supply Department for the material.

d. ServMart. The Station ServMart is available for use by deployed units, however, sale of an item may be restricted if quantity is deemed excessive.

e. Flight Clothing. Requisitions for flight clothing issues are limited to emergencies only, and all such requisitions must be signed by the unit Commanding Officer or Officer-in-Charge. Unit personnel should be advised to obtain all necessary flight gear before departing their home station.

f. Prior to leaving MCAS Yuma, the Material Officer will check out with the Supply Support Center to ensure all "due" repairables have been returned to Supply. They should also ascertain that all repairables inducted into the IMA, which have or have not been repaired, are picked-up for return with the unit.

ENCLOSURE (6)

2. Aviation/Petroleum Oil Lubricant (POL) Fuels and Lubricants

a. The following aviation/POL products are available at MCAS Yuma: JP-4, JP-5, AvOil W190/1010 and Mil 23699. JP-4 availability is limited.

b. Instructions for DOD single line item requisitions "blanket stubs", covering aviation fuels and lubricants for the deployment, are contained in paragraph 11 of enclosure (6).

c. Fuel deliveries at MCAS Yuma are provided by commercial contract, which specifically prohibits the refueler operator from servicing the aircraft, therefore, it is mandatory that unit plane captains actually service their own aircraft. Refuelers are scheduled by the unit's flight schedule, therefore, any changes thereto must be given to the contract refueler, Ext 2234. All fuel problems should be referred to the Fuel Inspector at Ext 2478.

3. Traffic Management

a. The packing and shipment of deployed unit's equipment by the Supply Department will be limited to normal working hours only.

b. Deployed units will be responsible for the following:

(1) Providing at least five working days advance notice to the Freight Section, Building 324, Ext 2743/2744, when the return movement requires commercial transportation.

(2) On and off loading of their gear from commercial vehicles.

(3) Setting brakes, chocking, and tie down all rolling stock to prevent shifting during transportation. Chock blocks and nails may be obtained from the Packing Section, Building 324. Banding and banding equipment will also be made available on a custody basis, and if lost or damaged, must be replaced with a like item.

4. Passenger Transportation. Information concerning travel requests is available from the Passenger Transportation Section in Building 151, ext 2753.

5. Financial and Accounting Procedures for Marine/Navy Units. In order to maintain proper financial accountability, a representative of the unit's Fiscal Section will check-in with the Station Accountability Division, Financial Edit Branch, Building 328 prior to the unit commencing operations at MCAS Yuma (prior to 0800 on the first working day after arrival). A letter signed by the unit's Commanding Officer will be presented to the Financial Edit Branch identifying personnel authorized to sign material requisitions and funds to be charged.

ENCLOSURE (6)

Appendix A provides the format to be used for this letter. The following funding applies to units on deployment at MCAS Yuma:

a. OFC-01 Funds. All issues will be charged to the unit's appropriation data.

b. OFC-50 Funds

(1) OMA. All issues will be charged to the unit's appropriation data.

(2) IMA

(a) Units will submit requisitions to the IMA citing their own appropriation data.

ENCLOSURE (6)

AUTHORIZATION TO SIGN REQUISITIONS

UNIT HEADING

3120
3DJ

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5030 (Code 3FD and 3KD)

Subj: MATERIAL REQUISITIONS

Ref: (a) StaO 3120.6B

1. In accordance with reference (a), the below listed personnel of this unit are authorized to sign priorities 3-15.

<u>RANK</u>	<u>NAME</u>	<u>SAMPLE SIGNATURE</u>
Major	B. A. FLYER	_____
Capt	U. R MARINE	_____
1stLt	I. M. TOO	_____

2. Material issues are chargeable to:

- a. Appropriation: _____
- b. Bureau Control Number: _____
- c. Authorized Accounting Activity: _____
- d. Type Equipment Code (TEC): _____
- e. Origin Code: _____
- f. Requisition Serial Numbers: _____
- g. Fund Code: _____ For Aviation Fuel.
- h. Fund Code: _____ For Oil and Lubricants.
- i. Fund Code: _____ NSA/APA Operational Material.
- j. Fund Code: _____ Administrative Supplies.

Appendix A to
ENCLOSURE (6)

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k. Fund Code: _____ NSA/APA OFC-50 Maint
Material.
(3rd MAW, 4th MAW, NTC and Naval Reserve Units.)

(COMMANDING OFFICER'S SIGNATURE)

Appendix A to
ENCLOSURE (6)

INTERMEDIATE LEVEL MAINTENANCE/SUPPORT
EQUIPMENT SUPPORT AND REQUIREMENTS

1. Intermediate Level Maintenance support can be provided on a limited basis to deployed units by the Intermediate Maintenance Activity (IMA) of SOMS, MCAS Yuma. This support is in the area of Avionics, Airframes, Support Equipment, and Ordnance Equipment only. The IMA has no support capabilities in Power Plants, Flight Equipment, and Safety and Survival.
2. Units desiring IMA to support them will be required to provide qualified intermediate level augment personnel depending upon the range and depth support required. "Areas not augmented will not be supported."
3. Because of variables such as base loading during the unit's scheduled deployment the number and type of aircraft being supported, number of other deployed units scheduled at the same time, the length of deployment, etc....; a specific number of augments, and the MOS's required, cannot be determined in this order. The table of Appendix A does provide a guideline for augment requirements from deployed units. The final decision on augmentation requirements rests with the Intermediate Maintenance Officer of the IMA, and will be determined after receipt of SE/ORD SUPPORT EQUIPMENT REQUEST message (Appendix D) from the deploying unit. POC to discuss requirements is Autovon 951-2157, Commercial 602-726-2157.
4. The IMA has support in the following areas:
 - a. Avionics - support at the IMA is limited to aircraft battery support, and avionics systems which are common to the UH-1N "ONLY". Special arrangements can be made if the deploying unit desires to bring additional vans, benches, and qualified personnel to support a particular system on their type aircraft. (Prior arrangements are required.) A roster of Avionics personnel being augmented to the IMA and their level of clearance will be submitted, in triplicate, to Production Control at the time of check-in by the unit Advance Party Officer (see Appendix B of this enclosure for format requirements).

NOTE: Additional avionics support may be available through MALS-13, however prior arrangements/approval is required from the MALS-13 Aircraft.

- b. Airframes - Airframes support at the IMA is limited to basic Metal Shop, Hydraulics Shop, Machine Shop, and NDI facilities. The primary support received from Airframes is the manufacture of lines, tire and wheel build up, basic NDI capabilities, limited machine manufacture, and minor structure repair. Augmentation is required from deploying units, as the IMA has the facilities, but not the current certification, nor the standards required on all types of aircraft.

ENCLOSURE (7)

c. Support Equipment - A pool of Support Equipment (SE) is positioned at the IMA for support of deployed units. This Pool of SE is provided to deployed units on a first come, first served basis after receipt of SE/ORD SUPPORT EQUIPMENT REQUEST message (Appendix D) from deploying unit. This SE is limited to MCAS Yuma on-site support only. No SE will be provided to support split-site deployments. The Advance Party Officer will submit a list (in triplicate) of personnel authorized to check-out SE equipment for his unit only (see Appendix C). The deployed units will ensure that this SE is utilized by only properly licensed personnel. Intermediate level augmentation is required from deploying units which utilize this SE as pool.

d. Ordnance Equipment - A pool of Ordnance Equipment is positioned at the IMA for support of deployed units. This Pool of Ordnance Equipment is provided to deployed units on a first come, first served basis after receipt of SE/ORD SUPPORT EQUIPMENT REQUEST message (Appendix D) from deploying unit. This Ordnance Equipment is limited to MCAS Yuma on-site support only. No equipment will be provided to support split-site-deployments. Intermediate level augmentation is required from deploying units which utilize this Ordnance Equipment Pool.

5. The following information will be forwarded to the IMA at least 30 days prior to deployment by naval message (see Appendix D of this Enclosure).

a. A listing of all known Support Equipment and Ordnance Equipment requirements desired from the IMA's pool of equipment.

b. Notification of SE license training requirements for equipment for which no training is available at home station.

c. Name of the SE and Ordnance Officer or the Maintenance Officer who is in charge of planning the deployment, with an AUTOVON number for point of contact.

6. Misuse/Abuse of Support Equipment or Ordnance Equipment will Not Be Tolerated. It is imperative that SE only be utilized for its intended purposes. Any misuse, abuse or neglect including lack of proper daily and pre-operational inspection will be cause for the equipment to be recalled from the deployed unit, and a misuse/abuse report will be initiated and personally addressed to the Commanding Officer/Officer In Charge of the deployed unit for action.

7. Tie down pad eyes in the old portion of the aircraft parking ramp are not ideally located for securing aircraft. In the event of high winds, aircraft should be parked in such a fashion as to make the best use of existing pad eyes. Approximately twenty-eight pad eyes are included in each deployed unit's parking area.

ENCLOSURE (7)

8. Ensure all "O" level SE is deployed with the squadron (i.e., PON-6 hydraulic fill stands, engine/tail adapters, hydraulic adapters, No. 12 pressure and No. 20 return fittings, tie down chains, chocks, etc.).

9. The Aircraft Maintenance Officer and/or the Maintenance Material Control Officer and the Maintenance Control Chief of the deploying unit will check-in with the IMA's Production Control the day they arrive and/or prior to starting light operations at MCAS Yuma.

10. Additional Maintenance Notes:

a. A high power turn-up area, with tie down rings, is located on the south edge of the airfield. All afterburner and full power checks will be made in this area. This area is released to MAG-13 for use between 0630 and 1800 daily. Between 1800 and 2300 the area will be utilized on a first come first serve basis. Refer to paragraph 3009 in the current edition of StaO P3710.4 (Air Operations Manual) for required information. No full power or afterburner checks will be made between 2300 and 0630. Use of this high power area after 2200 requires Station ODO approval, Ext. 2325/2077.

