



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-8001

StaO P5451.1E
3BA
1 Mar 91

STATION ORDER P5451.1E

From: Commanding Officer
To: Distribution List

Subj: ORGANIZATION, MARINE CORPS AIR STATION, YUMA

Encl: (1) LOCATOR SHEET

1. Purpose. To set forth the organization, tasks, and functional statement for the Marine Corps Air Station, Yuma, Arizona.
2. Cancellation. Station Order P5451.1D.
3. Summary of Revision. This Order contains a substantial number of changes and should be completely reviewed.
4. Action
 - a. All personnel shall make maximum use of this Order to carry out the duties and responsibilities outlined in the functional statements.
 - b. Emphasis will be given at all levels for thorough coordination within and between offices and departments.
 - c. Addressees will continually review their organizational structures and will submit requests for changes or proposals to the S-1 Department.
5. Certification. Reviewed and approved this date.


C. T. DUNSTAN
By direction

DISTRIBUTION: B

Plus copy: COMCABWEST (2)

LOCATOR SHEET

Subj: ORGANIZATION, MARINE CORPS AIR STATION, YUMA

Location: _____
(Indicate the location(s) of the copy(ies) of this
Manual.)

ENCLOSURE (1)

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CONTENTS

CHAPTER

- 1 MISSION AND TASKS
- 2 COMMAND AND SPECIAL STAFF
- 3 MORALE, WELFARE & RECREATION DEPARTMENT
- 4 S-1 DEPARTMENT
- 5 S-4 DEPARTMENT
- 6 COMPTROLLER DEPARTMENT
- 7 SUPPLY DEPARTMENT
- 8 FACILITIES MANAGEMENT DEPARTMENT
- 9 TRAINING DEPARTMENT
- 10 HEADQUARTERS AND HEADQUARTERS SQUADRON
- 11 STATION OPERATIONS AND MAINTENANCE SQUADRON

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 1

MISSION AND TASKS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION.	1090	1-3
TASKS.	1001	1-3



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 1

MISSION AND TASKS

1000. MISSION. To maintain and operate facilities and provide services and material to support operations of a Marine Aircraft Wing, or units thereof, and other activities and units as designated by the Commandant of the Marine Corps in coordination with the Chief of Naval Operations. To operate airfield facilities and provide services and support for the operations of a Marine Aircraft Wing, or units thereof, and other activities and units as designated.

1001. TASKS

1. Perform aircraft maintenance functions as specified in appropriate maintenance program directives.
2. Provide aircraft maintenance and operational training support as required.
3. Provide search and rescue, special logistic support and administrative aircraft and services as required.
4. Provide inspection, maintenance, repair, and operation of all real property facilities on station.
5. Plan and program adequate shore facilities and services for assigned activities to include, but not limited to: rocket, gunnery and bombing targets and ranges.
6. Serve as a reporting secondary stock point under the ammunition segment of the Ordnance Supply System for expendable ordnance.
7. Provide operational, logistic and administrative support to tenants and assigned activities as approved by Commander, Marine Corps Air Bases, Western Area.
8. Maintain and operate facilities/functions required in the supply/service support assignment; i.e., purchasing, receiving, warehousing, packing and shipping, bulk fuel storage and dispensing equipment, commissary, messing, household effects and passenger transportation.
9. Provide air traffic control, meteorological services, preventing and extinguishing structural fire services, and explosive ordnance disposal services (EOD) for assigned, tenant, and transient aircraft and squadrons.

1001

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

10. Provide fleet tactical logistic/administrative support aircraft and services as directed by COMCABWEST.
11. Store, maintain, and issue ordnance Class V Aviation Ordnance and Class V(W) Ground Ammunition.
12. Provide aircrew training programs for assigned aircrews.
13. Administer assigned personnel.
14. Provide crash, fire and rescue services.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 2

