



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100 YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:

StaO 5310.10E
CP&L
25 AUG 2003

STATION ORDER 5310.10E

From: Commanding Officer
To: Distribution List

Subj: MONTHLY BASE PERSONNEL STRENGTH REPORT

Encl: (1) Monthly Marine Personnel Strength Report
(2) Monthly Navy Personnel Strength Report

1. Purpose. To publish procedures for the reporting of military and civilian personnel aboard Marine Corps Air Station (MCAS) Yuma, Arizona.
2. Cancellation. StaO 5310.10D.
3. Background. Base personnel strength statistics have many and varied uses, some of which are the justification of new construction, operational capability, recreational facilities, housing and staffing for various support activities, i.e., Chaplain's Office, Medical, Dental, Safety, etc. Therefore, it is imperative that accurate and timely reporting be observed in the submission of the subject report.
5. Action. Request that the following units, with the exception of the Human Resources Office and Non-appropriated Fund Instrumentalities submit the appropriate Monthly Personnel Strength Report using the format shown on enclosures (1) or (2) to this Headquarters (Attn: Community Planning & Liaison Office (Code CP&L) **within two working days** following the month on which reported. The reporting period runs from the first through the last day of each month during which time the highest on-board strength should be reported.
 - a. Headquarters and Headquarters Squadron (H&HS). Using enclosure (1), report personnel attached to Reporting Unit Code (RUC) 02231 under the "Permanent Base Personnel" column. Report all Fleet Assistance Program (FAP) personnel attached under the "OTHER" column.
 - b. Marine Aviation Weapons and Tactics Squadron-1 (MAWTS-1). Using enclosure (1), report personnel attached to RUC 01243 under the "Permanent Base Personnel" column. **Do not** report FAP personnel attached to H&HS. During Weapons and Tactics Instructor (WTI) Courses, report students in "Formal School Students" column and support personnel in "Other" column (except those personnel on loan from any of MCAS Yuma or tenant activities). Specify in "Remarks" when WTI figures are included.
 - c. Station S-1. Submit a completed Civilian Personnel Target and On-Board Summary report (MCABWA 5314/3).

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d. Non-appropriated Fund Instrumentalities (NAFI). Submit in memorandum format, totals for military assigned and civilians employed by NAFI.

e. Navy Personnel Support Detachment (PSD). Using enclosure (2), submit a complete report for all Navy personnel assigned or attached to MCASY under the appropriate columns.

f. Flight Line Aid Station (FLAS). Using enclosure (2), submit a complete report for all 3D MAW Navy personnel assigned or attached to MCAS Yuma.

g. Marine Aircraft Group-13 (MAG-13). Using enclosure (1), submit a separate report for personnel attached to the following RUCs. **Do not** include FAP personnel attached to Station or any Navy personnel. Report personnel assigned to Squadrons deployed for any reason, exercises or Unit Deployment Program, at any time during month of report, in "Other" column and note this in the "Remarks" section.

(1) RUC 00013 / MAG-13.

(2) RUC 01191 / MALS-13.

(3) RUC 01211 / VMA-211.

(4) RUC 01214 / VMA-214.

(5) RUC 01311 / VMA-311.

(6) RUC 01513 / VMA-513.

h. Marine Fighter Training Squadron-401 (VMFT-401). Using enclosure (1), report personnel attached to RUC 03340. Include all reserve personnel on active duty status. **Do not include** FAP personnel attached to Station or any Navy personnel.

i. Marine Air Control Squadron-1 (MACS-1). Using enclosure (1), report personnel attached to RUC 00880. **Do not include** FAP personnel attached to Station or any Navy personnel.

j. Marine Wing Support Squadron-371 (MWSS-371). Using enclosure (1), submit a report for personnel attached to RUC 00371. **Do not include** FAP personnel attached to Station or any Navy personnel.

k. Combat Service Support Detachment-16 (CSSD-16). Using enclosure (1), submit a report for personnel attached to RUC 28357. **Do not include** FAP personnel attached to Station or any Navy personnel.

(1) All reporting units with permanent personnel TAD to formal schools will report those personnel in "Permanent Base Personnel" column. Only those students attached to an activity for training will be reported under the "Formal School Students" column.

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m. All reporting units will list deployed personnel who have been deployed at anytime during the report month in "Other" column.

5. Concurrence. The Commanding Officers of HQHQRON, MAG-13, MACS-1, MWSS-371, MAWTS-1, CSSD-16, VMFT-401, and Activity Heads for S-1, MWR/NAFI, Navy PSD, and FLAS concur in and make this Directive applicable to their respective commands/activities.

J. J. Cooney
J. J. COONEY

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MONTHLY MARINE PERSONNEL STRENGTH REPORT

REPORTING UNIT:			MONTH/YEAR:		
	PERMANENT PERSONNEL <u>See Note 1</u>	DEPLOYED PERSONNEL <u>See Note 2</u>	FORMAL SCHOOL STUDENTS (NON- PERMANENT BASE PERSONNEL) <u>See Note 3</u>	OTHER Foreign Military, Other Military Service Personnel <u>See Note 4</u>	TOTAL PERSONNEL (SUM OF PREVIOUS FOUR COLUMNS)
OFFICER					
ENLISTED					

NOTES:

1. Report all Marines on rolls of your activity regardless of status, i.e., TAD, sick, confinement, ua etc. DO NOT INCLUDE FAP OR DEPLOYED PERSONNEL here.
2. Report personnel who have been deployed at ANYTIME during the report month.
3. Only those students attached to an activity for training will be reported under the "Formal School Students" column.
4. Report Army, Air Force, Coast Guard, and all foreign military personnel under the "Other" column with an explanation in "Remarks" section. DO NOT REPORT NAVY PERSONNEL. HQHQRON will report FAP Marines under this column (NO other units will report FAP).

REMARKS:

PREPARED BY:

NAME&RANK

PHONE

SIGNATURE OF OIC RANK&TITLE

StaO 5310.
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MONTHLY NAVY PERSONNEL STRENGTH REPORT

Date: _____ Prepared By: _____

<u>UIC</u>	<u>UNIT/ACTIVITY</u>	<u>OFF</u>	<u>DEPL</u>	<u>ENL</u>	<u>DEPL</u>	<u>TOTAL USN</u>
NAVY PSD RPT						
42076	NAESU					
44263	SWDIV/ROICC					
44584	NAVY PSD					
47114	*BR DEN CLINIC					
47198	BR MED CLINIC					
47789	LAVTESTDIR YPG					
01243	MAWTS-1					
55905	PEP MAWTS-1					
62974	MCAS YUMA					
	Chaplain/RPs					
	Supply/AK/SKs					
	FMO/CEC/PW					
	S-4/Billeting/BMs					
	S-4/Mess Hall/MSs					
	TAD to MCAS		XXXX		XXXX	
TOTAL	62974					
FLAS RPT						
00013	MAG-13					
	MALS-13					
	VMA-211					
	VMA-214					
	VMA-311					
	VMA-513					
TOTAL	00013					
00371	MWSS-371					
00880	MACS-1					
GRAND TOTAL						

*NOTE: Branch Dental Clinic Navy personnel are actually included on CSSD-16 T/O.

Enclosure (2)