ENCLOSURE (7)

PERSONNEL AUGMENTATION REFERENCE LIST

<u>W/C's</u>	<u>MOS</u>	<u>A-4</u>	<u>A-6</u>	<u>AV-8</u>	<u>F-4</u>	<u>F-18</u>	<u>H-1</u>	<u>CH-46</u>	<u>CH-53</u>	<u>OV-10</u>
COM/NAV	6412	1	1	1	1	1	1	1	1	1
	6413	1	1	1	1	1	1	1	1	1
ELECT	6432	2+	2+	2+	2+	2+	0	0	0	2+
	6433	0	0	0	0	0	2+	2+	2+	0
AIRFRAMES	6044	1@	1@	1@	1@	1@	1@	1@	1@	1@
	6052	0	0	0	0	0	0	0	0	0
	6053	0	2*	0	0	0	0	0	0	0
	6054	0	0	0	2*	0	0	0	0	0
	6055	0	0	2*	0	0	0	0	0	0
	6057	0	0	0	0	2*	0	0	0	0
	6058	0	0	0	0	0	0	0	0	2*
	6092	1	0	0	0	0	0	0	0	0
	6093	0	1	0	0	0	0	0	0	0
	6094	0	0	0	1	0	0	0	0	0
	6095	0	0	1	0	0	0	0	0	0
	6097	0	0	0	0	1	0	0	0	0
	6098	0	0	0	0	0	0	0	0	1
	6142	0	0	0	0	0	0	1	0	0
	6143	0	0	0	0	0	0	0	1	0
	6144	0	0	0	0	0	1	0	0	0
	6152	0	0	0	0	0	0	2*	0	0
6153	0	0	0	0	0	0	0	2*	0	
6154	0	0	0	0	0	1	0	0	0	
6155	0	0	0	0	0	0	0	2*	0	
SE	6072	2	2	2	2	2	2	2	2	2
	6073	2	2	2	2	2	1	1	1	1
ORD	6521	1	1	1	1	1	0	0	0	1

NOTES: ALL PERSONNEL MUST BRING THEIR TRAINING JACKETS.

+ = ONE HAS TO BE BATTERY CERTIFIED

* = TIRE AND WHEEL BUILD UP QUALIFIED AND ONE CDI QUALIFIED

@ = MUST BRING ALL REQUIRED STANDARDS FOR T/M/S AIRCRAFT

Appendix A to
ENCLOSURE (7)

ROSTER OF AVIONICS PERSONNEL AND LEVEL OF CLEARANCE

UNIT HEADING

3120
3DJ

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5000 (Attn: SOMS IMA Officer)

Subj: ROSTER OF AVIONICS PERSONNEL AND LEVEL OF CLEARANCE

1. The following is a roster of IMA Avionics augmentees of this Command. The level of classified clearance is certified to be as indicated.

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>CLEARANCE</u>
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(Signature)

Appendix B to
ENCLOSURE (7)

29 Nov 90

SUPPORT EQUIPMENT CHECK-OUT AUTHORIZATION

UNIT HEADING

3120

3DJ

From: Commanding Officer

To: Commanding Officer, Marine Corps Air Station, Yuma, AZ
85369-5000 (Attn: SOMS IMA Officer/SE Division)

Subj: SUPPORT EQUIPMENT CHECK-OUT AUTHORIZATION

1. The following is a list of personnel of this command who are properly licensed in accordance with OPNAVINST 4790.2, and are authorized to check-out SE for the unit's use during the current deployment:

<u>NAME</u>	<u>RANK/RATE</u>	<u>SSN</u>	<u>EQUIP LICENSED TO OPERATE</u>
-------------	------------------	------------	----------------------------------

(Signature)

Appendix C to
ENCLOSURE (7)

SUPPORT EQUIPMENT/ORDNANCE EQUIPMENT REQUEST MESSAGE

FROM: HMH ZERO ZERO ZERO

TO: SOMS MCAS YUMA AZ//IMA/PC/SE//

INFO: COMCABWEST EL TORO CA

(Other addee's as appropriate to unit involved.)

UNCLAS //N013650//

SUBJ: SE/ORD SUPPORT EQUIPMENT REQUEST

A. MCAS YUMA STAO 3120.6B.

B. (Other references as appropriate.)

1. UNIT DESIGNATION, DATES OF DEPLOYMENT, NUMBER AND TYPE OF AIRCRAFT TO BE DEPLOYED (HMH-000, 15-30 APR 84, 12/CH-53E).

2. IAW REF A, FOLLOWING SE SUPPORT REQUESTED (READ IN THREE COLUMNS):

P/N	NOMENCLATURE	QT
NT-4	TOW BAR	2
TA/JG-75	TOW TRACTOR	2

3. POINT OF CONTACT AND AUTOVON NUMBER(S).

BT

Appendix D to
ENCLOSURE (7)

ORDNANCE SUPPORT AND REQUIREMENTS

1. Aviation Ordnance Procurement

a. Training ordnance for deployed units will be requisitioned by MCAS Yuma as authorized by the applicable type commander. Ammunition/ordnance requirements must be ordered at least 90 days in advance by unclassified message. The requirement is in addition to paragraph 5.

b. Fleet controlled items and high explosives are not in stock at MCAS Yuma. Along with other special use items, they must be requisitioned in sufficient time to allow delivery to MCAS Yuma by ground transportation. All items must be compatible for use on MCAS Yuma controlled ranges. The necessary storage and assembly area will be provided by Station Ordnance.

c. Munitions will be requested by Naval Ammunition Logistics Code/Department of Defense Identification Code (NALC/DODIC) as described by NAVAIR 11-1-116B/TWO 10-AA-ORD-030. Ensure that models (MK's) and modifications (MOD's) requested are compatible for the desired round.

d. Issuance availability of correct munitions at MCAS Yuma is dependent on accurate requisitions.

e. Prior to any evolutions all squadron and support personnel handling ordnance must attend the MCAS Yuma Aviation Ordnance Safety Brief. The purpose of this brief is to inform personnel handling explosives of the proper safety procedures promulgated by higher authority and local policy for MCAS Yuma. Briefing times are conducted during normal working hours 0700-1530 Monday through Friday.

2. Personnel Rosters

a. A roster showing the certification and qualification of ordnance personnel assigned to the squadron, including any ordnance support (MALS) personnel, must be submitted to the Explosive Safety Officer before issuing of ammunitions (see Appendix A). All personnel must be qualified and certified in accordance with the current editions of OPNAVINST 8023.2 (Navy) and MCO 8023.2 (Marine).

b. A roster of ordnance personnel requiring access to the magazine area at Station Weapons, must be delivered by the advance party officer on check-in (see Appendix B of this enclosure) to Explosive Safety Officer.

3. Requisitioning Procedures for Class V(A) Munitions

a. Upon arrival at MCAS, the deploying unit will be assigned an assembly area in the weapons compound. The amount of munitions delivered to the assembly area is contingent on the number of units at

ENCLOSURE (8)

MCAS and is restricted by MCAS Yuma Ordnance Division Net Explosive Weight (N.E.W.).

b. Requests to draw class V(A) munitions from Station Weapons consist of a Milstrip Requisition Form, DD Form 1348 (6PT) and an Ammo Issue/Return Sheet, MCASY 8015/3, in duplicate, Appendix C of this enclosure. These forms must be submitted to the ASRS Section, Building 1700, at least 48 hours prior to the required delivery time in the unit's designated assembly area. Requests encompassing weekends or holidays must be submitted 24 hours prior to the commencement of that period and will cover the entire period plus the following work day, i.e., munitions needed 1000 Wednesday, paperwork submitted not later than 1000 Monday; munitions needed 0900 Monday, paperwork submitted not later than 0900 Thursday.

c. Munitions shall be counted and signed for upon receipt by unit personnel designated to receipt for munitions.

d. The following applies to request for changes.

(1) Cancellations of munitions will be referred to ASRS Section, Building 1700, and will be submitted in writing prior to the submission of initial delivery request, if possible.

(2) Request to increase requisition, not exceeding preposition allocation, will be handled as a normal request to include the required 48 hours notice and is dependent on the N.E.W. in the assembly area.

(3) Munitions will not be issued after 1500 weekdays and between 1500 on Friday and 0730 on Monday.

4. Recovery (Turn-In) Procedures for Class V(A) Munitions

a. Deployed units will turn-in munitions during normal working hours, Appendix D of this enclosure. The turn-in will be coordinated with the magazine crew ASRS Section. No banding material/equipment will be supplied by MCAS Yuma Ordnance Division. It is emphasized that credit for turn-in serviceable ammunition is not given if all proper packaging requirements are not met. Gear not properly packed for turn-in will be counted as expended by the squadron.

b. The unit will ensure that the munitions are properly packaged, sealed, banded and that all containers are properly marked and tagged. All lite cans will be painted a distinctive color (preferably orange). All empty containers will be inspected by the unit's Ordnance Officer/NCOIC. They will be stenciled with the word "Empty" and all other markings obliterated.

c. Munitions will be accepted in the following conditions codes: serviceable codes a, b, c; unserviceable codes e, f, g.

ENCLOSURE (8)

(1) Unserviceable munitions must be tagged with the information as to why the material is unserviceable.

(2) Munitions armed or suspected of being armed require immediate notification of EOD.

d. Turn-in paperwork will be submitted on all retrograde/dunnage, i.e., bomb pallets, fuse containers, ammo cans, etc.

e. All paperwork will be submitted to the magazine section ASRS Section for verification of information. Upon completion of the inspection and verification, the paperwork will be signed and a copy given to the unit.

f. Units are cautioned against applying bullet tipping paint to ammunitions which may have to be recovered by the Explosive Safety Officer. Such ammunition cannot be cleaned thoroughly enough to preclude problems with it after storage. All ammunition which had bullet tipping paint is considered to be class III ammunition and will be disposed of in accordance with current publications.

g. Live rounds of ammunition will not be placed with waste materials nor in waste containers. Expended cartridge casings and links will be inspected and turned-in to the Disposal Branch, Building 321, by the unit expending the ammunition and certified by an Officer/SNCO.

h. All retrograde (containers, buttplates, etc.) must be prepared for shipment in accordance with current Military Standards (Milstd's)/Weapons Requirements (WR's). This banding will be supplied by the deployed unit.

i. All turn-ins of class V(A) munitions will be accomplished after the completion of the scheduled flight operation. The Explosive Safety Officer will assign an inspector to verify all quantities, lots and Naval Ammunition Logistics Codes (NALC's) of items being turned-in. It is incumbent on the deployed squadron to schedule adequate turn-in time to complete all necessary documents and repacking upon completion of flight operations.