COMMAND AND SPECIAL STAFF

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDING OFFICER	2000	2-3
EXECUTIVE OFFICER	2001	2-3
ADJUTANT	2002	2-3
INSPECTOR	2003	2-3
SERGEANT MAJOR	2004	2-3
MANAGEMENT ASSISTANCE OFFICE	2005	2-3
PUBLIC AFFAIRS OFFICER	2006	2-4
STAFF JUDGE ADVOCATE	2007	2-4
CHAPLAIN	2008	2-4
CIVILIAN PERSONNEL MANAGER	2009	2-4
PROVOST MARSHAL'S OFFICE	2010	2-5
SAFETY AND OCCUPATIONAL HEALTH DEPARTMENT	2011	2-6
COMMUNITY PLANNING AND LIAISON OFFICER	2012	2-6

FIGURE

2-1 MCAS, YUMA ORGANIZATION.	2-8
--------------------------------------	-----



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 2

COMMAND AND SPECIAL STAFF

2000. COMMANDING OFFICER. Commands the Air Station as directed by Navy regulations, the Marine Corps Manual, and other directives of higher authority. Maintains liaison with federal, state, and municipal establishments and upholds the interest of the Marine Corps and Federal Government in military and community relation matters.

2001. EXECUTIVE OFFICER. Assists and advises the Commanding Officer in carrying out the mission and tasks assigned to the Air Station. Represents the Commanding Officer during his temporary absence. Coordinates the work of the Executive and Special Staff and enforces the policies and directives of the Commanding Officer.

2002. ADJUTANT. Provides administrative guidance for the Command. Processes incoming and outgoing mail; provides administrative services to the Commanding Officer; provides reproduction services to the Command. Maintains official files and master directive files; directives and reports control point. Maintains files and controls all classified material received or originated. The Adjutant also serves as Privacy Act Coordinator and Postal Officer.

2003. INSPECTOR. Develops, plans and administers the Command Inspection Program for the conduct of scheduled and unannounced inspections to ensure optimum effectiveness and personnel proficiency. Advises the Commander by evaluating department's capability to accomplish their assigned mission or task; facilities condition, organizational integrity; operational and administrative procedures; economy of management; health, morale, and welfare of compliance with existing policies, directives, instructions, and regulations including those relating to Management Control, fraud, waste, abuse and mismanagement, and Equal Employment Opportunities.

2004. SERGEANT MAJOR. Directly responsible to the Commanding Officer. Duties are assigned by the Commanding Officer and generally pertain to discipline, conduct, morale, and leadership of enlisted personnel assigned to MCAS, Yuma.

2005. MANAGEMENT ASSISTANCE OFFICE. Provides continuity, strengthens the Command's managerial arm through management and system improvement programs. Coordinates and advises on intra/interactivity relationship.

1. DRIS/ER Program Branch. Administers the Defense Regional Interservice Support Program and Efficiency Review Program. The Defense Interservice Support Program administers and promotes the Command's inter/intraservice support activities and acts as the single point of contact for support matters, while the Efficiency Review Program is responsible for examining the efficiency of those functional areas that are not candidates for the commercial activities cost comparison studies.

2. Commercial Activities Program Branch. Responsible for the implementation of the policies of OMB Circular A-76 and other directives concerning the operation of commercial activities. Station functions and personnel are reviewed and inventoried to identify commercial activities and governmental functions. When directed by CMC, this element writes performance work statements and performs cost studies to determine whether the functions should continue to be performed in-house or by contract.

2006. PUBLIC AFFAIRS OFFICE. Advises the Commanding Officer, MCAS on policy matters pertaining to public information, community relations, and related internal information. Responsible for the dissemination of news to the Civilian news media, and the community relations aspects of the Air Station and tenant units. Also disseminates internal information through the publication of the Station newspaper.

2007. STAFF JUDGE ADVOCATE. Provides legal opinions and assistance in connection with the conduct of official business of the activity. Provides legal assistance to active duty and retired military personnel and their dependents. Coordinates and reviews Supply Manual and JAG Manual investigations for the Command. Provides personnel for, and conducts trials by General and Special Courts-Martial. Provides personnel for and conducts administrative discharge proceedings and prepares a record of such proceedings.