5. Ordnance Safety Precautions/Regulations at MCAS Yuma

a. Forward Firing Ordnance and Parachute Flares

(1) Forward firing ordnance (guns, rockets, missiles) and rearward firing ordnance (parachute flares) shall be armed/dearmed in the designated arming/dearming areas.

(2) Detent pins in the rocket and flare pods will remain installed until the aircraft reaches the designated arming area and the checks are completed.

ENCLOSURE (8)

(3) Rockets must be in the pods when they are delivered to the flight line area. No single rockets or assembly of rockets will be allowed in the flight line area.

(4) 2.75" rocket warheads will be torqued in accordance with NAVAIR 11-85-5.

(5) 2.75" rocket pods will be set on "L" (load) while they are being loaded and transported to the flight line.

(6) 2.75" rocket pods will have RADHAZ shields installed before transportation to and from the flight line.

(7) No rocket pods will be kept in ready service lockers.

(8) Reuse of LAU 69 or other paper tube launchers is not authorized (NAVAIRSYSCOM HW MSG 121518Z Jun 83).

(9) A rocket motor that has been dropped a distance of two feet or more will not be used. Rocket pods that have been dropped three feet or more will not be used. They will be clearly marked with the information concerning the dropping, segregated and returned to the Weapons Division Magazine Branch NCOIC for proper disposition.

(10) Rockets will be kept in a cool, shady place and not in direct sunlight. The propellant charge may increase as much as 20 degrees above outside temperature (StaO P8020.3, paragraph 401.7).

(11) When preparing parachute flares for turn-in, fuse setting must be returned to the safe position and the lanyard taped before placing in the original container.

(12) All forward firing ordnance, including SUU-44 flare pods, will be placed on trailers facing aft.

(13) Loaded guns/gun pods will not be placed in such a manner as to be aimed at high explosives or magazines.

(14) Used LAU-61 pods are available for use if desired. These are not chargeable and must be returned to Station Weapons after use. It will be the unit's responsibility to test and check these pods.

b. Inert Ordnance and Practice Bombs with Live Signals

(1) Pins may be removed in the rearming area (flight line) and/or at the designated arming area when the aircraft is ready for taxi. Pins shall be reinserted prior to aircraft shutdown.

(2) MK-4/CXU-3/CXU-4 signal cartridges will be installed in the MK-76 practice bombs prior to loading in accordance with current checklists.

ENCLOSURE (8)

29 Nov 90

(3) Practice bombs will be removed from the aircraft and separated from their signal cartridge prior to securing from daily flight operations.

(4) No force will be used while installing MK-4 signal cartridges in practice bombs.

(5) MK-76 practice bombs will not be built up with the MK-4 signal cartridge and stored overnight.

(6) Inert ordnance, to include captive missiles, is authorized for hot and cold refueling as long as no maintenance is being performed during this refueling.

c. High Explosive Ordnance

(1) Safety pins may only be removed in the arming area as per StaO 3571.1.

(2) All hung or unexpended ordnance will be pinned in the de-arming area prior to the aircraft's return to the flight line.

d. Fire Bombs

(1) The requirements and procedures for disposal of fuel thickening compounds, solutions A and B, and MK-77 fire bombs are covered in MCO 6280.7 and LOI 3-1365-000-X50. Compliance is mandatory and will be strictly followed by all units aboard MCAS Yuma.

(2) Prior to filling fire bombs, notify the Fire Department, Ext 2385, and Mercury Refueling Industry, Ext 2234. A unit credit card for purchasing fuel will be required at the time of fill. No grade III ammunition will be put into the fire bombs.

(3) Fire bombs shall not be fused until loaded onto the aircraft, unless specifically authorized in the checklists.

(4) Fire bombs, once filled, must be used or destroyed (paragraph 2083 of NAVAIR 11-5A-17).

(5) If possible, all fire bombs should be expended or jettisoned prior to landing at MCAS Yuma.

(6) The napalm build-up area will be policed following mixing. All equipment and material will be removed or a certified ordnance person will be posted at the site.

(7) At no time will run-off be allowed. All waste will be containerized in MK-77 napalm tanks. The burn pits will not be used for dumping.

ENCLOSURE (8)

e. Laser Guided Bombs

(1) The thermal battery firing pin assembly must be secured with two wraps of safety wire during all maintenance.

(2) Ensure detector cover and packing, wing and latch assembly safety pins remain installed until the aircraft engine starts.

f. Miscellaneous

(1) Belting of ammunition is a responsibility of the deployed unit. Keys to the belting bay are available at the magazine office and must be signed out by an E-5 or above. Belting bay cleanliness is a must and will be strictly enforced.

(2) Wearing of T-shirts is authorized during summer months in the magazine and flight line areas. Utility jackets are required when working with rockets. Safety shoes are required in the magazine area, for all ordnance evolutions.

(3) The speed limit when transporting munitions between the magazine and flight line areas is 15 MPH. The speed limit in magazine build up areas is 5 MPH. When transporting ordnance on the flight line, a 5 MPH speed limit will be observed (StaO P8020.3, paragraph 1204.5).

(4) AERO 51B trailers are available from SE and should be requested prior to deployment.

(5) The flight line fire lanes must be kept clear at all times.

(6) No ammunition with the exception of inert, Cartridge Ammunition Devices (CAD's), etc., will be delivered to the squadron area prior to three hours before the taxi time of the first ordnance launch for that day. All ammunition must be returned after the last ordnance launch of that day.

(7) Crew leaders and supervisors are required to use all appropriate loading checklists.

(8) Aircraft will be dearmed, cartridges and ammunition removed and ordnance stations pinned prior to towing into a Hangar.

(9) Stockpiling of ordnance in a squadron area is prohibited; only enough ordnance to meet the daily flight requirement will be allowed in the squadron area.

(10) Aircraft utilizing the arm/dearm areas at the end of the runways will use magnetic heading of 210 degrees.

ENCLOSURE (8)

(11) Shipping caps on removed MK-344 or MK-376 fuses should be replaced. The fuses should then be disposed of by EOD (NAVAIR 11-5A-18, paragraph 9-149.5).

6. Combat Aircraft Loading Area (CALA). The procedures for the safe and secure operational use of the Combat Aircraft Loading Area, consisting of the 22 numbered loading pads, Ordnance Assembly Area (OAA), Explosive Cargo Staging Area (ECSA), and the Special Weapons Area is contained in StaO 8020.1. This order will regulate the use of the ordnance loading, storage and handling areas, and will delineate safety procedures aboard this installation.

ENCLOSURE (8)

StaO 3120.6B
29 Nov 90

ROSTER OF ORDNANCE PERSONNEL CERTIFICATION/QUALIFICATION RECORD

UNIT HEADING

3120
3DJ

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5000 (Attn: Explosive Safety Officer)

Subj: ROSTER OF ORDNANCE PERSONNEL CERTIFICATION/QUALIFICATION RECORD

1. The following is a roster of ordnance personnel certified/qualified to handle all types of munitions this unit will expend during its current deployment:

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>	<u>CERTIFICATION/QUALIFICATION</u>
-------------	-------------	------------	------------------------------------

(Signature)

Appendix A to
ENCLOSURE (8)

ROSTER OF ORDNANCE PERSONNEL FOR STATION WEAPONS ACCESS

UNIT HEADING

3120
3SM

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5000 (Attn: Explosive Safety Officer)

Subj: ROSTER OF ORDNANCE PERSONNEL FOR STATION WEAPONS ACCESS

1. The following is a roster of ordnance personnel authorized access into Station Weapons during the current deployment:

<u>NAME</u>	<u>RANK</u>	<u>SSN</u>
-------------	-------------	------------

(Signature)

Appendix B to
ENCLOSURE (8)

DD FORM 1348 AND AMMUNITION REQUEST/RETURN FORM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80																																																							
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Sample

FOOD SERVICES SUPPORT AND REQUIREMENTS

1. The MCAS Yuma Mess Hall is available for use by all TAD officers, regular and reserve, provided the appropriate food cost and surcharge are paid prior to consumption of the meal.
2. Officers entitled to basic pay are entitled BAS at all times. When subsisting with an organization/unit drawing field rations, officers will pay for their meals at the prescribed meal rates either by cash or collection from pay per the DODPM. However, upon receipt of travel orders to field duty status, officer payroll checkage is in effect at the current authorized meal rate. A unit diary statement automatically starts, stops, checks, or credits field rations.
3. All Marine Corps enlisted members, authorized to subsistence-in-kind, may eat at no charge in the Mess Hall provided a DD Form 714 (Meal Card) and Armed Forces Identification Card is shown prior to signing the form 10789.
4. All enlisted personnel should be SIK during field duty. Enlisted BAS stoppage will commence on the first day of field duty as defined by the Joint Travel Regulation volume I and will be at the BAS rate in effect at the time of field duty status. Enlisted members by law are not entitled to BAS while TAD to field duty. A Unit Diary statement automatically checks or stops BAS for these periods.
5. Assignment of Food Service and Mess Attendants
 - a. Food Service Personnel, MOS 3381, will be assigned in accordance with the following criteria:
 - (1) Units will supply one cook per 50 enlisted personnel or greater portion thereof.
 - (a) The place of duty for cooks is the Enlisted Mess Hall, Building 710.
 - (b) All assigned food service personnel will report to the Enlisted Mess Hall immediately following assignment to quarters, for watch assignment.
 - (2) MCAS Yuma presently utilizes civilian contractor to fill the requirement for mess attendants (Messmen) in the Enlisted Mess Hall. In the event the contract is terminated for any reason, visiting units would be tasked with providing the following support:
 - (a) One mess attendant (messman) will be assigned per 25 enlisted personnel or greater portion thereof. Their place of duty

ENCLOSURE (9)

is the same as the cooks.