2008. CHAPLAIN. Advises the Commanding Officer on the spiritual welfare and morale of personnel served. Promotes all matters related to religious programs. Conducts religious services; makes pastoral visits to detention facilities and hospitals; provides spiritual guidance and personal counseling for military personnel and dependents; conducts programs in moral leadership and character guidance; cooperates with local churches, religious groups, and social agencies in matters pertaining to military and dependent personnel stationed at MCAS, Yuma. Makes provision for the religious needs of all personnel of the Command, utilizing, in addition to the assigned chaplains from the other commands, civilian clergy, and lay leadership as necessary. Plans, programs, and budgets for the Command's total religious program.

2009. CIVILIAN PERSONNEL MANAGER. Responsible for the activity civilian personnel management programs for Civil Service employees. Provides services which meet all legal, regulatory, procedural, and policy requirements in the areas of Labor Relations, Employment, Relations, Equal Opportunity, and Training. Directs the employee clerical and administrative functions essential to the processing and documentation of personnel actions. Advises and assists managers and employees in matters associated with these programs. Has access to the Commanding Officer in an advisory capacity. The Civilian Personnel Manager will assist El Toro Consolidated Civilian Personnel Office (CCPO) in analyzing and identifying classification problems.

2010. PROVOST MARSHAL'S OFFICE. Under the direction and charge of the Provost Marshal is the Operations, Administration, CID, and Structural Fire Divisions. These divisions are responsible to the Provost Marshal for matters pertaining to law and regulations enforcement, aircraft and aviation asset security, accident and criminal investigation and traffic control. Performs the administrative functions of traffic court, administration of commercial solicitation control and maintains liaison with all civil and military law enforcement agencies. Controls, maintains, and trains civil disturbance forces. Provides detention space, rehabilitation, and proper care for all prisoners.

1. Operations Division. Provides security for government/personal property in addition to providing traffic control, perimeter and limited internal security of the Station. Provides instruction regarding policies, procedures, coordination, and training in administrative requirements and ensures that administrative responsibilities are maintained and executed.

2. Administration Division. Performs registration of motor vehicles, issues visitor passes during normal working hours, and registers firearms/weapons. Responsible for establishing and coordinating Marine Corps and police-orientated training and maintaining training files, for ordering and maintaining essential supplies and for maintaining the weapons storage area. Inventories all equipment stored in the PMO weapons storage area, ensuring cleanliness/good order to the area. Responsible for utilization, care and maintenance of government vehicles and equipment assigned to PMO, and responsible for all buildings, grounds and department furnishings.

a. The Court Liaison NCO. Maintains liaison with all civil and military law enforcement agencies and all courts that provide information on personnel under the Provost Marshal's jurisdiction; is responsible for the control, care and protection of all animals aboard the Air Station per existing laws and regulations; maintains the PMO animal kennels and relinquishes unclaimed, untagged animals to the

local humane society; maintains all records of animals vaccinated aboard the Air Station.

b. The Detention Center. Maintains full control of prisoners until their final release while ensuring proper rehabilitation back into the military environment. Ensures proper custodial care of valuables, health and well-being of prisoners. Instructs Station and Squadron personnel on proper procedures of escorting prisoners.

3. CID Division. Assists in matters pertaining to investigations of crimes within the jurisdiction occurring on Station and those crimes of interest to the U. S. Armed Forces within the Command operational area. Maintains liaison with civil and military law enforcement agencies; provides a crime prevention and physical security program; controls accident investigations and the marijuana Dog Handlers; provides fingerprinting services as needed.

4. Structural Fire Division. Performs the tasks required for preventing, controlling and extinguishing structural fires. Inspects all buildings and grounds for the existence of fire hazards; conducts continuous training of military and civilian personnel in fire fighting and fire prevention techniques; conducts emergency exit drills of all occupied buildings; conducts the Gas Free Engineering Program for the Air Station; is the first-response HAZ-MAT Team for the Air Station; participates in fighting local community fires, when so directed. Assists the Crash/Fire/Rescue Division in fighting aircraft fires, when needed.

2011. SAFETY AND OCCUPATIONAL HEALTH DEPARTMENT. Plans, coordinates and administers the general accident prevention and safety program for the Station. Administers special safety clothing and protective devices programs. Investigates personal injuries and accidents to develop preventive measures, and conducts continuous safety education programs. Compiles and analyzes accident and injury statistics. Provides materials and instructions for the remedial driving and other driving safety programs. Coordinates the activities of the Station Industrial Hygiene Branch. Provides assistance in all aspects of ground safety and Hazardous Material/Waste information programs. Plans and administers an extensive Explosive Safety Program for Station and transient units.