(b) Mess Hall attendants (messmen) will be medically qualified for attendant duties at their home port prior to deployment. They must have their medical chits with them when reporting.

6. Uniform of the Day is considered appropriate attire. In addition, clean flight clothing or a clean working uniform is allowed if the nature of the individual's work requires such a uniform. Appropriate civilian attire is permitted at all meals with the exception of the night meals (MIDRATS), where the uniform of the day or working uniform is required.

7. Hours of operation will be as prescribed in StaO P10110.13.

8. Special Meals

a. Night Meals (MIDRATS). When in a duty status because of work load, not choice, an individual misses a regularly scheduled meal (breakfast, lunch, or dinner), he is then authorized to subsist at the night meals (MIDRATS).

(1) Units anticipating a requirement for their personnel to subsist at the night meal will have a unit representative report to the Mess Hall Manager upon checking-in.

(2) Units will instruct their personnel that authorization to subsist at the night meal does not constitute authority to consume four meals a day.

(3) Commanding Officers will ensure that only those personnel who will miss a regularly scheduled meal, due to operational commitments, are authorized to subsist at the night meal.

(4) Only personnel with a valid night meal pass will be allowed to subsist at the night meal. In addition to the night meal pass, as always, an individual must have in his possession his military identification card and meal card DD Form 714. The night meal pass will be surrendered to the night meal pass monitor before signing the Meal Verification Record; appropriate charges and surcharges will apply to all others.

b. Bag Meals. This type of meal is the least desirable means to subsist a person entitled to rations in-kind. Only under abnormal circumstances, and with justification, may a minimal number of these meals be requested. Request for bag meals must reach the Food Service Officer by 1200 of the day prior to the scheduled meal. Final approval of all requests rests with the Food Service Officer,

ENCLOSURE (9)

extension 3556. Forms for bag meals (see Appendix A) are available through the Fleet Liaison Office.

c. Flight Meals. Request for flight meals must be delivered to the Food Service Officer at least 72 hours prior to the date required. Forms are available through the Fleet Liaison Office.

ENCLOSURE (9)

FOOD SERVICE
MARINE CORPS AIR STATION
YUMA, ARIZONA 85369

DATE _____
PHONE _____

From: _____
To: _____

Subj: REQUEST FOR BAG MEALS ON _____

Ref: (a) StaO 1011.4

1. It is requested that _____ meals be furnished the below named individuals. The meals breakfast _____, lunch _____, dinner _____, breakfast brunch _____, dinner brunch _____, will be in lieu of the meal served in the Dining Facility.

<u>NAME</u>	<u>SOC SEC #</u>	<u>NAME</u>	<u>SOC SEC #</u>
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

2. I certify that the above listed personnel are authorized to subsist at government expense and are not drawing commuted rations.

(Officer-in-Charge)

DATE _____

FIRST ENDORSEMENT _____

(MESSHALL MANAGER)

11ND-YUMA-10110/7 (9-80)

Appendix A to
ENCLOSURE (9)

29 Nov 90

BILLETING/LINEN/TRANSIT ARMORY SUPPORT AND REQUIREMENTS

1. The MCAS Yuma Billeting Office of the Station S-4 controls all BOQ and BEQ spaces utilized by deployed units. Requirements for officer, SNCO and enlisted billeting are included in the unit's request for deployment and are passed to S-4 by Fleet Services. Specific questions pertaining to billeting should be referred to the Station S-4, AUTOVON 951-2255.

a. MCAS Yuma has limited billeting facilities for transit and/or deployed military women. Requirements to billet military women must be included in the initial deployment request. Military women will be charged \$4 daily.

b. Officer, E-6 and above will be charged \$6 and \$4 daily for rooms, respectively.

c. Deploying units will be required to supply one male Police Sergeant/Master at Arms (MAA). He will be responsible to the Transient BEQ NCOIC for the condition of the assigned barracks.

d. The deploying units will be required to submit a roster with name, rank and SSN to the BOQ NCOIC one week prior to the unit deployment. This will include all support personnel.

2. Barracks Assignment. The unit advance party officer shall be responsible for checking the unit into and out of their billeting areas. The instructions and checklist contained in Appendixes A and B are applicable to checking-in/out of billeting areas.

a. Checking-In. The advance party officer will check-in with the Transient BEQ Master at Arms/NCOIC in Building 740, Ext 2262. A walk through inspection shall be conducted by the advance party officer and the MCAS Yuma Transient BEQ NCOIC to determine discrepancies prior to accepting the barracks.

b. Areas of Responsibility. The deployed unit is responsible for the cleanliness and care of all assigned barrack spaces while occupied by that unit. This includes the proper exterior police of an area to a line midway between adjacent buildings and to the center line of roads, including fence lines, where applicable. This area of responsibility may be reduced at the discretion of the Transient BEQ Master at Arms/NCOIC, however, in no case will the areas of responsibility be increased.

c. Checking-Out. Advance party officers will utilize the checklist in Appendix B of this enclosure to determine what must be accomplished prior to checking-out of assigned billeting areas. The following items also apply:

ENCLOSURE (10)

(1) Billeting spaces must have the same number of bunks, mattresses, mattress covers, desks, and chairs as were on hand during check-in.

(2) Mattress covers will not be removed from mattresses unless so directed by the Transient BEQ Master at Arms/NCOIC.

(3) All areas will be cleaned in accordance with the checklist in Appendix B of this enclosure.

(4) All windows will be kept closed and locked.

(5) Units failing inspection of any of their assigned spaces will not be released until the spaces have been recleaned and declared satisfactory.

(6) The advance party officer will accompany the MCAS Yuma Transient BEQ NCOIC on an inventory inspection checking for damages. Damages noted must be paid for by money order to the U. S. Treasury Department along with a written statement from the responsible individual that reimbursement is voluntary. If no responsible party can be determined, the deploying unit shall be billed for damages.

(7) All spaces should be left in a condition suitable for immediate occupancy by another unit.

3. Linens Issue/Turn-In Procedures

a. Requirements. Commanding Officers of all visiting units are required to appoint, in writing, a Responsible Officer who will be responsible for all linens issued. In addition, Commanding Officers of visiting units are required to furnish to the Marine Corps Property Officer an appropriate Reporting Unit Code (RUC) and a Fund Code for the purpose of replenishing any missing or lost linens. Paragraph 3.e.(3)(c) following, emphasizes procedures. A sample appointment letter is depicted in Appendix C of this enclosure. No other individual will be allowed to receipt for line. The Responsible Officer will furnish a copy of the appointment letter to the Marine Corps Property Officer upon arrival to MCAS Yuma.

b. Allowances. Linens will be issued to members of visiting units based on the following allowances:

Sheets	2 Per Enlisted
Pillowcases	1 Per Enlisted
Blankets/Bedspreads	1 Per Enlisted
Pillow, Bed	1 Per Enlisted

c. Issue. Issues of linens will be based upon the total number of enlisted personnel in the unit.

ENCLOSURE (10)

(1) Linen will be obtained from the Marine Corps Property Warehouse, Building 331, Monday through Friday, 0800-1530 (working hours). Issues required during non-working hours will be requested through the MCAS Supply Duty Officer at Ext 2208. If the Supply Duty Officer cannot be reached, contact the MCAS OOD at Ext 2252/2253.

(2) Marine Corps Property Warehouse will not issue linen to separate individuals of a visiting unit.

(3) It will be the responsibility of the Responsible Officer to verify linen counts upon receipt. Periodic inventories should be conducted to alleviate discrepancies upon departing from MCAS Yuma.

d. Laundry of Linen

(1) Dirty linen will be surveyed for clean linen on a weekly basis. The Responsible Officer or his designated representative will collect all dirty linen and report to the Marine Corps Property Warehouse for a one on one exchange. It is the responsibility of the Responsible Officer or his designated representative to verify counts during the exchange.

(2) Dirty linen delivered for survey will be folded and bundled in the following manner:

(a) Sheets - properly folded/tied in bundles of 20.

(b) Pillowcases - properly folded/tied in bundles of 50.

(c) Blankets - properly folded/tied in bundles of 10.

e. Turn-In. Upon departure of visiting units, all linen issued will be turned-in to the Marine Corps Property Warehouse by the Responsible Officer. Linen will be properly folded and bundled as outlined in paragraph 3.d.(d) above.

(1) Turn-in of linen will be accomplished during working hours, Monday through Friday.

(2) In the event that turn-in is requested during non-working hours, it will be responsibility of the Responsible Officer to notify the MCAS Supply Duty Officer, 45 minutes in advance who in turn will notify the Marine Corps Property Duty so arrangements can be made for the turn-in of linen.

(3) Appropriate receipt documents will be furnished to the Responsible Officer for all linen turned-in to Marine Corps Property. Upon turn-in of all linen on hand, a reconciliation will be conducted

ENCLOSURE (10)

of all issue/receipt documents. In the event shortages are discovered, the following action will be taken:

(a) The Responsible Officer will be afforded the opportunity to locate shortages.

(b) If shortages cannot be resolved, such shortages will be annotated on the Responsible Officer's check-out sheet, and the original Equipment Custody Receipt (ECR) Card will be retained by the Marine Corps Property Office.

(c) If the shortage is determined excessive, the Marine Corps Property Officer will submit a MILSTRIP requisition(s) to the appropriate supply source citing the Reporting Unit Code (RUC) and the Fund Code of the visiting unit so replenishment of missing linen can be obtained. The visiting unit will be notified in writing of the action(s) taken by the Marine Corps Property Officer. The determination of excessive shortages will be based on the quantity issued and the length of stay. It is imperative that the Responsible Officer take every precautionary measure in controlling linen.

(d) If no shortages exist, the original ECR Card(s) will be furnished to the Responsible Officer as a receipt of turn-in.

f. Responsibility. It will be the responsibility of the Responsible Officer to properly store and control the issue/turn-in of linen to individuals within their unit. The Marine Corps Property Officer will assist the Responsible Officer in sub-custodying linen, if required.

4. Keys

a. MCAS Yuma will endeavor to provide three keys to each individual room assigned in subject BEQ. Maximum occupancy of any room under any conditions is three personnel. Master keys are issued only for scheduled inspections and at the direct request of the deployed unit Commanding Officer/Officer-in-Charge or a designated representative. This issuance of master keys is for a limited duration and only to designated officers or SNCO's.

b. The loss of individual room keys has resulted in considerable expense to MCAS Yuma in the past and must be kept to a minimum. Failure to return individual room keys will result in a \$2 per key penalty assessment. This assessment is used in the timely replacement of lost keys at the MCAS Yuma Public Works Department.

5. Transit Armory Utilization. Deployed units desiring to use the Transit Armory will be required to submit a request to the MCAS Yuma S-4 Officer at least 20 days prior to deployment. Appendix D contains a sample format for this request.

ENCLOSURE (10)

CONDITIONS OF OCCUPANCY OF MCAS YUMA BEQ

UNIT HEADING

3120
3DJ

From: Responsible Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5000 (Attn: S-4 Officer)

Subj: CONDITIONS OF OCCUPANCY OF MCAS YUMA BEQ # _____

Ref: (a) StaO 3120.6B

1. In accepting the subject barracks for (deployed unit) it is fully understood that the conditions set in the reference must be met as a condition for occupancy of BEQ # _____.

2. Additionally, the following conditions will be adhered to:

a. Prior to occupancy by the deployed unit, the assigned structure must be completely inventoried and inspected for damages and cleanliness. This inspection shall be made by the unit's Responsible Officer and designated representative of the MCAS Yuma Facilities Management Office. Enclosure (10), Appendix D in the reference shall be filled in prior to turn over to the deployed unit.

b. Once assigned, the responsibility for the cleanliness and sanitation of the structure and the police of the immediate environs rest with the deployed unit.

c. Reasonable efforts shall be initiated and sustained to ensure compliance with the Commanding Officer, MCAS Yuma, energy conservation policy. Of particular note is the problem of air conditioning and heating abuse which can be aggravated by inattention and poor discipline. Repeated violations of the energy conservation policy occur in the form of windows opened and misuse of climatic conditioning controls.

d. Field days are to be held Thursday evenings for Friday morning inspections by officers and/or MCAS Yuma inspection personnel.

e. Prior to check-out, the subject structure will be reinspected; again utilizing the BEQ checklist form by the same individuals who conducted the pre-inspection and all damages above the normal wear and tear will be noted. In the event of damage, a cost estimate will be submitted by the Public Works Department and forwarded to the deployed unit's Commanding Officer by the Station S-4 Officer. Reimbursement

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ENCLOSURE (10)

for these damages is required by money order payable to the U. S. Treasury Department. The cleanliness of the structure and police of the grounds will be in a satisfactory condition acceptable to the Facilities Management Office. Any BEQ which fails to pass this check-out inspection for cleanliness will be recleaned, all discrepancies corrected, and reinspected prior to the tenant deployed unit's departure.

f. If assigned BEQ 622, 630, 918 or 641, a 24 hour duty NCO is required. The police sergeant may be utilized to satisfy this requirement during the normal work day.

g. The loss of individual room keys has resulted in considerable expense to MCAS Yuma in the past and must be kept to a minimum. Failure to return individual room keys will result in a \$2 per key penalty assessment. This assessment is used in the timely replacement of lost keys at the MCAS Yuma Public Works Department. Payment must be made in cash to S-4 Facilities Management Officer, MCAS Yuma before the departure of the tenant unit.

Signature

Date: _____

Legibly Printed Name

Responsible Officer
(Deployed Unit)

I have been issued _____ individual room keys for BEQ # _____ and accept full responsibility for further sub-custody to the individuals who will occupy these quarters.

Date: _____

Legibly Printed Name

Responsible Officer
(Deployed Unit)

I have returned _____ individual room keys for BEQ # _____. Cash payment of \$_____ is rendered for _____ keys.

Date: _____
_____ Legible Printed Name

_____ Responsible Officer
(Deployed Unit)

Receipt of \$_____ is acknowledged for payment of lost keys noted above.

Date: _____
_____ MCAS Yuma S-4 Representative

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MCAS YUMA BEQ

PRE-DEPLOYMENT CONFERENCE

1. Barracks number assigned _____.
2. Only a commissioned officer or a senior SNCO with a letter of authority may sign for the barracks and keys.
3. Linen and TV's will be issued at Marine Corps/Garrison Property, Building 331. A person signing for linen must be at least an E-6.
4. Telephones will be picked up at the Telephone Exchange, Building 1030. A letter of authority is required as well as an AUTOVON access list, listing those personnel authorized to use AUTOVON lines.
5. You will supply your own Barracks Police Sergeant and Duty NCO, who will ensure that the inside and outside of the BEQ assigned is in a good state of police at all times. The barracks duty (watch) will be maintained 24 hours a day. This is a Station requirement. Reference StaO 11101.14.
6. There will be a walk through inspection of all common areas and other BEQ spaces by a representative from Station S-4/BEQ prior to barracks turnover. This applies to both arrival and departure. Barracks inspection averages from one to two hours, therefore plan accordingly.
7. Upon your arrival, approximately one week's worth of consumable cleaning gear, i.e., cleanser, sponges, plastic bags, will be issued, however, if paper towels are desired, they must be supplied by the unit. After the initial issue each squadron is responsible for its own cleaning supplies. Supplies are obtainable through ServMart. Wax, stripper, buffers, vacuums, brooms, etc., are not to be removed from the BEQ buildings. This equipment is for use only in the BEQ.
8. Any major damage will be reported to the Central Billeting Officer, Building 980, Ext 2923. This damage will be paid for by the visiting squadron concerned prior to check-out. Minor damage such as stopped drains, leaking sinks, etc., require a call to the 24 hour trouble desk at Ext 2222.
9. There is a \$2 charge for each key lost. This charge will be paid prior to the squadron being checked-out of the BEQ.
10. Detachment OIC or his representative will notify the Transient BEQ Office at least 24 hours prior to departure or as soon as possible for an appointment time for check-out inspection of the barracks.

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ENCLOSURE (10)

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11. Should for any reason the billeting staff find it necessary for a cleaning crew to be brought in to clean the barracks, the departing squadron will be billed accordingly.
12. There are no alcoholic beverages allowed in E-5 and below barracks at any time.
13. There are to be no female guests in sleeping quarters of any transient barracks.

Appendix A to
ENCLOSURE (10)

UEPH CHECKLIST

BEQ # _____ Deck _____ Date _____

Check-In Inventory: Date _____

Conducted By: _____
Unit Responsible Officer (Printed Name) FMO SNCO/Officer

Check-Out Inventory: Date _____

Conducted By: _____
Unit Responsible Officer (Printed Name) FMO SNCO/Officer

EXTERIOR

GROUNDS: Appearance/State of Police

Check-In: _____

Check-Out: _____

WINDOWS: Broken/Cracked

Check-In: _____

Check-Out: _____

SOLAR SCREENS/FRAMES: Condition/Missing

Check-In: _____

Check-Out: _____

LIGHTS: Bulb Covers Missing/Serviceable

Check-In: _____

Check-Out: _____

INTERIOR

FLOORS: Swept/Mopped/Buffered/Tiles Chipped/Missing

Check-In: _____

Check-Out: _____

WALLS: Cleanliness/Damage

Check-In: _____

Check-Out: _____

DOOR FRAMES/DOORS: Serviceable/Damaged/Lock Functioning Properly

Check-In: _____

Check-Out: _____

WALL LOCKERS: Clean/Functional

Check-In: _____

Check-Out: _____

AIR VENTS: Bent/Missing/Dusty

Check-In: _____

Check-Out: _____

FURNISHINGS: Condition

Check-In: _____

Check-Out: _____

MATTRESSES: One For Each Frame/Condition

Check-In: _____

Check-Out: _____

SINKS/URINALS: Cleanliness/State of Repair/Leaks

Check-In: _____

Check-Out: _____

SHOWERS: Cleanliness/Mold and Mildew/Handles Missing

Check-In: _____

Check-Out: _____

LAUNDRY ROOM: Cleanliness

Check-In: _____

Check-Out: _____

WASHERS/DRYERS: Functional/Condition

Check-In: _____

Check-Out: _____

TV ROOM: Cleanliness/Condition

Check-In: _____

Check-Out: _____

VENDING MACHINES: Visible Damage/Operable

Check-In: _____

Check-Out: _____

FIRE EXTINGUISHER: One/Station Charged

Check-In: _____

Check-Out: _____

CLEANING GEAR: Inventory (Quantities of Each)

Check-In:		Check-Out:
_____	Broom	_____
_____	Mop	_____
_____	Foxtail	_____
_____	Buffer	_____
_____	Dust Pan	_____

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ADDITIONAL DISCREPANCIES/REMARKS: _____

DATE IN:

DATE OUT:

Responsible Officer

Responsible Officer

BEQ Representative

BEQ Representative

Facilities Management Officer

Facilities Management Officer

Appendix B to
ENCLOSURE (10)

APPOINTMENT OF GARRISON PROPERTY RESPONSIBLE OFFICER
UNIT HEADING

4000
3DJ

From: Commanding Officer, (Unit Address)
To: (Individual Concerned)

Subj: APPOINTMENT OF RESPONSIBLE OFFICER FOR MCAS YUMA GARRISON
PROPERTY

Ref: (a) UM 4400-15
(b) MCO P4400.150C

1. As per references (a) and (b), you are hereby appointed as the Responsible Officer for Garrison Property drawn from Marine Corps Property Division, MCAS Yuma, Arizona 85369 during our forthcoming deployment.
2. You may authorize one or more individuals to conduct linen surveys in your absence. This authorization will be in writing and a copy furnished to the Marine Corps Property Officer upon your arrival at MCAS Yuma.
3. You will not designate anyone to turn-in or receipt for MCAS Yuma Garrison Property. You will ensure adequate control measures have been established for all Garrison Property issued to you during your unit's visit to MCAS Yuma.
4. Upon termination of our deployment, all Garrison Property issued will be returned to the Marine Corps Property Office, Building 331. Proper receipts will be obtained for property turn-in.
5. All property issued to you that becomes missing, lost, stolen or damaged will be immediately resolved prior to your departure. The Marine Corps Property Officer, MCAS Yuma, has my permission to requisition all excessive shortages or damaged property that cannot be resolved. This unit's Reporting Unit Code (RUC) is _____ and Fund Code is _____. You will furnish me a complete list of shortages and damaged property upon your arrival back to our parent command.