2012. COMMUNITY PLANNING AND LIAISON OFFICE

1. Provides overall management, guidance, and interpretation of aviation activities at MCAS Yuma to ensure continued Air Station development and tactical aircraft operational utilization in the environment of continuing urban growth of the surrounding and contiguous communities. Performs the same function, in a mostly rural context for the two aerial gunnery ranges controlled by MCAS Yuma. Formulates and coordinates policy for federal and state interagency jurisdictional issues on the ranges, and in conjunction with other agencies, controls and monitors access to the ranges. Represents the Command in all aspects of possible encroachment upon, and real estate development near, the Air Station and gunnery ranges, to include liaison, negotiation and resolution of issues, and private corporations/developers.
2. Participates in community planning process and makes recommendations for appropriate local zoning ordinances and land use. Coordinates the development of the Air Installations Compatible Use Zones (AICUZ) study for MCAS Yuma, Range and CMAGR, to achieve proper land use and zoning. Implements AICUZ and RAICUZ programs, adapting the plans to local political and economic conditions, to ensure best possible results for the Marine Corps. Implements mitigation measures in consonance with the AICUZ and RAICUZ plans, ensuring that such measures do not adversely effect operational capabilities.
3. Coordinates with Western Division, Naval Facilities Engineering Command, in the development and consummation of a land use policy and land exchange program designed to protect the mission of MCAS Yuma and ranges.
4. Coordinates with Station Environmental Officer to ensure that necessary environmental documentation and compliance procedures are accomplished so that operations are not adversely affected.
5. Supervises Station Community Planner, assigning duties consistent with the responsibilities of that position.
6. Prepares all command correspondence and briefings related to encroachment, incompatible development, and use of the ranges. Develops and implements a continuing educational and informational program to engender support for development compatible with ongoing Air Station and range operations.
7. Develops and supervises a program to respond to, and if possible, resolve noise complaints from private citizens regarding flight patterns.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