(Commanding Officer's Signature)

Copy to:
MCAS Yuma MCPO

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Fund Code is _____. You will furnish me a complete list of shortages and damaged property upon your arrival back to our parent command.

(Commanding Officer's Signature)

Copy to:
MCAS Yuma MCPO

Appendix C to
ENCLOSURE (10)

10-C-2

TRANSIT ARMORY UTILIZATION REQUEST
UNIT HEADING

3120
3DJ

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5030 (Attn: S-4 Officer)

Subj: REQUEST FOR TRANSIT ARMORY UTILIZATION

1. Utilization of Transit Armory is requested from _____ to _____.
2. The following weapons will be stored: _____.
3. The following requirements are understood and will be complied with:
 - a. No ammunition will be stored in the Armory.
 - b. Machine guns will be locked to the cable and retractor handle removed on machine gun XM-218.
 - c. Pistols/revolvers will be locked in a pistol chest. The chest will be locked to the cable.
 - d. All weapons will be logged in and out by quantity/type.
 - e. All weapons will be cleared prior to entering the Armory Compound. Weapons that have ruptured cartridges will not be stored until the weapon is cleared.
 - f. Only items in paragraph 2 above will be stored.
 - g. No combustible item will be stored in the Armory, or in the Armory Compound (cleaning solvent, oil, mount out boxes, rags, steel wool, etc.).
 - h. During non-operating hours of the Weapons Repair Facility, the security guard will be called at Ext 2331 notifying them of the time the Transit Armory will be opened. PMO will be notified and present while the Armory is opened.

Appendix D to
ENCLOSURE (10)

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4. The below listed officers are authorized access to receive keys for the Transit Armory:

NAME

RANK

SSN

SAMPLE SIGNATURE

(Signature)

Appendix D to
ENCLOSURE (10)

10-D-2

PUBLIC AFFAIRS SUPPORT AND REQUIREMENTS

1. Due to limited on-Station personnel assets, those units desiring extensive Public Affairs or photographic support are requested to have at least one journalist and one photographer (with camera equipment) assigned for the duration of the deployment. Public Affairs related administrative and photographic support will be provided by the MCAS Yuma Public Affairs Office. For additional information relating to photographic support, refer to enclosure (12) of this Order.

2. Guidance and policy relating to pursuit of the Public Affairs program at this installation are set forth in StaO 5720.2. Incorporated therein are areas that apply specifically to deployed units. Pertinent information that relates to deployed units and Public Affairs mission are noted below:

a. Organization. Each deployed unit will have a Public Affairs representative (Unit Information Officer (UIO)) assigned. It is the responsibility of the UIO to check-in with the Station Public Affairs Office immediately upon arrival and to maintain continuous coordination with that staff section relative to Public Affairs matters during the unit's deployment. PAO can provide limited work space for enlisted Public Affairs Marines on a space available basis. The PAO should be contacted immediately if there is an anticipated requirement for work space.

b. Accident/Serious Incident Reporting. It is vitally important that all information relating to accidents, either ground or aviation, and/or serious incidents that could create adverse publicity within the civilian domain, be immediately reported to the Public Affairs Office with the following information, and any additional information requested by the latter, at the earliest possible time following an accident or serious incident.

- (1) Exact location(s) of the accident/incident.
- (2) Exact time of the accident/incident.
- (3) A concise description of the accident/incident.
- (4) The name(s), rank(s), age(s) and SSN(s) of all persons involved in the accident/incident.
- (5) Medical condition/prognosis of person(s) involved.
- (6) Names and addresses of next of kin of each seriously injured or deceased service member.

ENCLOSURE (11)

(7) Types of vehicle(s) (ground or air) involved in the accident and the official reason for its presence in the area of the accident.

(8) Cause of the accident/incident, if available.

(9) Status of notification of next of kin in cases of seriously injured or deceased personnel.

(10) NOTE: Internal message traffic concerning the status of seriously injured or deceased personnel should include Fleet Home Town News Center, Naval Station, Building X-18, Norfolk, Virginia 23511, as an info addressee. (For Naval and Marine Corps units only.)

c. Public Affairs Responsibility. It is the sole responsibility of the Station Public Affairs Officer to prepare news releases for, and responses to, queries from the Civilian news media. Determination of content and timing of releases rests solely with the aforementioned staff officer, who will be guided in the performance of their duties by current DOD regulations and directives. Deployed unit representatives will not conduct direct liaison with civilian news media. Releases and/or response to queries concerning accidents/incidents involving deployed units will be cleared for content and accuracy with both the deployed unit commander and the Station Commanding Officer, or their designated representatives, prior to release. The elements of timeliness, accuracy and completeness will be stressed.

d. The Public Affairs Office is located in Building 200, AUTOVON 951-2275.

e. The UIO should contact the Public Affairs Officer prior to the unit's deployment to MCAS Yuma to coordinate pre-deployment Public Affairs matters. This contact can either be through telephone or letter.

ENCLOSURE (11)

TRAINING DEPARTMENT SUPPORT AND REQUIREMENTS

1. Support for deployed units can be provided by the MCAS Yuma Training Department in the below listed areas. Requests for support in these areas should be made to the Station Training Department prior to the unit's arrival at MCAS Yuma, if possible. Station Training is located in Building 507, AUTOVON 951-2378/2251.
2. Rifle/Pistol Range. Range instructions for FAM firing and/or annual qualification may be arranged by a message request 30 days in advance, along with ammunition requests. Individual quotas or block training/firing can be arranged. Units requesting block firing will be required to provide one commissioned officer to act as range safety officer.
3. Photographic/Graphic Art Support. Normal photographic/graphic art support will be provided by the MCAS Yuma Photolab. Photo equipment will not be loaned to non-photographic personnel. Reimbursement will be required for all expendable supplies utilized in providing photographic/graphic arts support requested.
4. Audio-Visual Support. Audio-visual equipment and films are available for check-out from Building 136. Unit representatives must have a valid training aids license prior to checking-out equipment issued and must check-out with the Training Aids Library prior to departure. Equipment available includes 3/4 inch video tape machines, TV monitors, playback machines, 16MM projectors, 35MM slide projectors, overhead and opaque projectors.
5. Educational Services. A full range of educational tests are available. Testing service is provided in the following areas:
 - a. GCT (Enlisted and Officers).
 - b. ACT.
 - c. SAT.
 - d. CLEP Test.
 - e. Electronics Data Processing Test.
 - f. GED.
6. Tests can be ordered and administered to individuals in the following areas: CLEP Subject Exam; Subject Standardization Test; Graduate Record Exam.

ENCLOSURE (12)

GARRISON MOBILE EQUIPMENT SUPPORT AND REQUIREMENTS

1. Garrison Mobile Equipment

a. Garrison Mobile Equipment (GME) is commercially available equipment and is not intended for tactical use. It consists of passenger and cargo vehicles, Material Handling (MHE) i.e., forklifts, and Weight Handling Equipment (WHE) i.e., cranes.

b. Limited GME vehicle support is available to each deployed unit and is based on the availability of the vehicles and the mission of the unit. A predeployment package is limited to:

(1) Two (2) three wheeled scooters, assigned as administrative and flight line vehicles.

(2) One (1) pick-up truck assigned as an arming and dearming vehicle.

(3) One (1) three ton stake bed truck, assigned for the transportation of ordnance only.

(4) All other transportation will be requested through the Fleet Services Office. Such requests must reach the Public Works/Transportation Division Office 24 hours in advance, except in cases of an emergency nature.

c. Accountability for vehicles assigned will be controlled through the use of an Equipment Custody Receipt (ECR) Card, signed by the unit's pre-designated Responsible Officer (RO).

d. Each unit must ensure they have qualified operators for each assigned vehicle. The vehicle will be assigned to the RO, but checked-out only to a qualified operator. Facilities for issuing licenses are not available after arrival to MCAS Yuma, with the exception of scooter licenses.

e. Refueling of vehicles is available at Building 603 between 0700-1100 and 1400-1500. After normal working hours the vehicle must be refueled at the fuel farm, Building 600.

f. MHE is limited to one (1) 6,000 pound forklift, and WHE is limited to two (2) 6,000 pound silent hoist cranes. Due to the limited availability of MHE and WHE, they may be checked-out on an as needed basis only. MHE and WHE will be held by the unit upon arrival and departure for loading and unloading only. Units requesting the use of MHE and WHE must ensure they have qualified operators in the advance party. Operators must have head and ear protection when operating this equipment. These items are not available through the Fleet Services Office. Requests must reach the Public Works/Transportation Office 24 hours prior, except in cases of an emergency nature.

ENCLOSURE (13)

g. All vehicles must be returned to the point of issue prior to check-out. If the vehicles are returned after normal working hours 0700-1530 Monday through Friday, the keys and inspection forms are to be turned-in to the dispatcher, after the vehicle has been washed.

h. Vehicle Misuse/Abuse. It is imperative that the vehicles be utilized for the assigned purpose. If the vehicle is being used for other than its assigned purpose, i.e., transporting personnel to or from quarters or dining facilities, the vehicle will be returned to the Public Works Transportation Division Motor Pool and not reissued to the unit.

i. Due to MCAS Yuma being designated as a walking base, transportation for personnel on Station will not be provided. For units with authorization for rental vehicles see paragraph 3 of this enclosure.

2. Motor Transport Support and Equipment

a. Motor Transport vehicle assignment to deployed units will be based on availability and the mission of the deployed unit. This will normally consist of two, three wheeled scooters assigned as administrative and flight line vehicles, one pick-up truck assigned as an arming and dearming vehicle, and one (1) three ton stake bed truck for the transportation of ordnance only. Additional transportation will be requested by memo through the Operations Chief or Public Works Transportation Division. All requests must be in 24 hours prior to the commitment.

b. Facilities for listing and issuing of driver's licenses are not available after arrival, with the exception of scooters. Each unit must ensure qualification of a sufficient number of drivers prior to deployment at MCAS Yuma.

c. Accountability for vehicles assigned to deployed units will be controlled through the use of an Equipment Custody Receipt (ECR) Card signed by the Maintenance Officer or OIC of the detachment. The ECR Cards are available from the Public Works Transportation Unit Deployment NCOIC located in Building 603.

3. Rental Vehicles. For current information on vehicle rental information, contact Fleet Services at AUTOVON 951-3515/3039.

- AVIS Rental Vehicles, (602) 726-4051, In Pax Terminal on Station
- Travel Lodge, (602) 726-1217, 711 East 32nd Street
- Budget Rent-A-Car, (602) 344-1822, 2090 East 32nd Street
- AVIS Rent-A-Car, (602) 726-5737, Yuma International Airport
- Hertz, (602) 726-5160, Yuma International Airport

ENCLOSURE (13)

MEDICAL, DENTAL, AND CHAPEL SUPPORT AND REQUIREMENTS

1. Medical Department. Units deploying to MCAS Yuma will provide one hospital corpsman for the first 100 officers and enlisted deployed and one hospital corpsman for each additional 50 officers and enlisted. Units deploying more than 150 personnel are encouraged to provide a medical officer/flight surgeon in addition to the required hospital corpsman.

a. Hospital corpsman attached to deploying units will report to the senior enlisted advisor at the Branch Medical Clinic, Building 1175, as soon as possible after arrival. Normally they will be assigned to work in the medical space in Hangar 220. Health and dental records for all deploying personnel should be on hand. Supplies and medical equipment (i.e., stethoscope, BP cuff, percussion, hammer, etc.) sufficient to conduct routine sick call for seven to ten days should be brought along. Keys for access to the Hangar 226 space are held in Building 1175. Any questions regarding deployment procedures or problems should be referred to the Station Dispensary AUTOVON 951-2174/2175.

b. Medical officers/flight surgeons attached to deployed units will report to the Senior Medical Officer, Building 1175, by noon the first working day following their arrival. Medical officers/flight surgeons accompanying deployed units will not normally be assigned duties in the Branch Medical Clinic. However, the Senior Medical Officer may, on occasion, require the service of deployed MO's/flight surgeons to assist in the Dispensary under unusual/unforeseen circumstances.

2. Dental Clinic

a. Located in Building 1175, Ext 2353.

b. Dental sick call hours for military:

(1) Monday-Friday: 0700-0900/1230-1330.

(2) Valid dental emergencies: 24 hours.

c. All active duty personnel must be in uniform for dental sick call during normal working hours.

3. Station Chapel

a. Chaplain's Offices:

(1) Station Chaplain's Office and Chapel Complex, Building 1177, Ext 2371.

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(2) P-111 Chaplain's Office, Building 3224, Ext 3691.

b. Schedule of Services:

(1) Sunday School (all ages): 0945.

(2) Sunday Protestant Service: 1100.

(3) Sunday Protestant Adult Bible Study: 0945.

(4) Sunday Catholic Mass: 0930.

(5) Daily Catholic Mass (Tuesday-Friday): 0715.

(6) CCD Classes (ages 4 through adult) during regular school year: 0815.

(7) Sunday Confession: 0900.

(8) Saturday Coffee House: 1900-2300.

(9) Tuesday Ecumenical Bible Study: 1900.

c. Personnel attending Services may wear the leave and liberty uniform prescribed in the current edition of StaO 1020.1, or appropriate civilian attire. Working uniforms are authorized at Church Services.

d. Deployed personnel are most welcome and are encouraged to participate in Chapel functions occurring during their deployment. The Chaplains are available to serve anyone requiring consultation or assistance.

ENCLOSURE (14)

PROVOST MARSHAL SUPPORT AND REQUIREMENTS

1. Security Department. The mission of the Provost Marshal's Office is to maintain law and order, and to provide internal security, support and services for MCAS Yuma. The Provost Marshal and the Military Police personnel under their cognizance have jurisdiction as the representatives of the Commanding Officer, MCAS Yuma, over all Military Police matters, enforcement of the law and regulations within the limits of the Marine Corps Air Station. Security regulations for MCAS Yuma are contained in the current edition of StaO P5510.8.

2. Vehicle Registration. All privately owned vehicles aboard the Station must be registered with the Pass and Registration Office which is located in Building 952, near the main gate. The office is open from 0630 to 1600, Monday through Friday. Permanent vehicle decals issued by the Department of Defense activities are valid at MCAS Yuma while a unit is here on deployment. Vehicles with temporary passes from duty station other than Yuma must obtain a temporary pass from MCAS Yuma. Permanent decals may be issued to personnel meeting the following requirements:

a. Valid State registration, license plates and a current safety inspection. If your State does not have an inspection requirement, this inspection can be done at the Base Exchange Service Station, Building 690.

b. Current insurance minimum requirements: \$15,000 per person, \$30,000 per accident, and \$10,000 for property coverage.

c. Proof of ownership or notarized permission to operate the vehicle.

d. Valid State driver's license.

e. Valid Armed Forces Identification Card, if active or reserve military.

3. Firearms Registration. All firearms aboard the Station must be registered with the Pass and Registration Office. Firearms and dangerous weapons are not allowed in the bachelor enlisted quarters. Enlisted personnel residing in BEQ's must store their weapons in the Station Armory.

4. Drug and Alcohol Enforcement. As a matter of caution, both California and Arizona have severe penalties for driving while intoxicated (DWI), which result in mandatory jail sentences, loss of driver's license and heavy fines for the first offense, if found guilty or under the influence of illegal drugs while driving aboard MCAS Yuma will result in their Station driving privileges being revoked.

ENCLOSURE (15)

5. General Information

a. MCAS Yuma is a compact installation causing limited parking and reduced speeds. Pedestrians have the "right of way" in crosswalks, except in the housing area where they have the "right of way" anytime. The contents of the current edition of StaO P5510.8 should be read and disseminated to all personnel prior to their arrival at this Station, and will answer most questions pertaining to this Department.

b. Liberty in Mexico. Personnel who go to Mexico on liberty are reminded that while in Mexico they are visitors and are subject to Mexican laws, which in some cases are more severe than in the United States. There has not been a high incident of problems between military personnel and Mexican officials, however, if a person is arrested, there is usually no official notification to the military organization. If a military member is arrested or suspected of being arrested in Mexico, the Provost Marshal's Office should be contacted. The Provost Marshal maintains liaison with Mexican officials and will assist units in obtaining the release and return of personnel arrested in Mexico.

c. Flight Line Security. The Provost Marshal's Office is responsible for internal/external security of aviation assets at MCAS Yuma. As an evaluation of the line security system underway, all computerized entry points are expected operational in the near future. Deployed unit security badges will be addressed at each pre-deployment conference with the Squadron S-2 representative. S-2 representatives will be briefed and be responsible for obtaining and issuing security badges while deployed. Squadron S-2 representatives shall forward a message/letter to MCAS Yuma Provost Marshal listing line number(s), hangar number(s) and authorized personnel authorized flight line access during the deployment. The advance party S-2 representative will check-out badges from PMO prior to main body arrival at MCAS Yuma. Upon completion the S-2 representative must return all badges to PMO.

d. Flight Line Gate Procedure. The flight line and support facilities at MCAS Yuma are separated from the Station proper by a fence barrier. All vehicle and pedestrian gates are open Monday through Friday 24 hours a day, unless a threat condition is in effect.

ENCLOSURE (15)

STATION POSTAL SERVICE CENTER

1. The Station Postal Service Center is located in Building 699, Ext 2162. This office will provide bulk delivery of mail to deployed and reserve units at MCAS Yuma. The hours of operation are 0700-1530 Monday through Friday (closed holidays).
2. Mail call for the unit mail clerk is 1030-1130 daily, except weekends and holidays. No personal mail call is held.
3. The Commanding Officer/Unit Postal Officer will supply the Station Postal Service Center with an alpha roster of personnel deployed and will also appoint a minimum of two unit mail clerks utilizing three copies of DD Form 285 Mail Clerk Appointment Cards, for each appointee. All three copies will be presented to the Station Mail Room during the unit's check-in/initial receipt of mail.
4. U.S. mail depositories are located throughout the Station, however, they may not be utilized for official mail. All official mail must be presented to the Station Postal Service Center for acceptance and metering.
5. The U.S. Post Office is also located in Building 699. The hours of operation are indicated below. The U.S. Post Office is closed weekends and holidays.

Stamps and Parcel Post: 0930-1300 and 1330-1600
Money Orders: 0930-1300 and 1330-1530

6. Special Instruction

- a. Mailing address (reserve units):

Private John D. Doe 000 00 0000*, USMCR
Unit
MCAS
Yuma, AZ 85369-5020

*Use of SSN is optional

- b. Personnel deployed at this Station are advised to not use MCAS Yuma as their permanent mailing address, but to continue to use their parent organization. This will ensure receipt of mail after the deployed status is terminated. The Station Postal Service Center does not provide directory service for visiting units.

- c. All personnel are cautioned not to use the BOQ/BEQ as their mailing address. There are no provisions for delivery to the BOQ/BEQ and all such addressed mail will be returned to the sender.

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d. To help facilitate delivery of improperly addressed mail, each unit is requested to provide this office with an alpha roster.

ENCLOSURE (16)

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STATION CLASSIFIED MATERIAL CONTROL CENTER, DISBURSING, AND
LAW CENTER SUPPORT AND REQUIREMENTS

1. Station Classified Material Control Center (CMCC). The Station Classified Material Control Center is located in Building 980, Ext 2351. The Station CMCC will provide for storage of secret and confidential classified documents for deployed units. Station CMCC hours are 0700 to 1500 Monday through Friday. Arrangements for access during non-working hours must be made with the Station Adjutant prior to access. The tactical areas assigned for use by deployed units are not secure areas and are not to be used for storage of classified material. A list of personnel authorized to receipt for classified documents will be turned-in to the Station CMCC by the advance party officer upon check-in. The format is contained in Appendix A. The Station Communications Center is the alternate site.

2. Disbursing

a. Personnel limitations preclude offering anything but limited disbursing services to deployed units.

b. Advance travel and per diem must be drawn prior to departure from the home station.

c. If a unit will be deployed over a regularly scheduled pay day, prior arrangements must be made with the parent disbursing officer to have checks delivered to the unit at MCAS Yuma.

d. Emergency requirements can be handled on an individual exception basis if an urgent need exists.

3. Law Center

a. The Law Center will provide deployed units advice in matters of military law and can provide members of deployed units with legal assistance on a wide scope of legal matters. Do not hesitate to contact this office, located in Building 1214, Ext 2481/2468.

b. Commanders, Officers-in-Charge, or Legal Officers of deployed squadrons should contact the Director or Deputy Director of the Law Center for advice on matters of military law.

c. Persons in need of legal assistance in personal matters should call for an appointment. Attorneys are not generally available for consultation on a walk-in basis. If a member has a legal problem that is considered urgent, every effort will be made to schedule an appointment on the same.

ENCLOSURE (17)

CLASSIFIED MATERIAL RECEIPT AUTHORIZATION

UNIT HEADING

3120
3SM

From: Commanding Officer
To: Commanding Officer, Marine Corps Air Station, Yuma, Arizona
85369-5000 (Attn: Station CMCC Officer)

Subj: LIST OF PERSONNEL AUTHORIZED TO RECEIPT FOR CLASSIFIED
DOCUMENTS

Ref: (a) OPNAVINST 5510.1H

1. Consistent with the reference, the following officers of this unit are certified to have the clearance and access indicated below. I request that they be authorized to receipt for classified documents as required.

Primary:

NAME	RANK	CLEARANCE	SIGNATURE
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Alternate:

NAME	RANK	CLEARANCE	SIGNATURE
------	------	-----------	-----------

(Signature)

Appendix A to
ENCLOSURE (17)

SAFETY SUPPORT AND REQUIREMENTS

1. General Safety Orientation

a. The Ground Safety and Occupational Health Program, the current edition of StaO 5100.3 based on provisions of the current edition of MCO 5100.8, is applicable to all military and civilian personnel in all activities of MCAS Yuma, except flight safety. Commanding Officers of attached, tenant and deployed units shall enforce all applicable portions of this Order.

b. The safety program encompasses ammunition and explosive safety, radiation safety, electrical and electronic safety, occupational and industrial safety, industrial hygiene, driving and traffic safety, and public recreational on and off duty safety.

c. Staff responsibility for general safety and industrial hygiene is delegated to the Safety and Occupational Health Manager. As a member of the Department of Safety and Standardization, the Manager reports directly to the Commanding Officer, MCAS Yuma. The Ground Safety Office is located in Building 576, Ext 3690/2956.

2. Aviation Safety. MCAS Yuma is a joint civil/military Air Station, and because of the high number of transient aircraft and variety of aircraft types, has a higher potential for aircraft mishaps than normally found at other air stations. Deploying squadrons must ensure a sound aviation safety program is in effect while deployed at MCAS Yuma.

a. Deployed squadrons should ensure a designated Aviation Safety Officer accompanies the squadron on deployment at MCAS Yuma.

b. The Station Aviation Safety Officer has a complete aircraft accident investigation kit available for use in the event an aircraft mishap occurs while deployed at MCAS Yuma, if the squadron's investigation kit is not on Station.

c. The MCAS Yuma Aviation Safety Officer is also a member of the Department of Safety and Standardization. The Aviation Safety Office is located in Building 153, Ext 2176, and is available to assist deployed squadrons on matters pertaining to aviation safety.

3. Aircraft Engine Foreign Object Damage (FOD). Due to its desert environment, MCAS Yuma maintains a very high awareness of potential FOD. In order to track the progress of this effort, it is requested that the Station Aviation Safety Officer be informed verbally of any suspected FOD incidents and that MCAS Yuma be included as an appropriate address on the mishap investigation report.

ENCLOSURE (18)

EXCHANGE HOURS OF OPERATION

Main Exchange Bldg 693, Ext 2432	Monday-Saturday	1000-1800
Seven Day Store Bldg 692, Ext 2770	Sunday	1230-1630
	Monday-Saturday	24 hours
	Sunday	24 hours
Service Station Bldg 690, Ext 2110	Monday-Saturday	0600-1700
	Sunday	Closed
Hornet's Nest Snack Bar Bldg 153, Ext 2250	Monday-Friday	0530-2130
	Saturday-Sunday	0600-1530
Snack Bar Bldg 114, Ext 2498	Monday-Friday	0600-1630
	Saturday-Sunday	Closed
Snack Bar Bldg 97, Ext 3570	Monday-Thursday	0600-2200
	Friday	0600-1500

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MARINE CORPS EXCHANGE REQUIREMENTS AND HOURS OF OPERATION

1. It is recommended that deployed units assign an officer to coordinate with the Marine Corps Exchange for the following situations:
 - a. Uniforms.
 - b. Unclaimed photos.
 - c. Unclaimed layaways.
 - d. Returned checks.
2. Military Clothing
 - a. Reserve units deploying to MCAS Yuma for duty should send a list of items needed to the Military Clothing Sales Store at least two weeks in advance of reporting date. Failure to send in this list may cause a shortage in appropriate sizes or out of stock conditions.
 - b. For direct contact by telephone: commercial (602) 726-2293, AUTOVON 951-2293, or mail the list to:

Marine Corps Exchange 0271
Attn: MCSS
Marine Corps Air Station
Yuma, AZ 85369-5003
3. Vending machine requests must be submitted in writing to the Marine Corps Exchange Officer via the Fleet Services Office.
4. Reserve Active Duty Identification Cards (MCX 426)

SPECIAL SERVICES REQUIREMENTS AND HOURS OF OPERATION

1. The Special Services Office is located in Building 633. The MCAS Yuma Special Services offers a wide range of activities. Deployed unit personnel are encouraged to use these activities while at MCAS Yuma. Appendix A lists the activities and the hours of operation.
2. The unit advance party officer will check-out with the Special Services Officer to ensure unit personnel have returned all gear they may have checked-out prior to the unit's departure from MCAS Yuma.

ENCLOSURE (20)

SPECIAL SERVICES HOURS OF OPERATION

Enlisted Swimming Pool Ext 2926	Saturday-Sunday October-April	1100-1900 Closed
Officers Swimming Pool Ext 3474	Saturday-Sunday October-April	1100-1900 Closed
Cactus Bowl Ext 2221	Monday-Saturday Sunday & Holidays	0900-2300 1300-2300
Auto Hobby Shop Garage Ext 2395	Monday Tuesday-Friday Saturday Sunday	Closed 1100-2100 0800-1800 1200-1800
Station Gymnasium Ext 2727	Monday-Friday Saturday Sunday & Holidays	0500-2200 0700-2000 0900-2000
Gear Issue Ext 2848	Monday-Friday Saturday-Sunday	0800-1630 Closed
Station Theater Ext 2358	Monday-Tuesday Wednesday-Sunday	Closed 1900
Lake Martinez Recreation Area Telephone 783-3422	Monday-Sunday	*24 Hours
Special Services Office Ext 2278/2279	Monday-Friday Saturday-Sunday	0700-1530 Closed

NOTE: *Open continuously. Reservations are available through Special Services Office, Ext 2278.

Appendix A to
ENCLOSURE (20)

CLUB HOURS OF OPERATION

1. Officers Club. Ext 2712
 - a. Bar
Saturday-Monday Tuesday-Friday
Closed 1530-Closing
 - b. Lunch
Saturday-Sunday Monday-Friday
Closed 1100-1300
 - c. Dinner
First 2 Thursdays
Each Month
(Mongolian BBQ) Monday-Friday 1800-2000
Saturday-Sunday Closed 1800-2000
2. Staff NCO Club. Ext 2171
 - a. Bar
Friday
Saturday-Sunday Monday-Thursday
1200-Closing
Closed 1530-Closing
 - b. Lunch
Saturday-Sunday Monday-Friday
Closed 1100-1300
 - c. Dinner
First 2 Thursdays
Each Month
(Mongolian BBQ) Monday-Friday 1800-2000
Saturday-Sunday Closed 1800-2000
3. Enlisted Club. Ext 2457
 - a. Bar
Friday-Saturday
Sunday Monday-Thursday
1200-0100
1200-2300 1530-2300
 - b. Game Room
Friday-Saturday
Sunday Monday-Thursday
1200-0100
1200-2300 1200-2330
 - c. Snack Bar Daily & Holidays 1700-2200

ENCLOSURE (21)

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