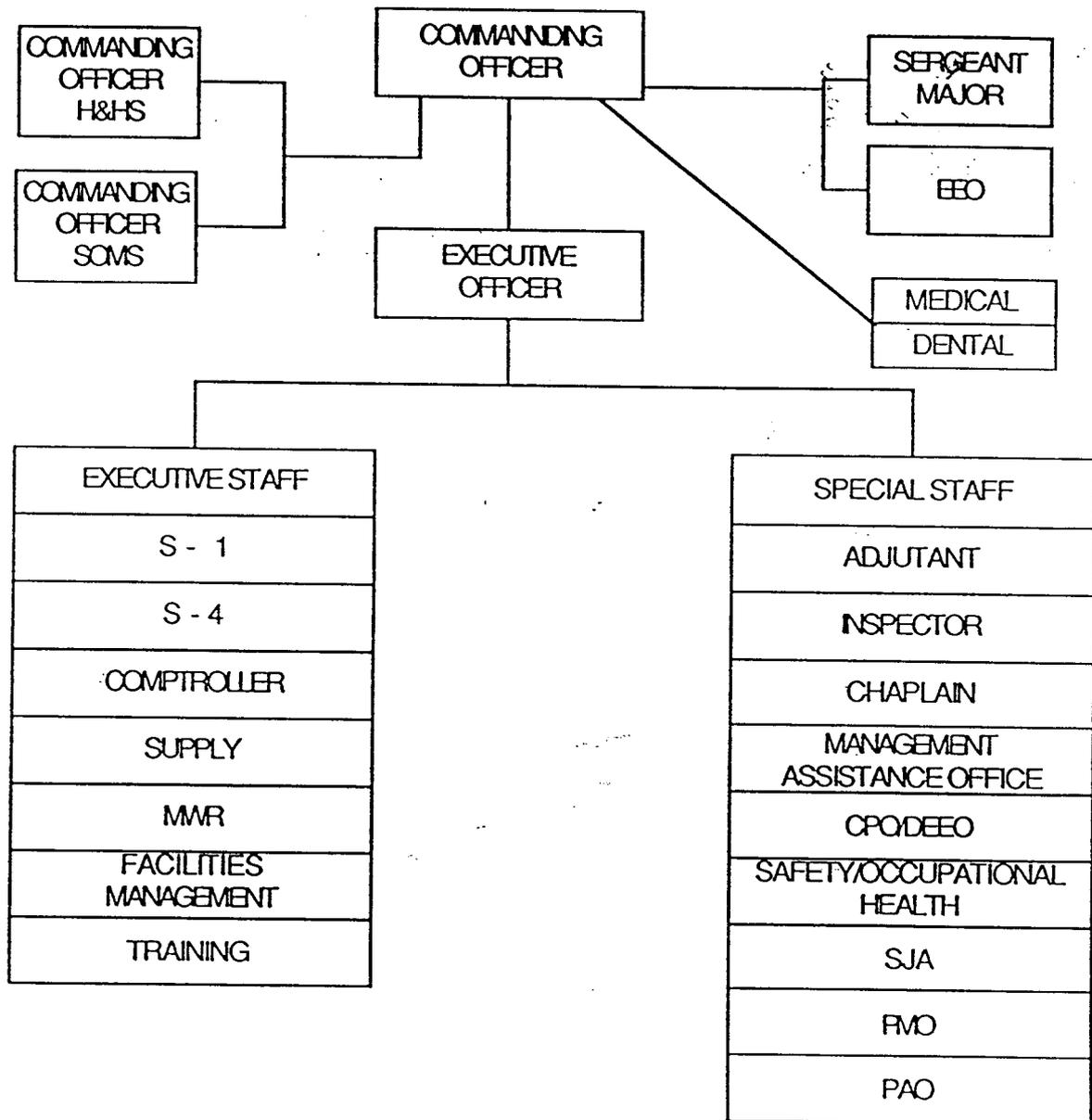


FIGURE 2-1 -- MCAS, YUMA ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 3

MORALE, WELFARE, AND RECREATION DEPARTMENT (MWR)

	<u>PARAGRAPH</u>	<u>PAGE</u>
MWR OFFICER	3000	3-3
FIGURE		
3-1 MWR DEPARTMENT ORGANIZATION		3-4



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 3

MORALE, WELFARE AND RECREATION DEPARTMENT

3000. MWR OFFICER. Responsible for the overall supervision of the Morale, Welfare, and Recreation (MWR) Division and the Marine Corps Exchange (MCX). Advises the Commanding Officer on MWR matters and coordinates and supervises the efforts of the various nonappropriated funds. Monitors activities and acts as Command liaison for all private organizations operating aboard the Air Station.

1. MWR Manager. Designated as the assistant to the MWR Officer in all matters relating to MWR, MCX, and Combined Clubs Systems. Also acts as Services Officer in his absence.

2. Marine Corps Exchange Division. Responsible for the overall operation of the Exchange and component facilities as outlined in the Marine Corps Order P4066.13. Performs all administrative and clerical functions that fall within the purview of the Marine Corps Exchange. Responsible for the operation of all concessions and procurement of all merchandise for retail stores. Prepares all purchase orders and return checks.

3. Special Services Division. Provides equipment, operates facilities, coordinates Station recreation and athletic programs. Performs financial and property accounting of Station Recreation Funds as outlined in MCO P1710.17. Performs all administrative and clerical details that fall within the purview of the Special Services Division. Prepares correspondence pertaining to Special Services.

4. Combined Clubs Division. Provides supervisory control of the management of the Commissioned Officers' Mess (Open), Staff NCO Club, Enlisted Club, and Combined Package Store. Provides dining, social, and recreational facilities to enhance the well-being and the morale of military personnel and their dependents. Prepares, reviews and analyzes monthly financial statements, coordinates, and supervises the preparation of administrative instructions, personnel procedures, SOP's and other instructions for these activities.

5. Morale Administrative Support Division. Provides accounting services, payroll services, purchasing, and receiving services in support of the Clubs System and Special Services.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

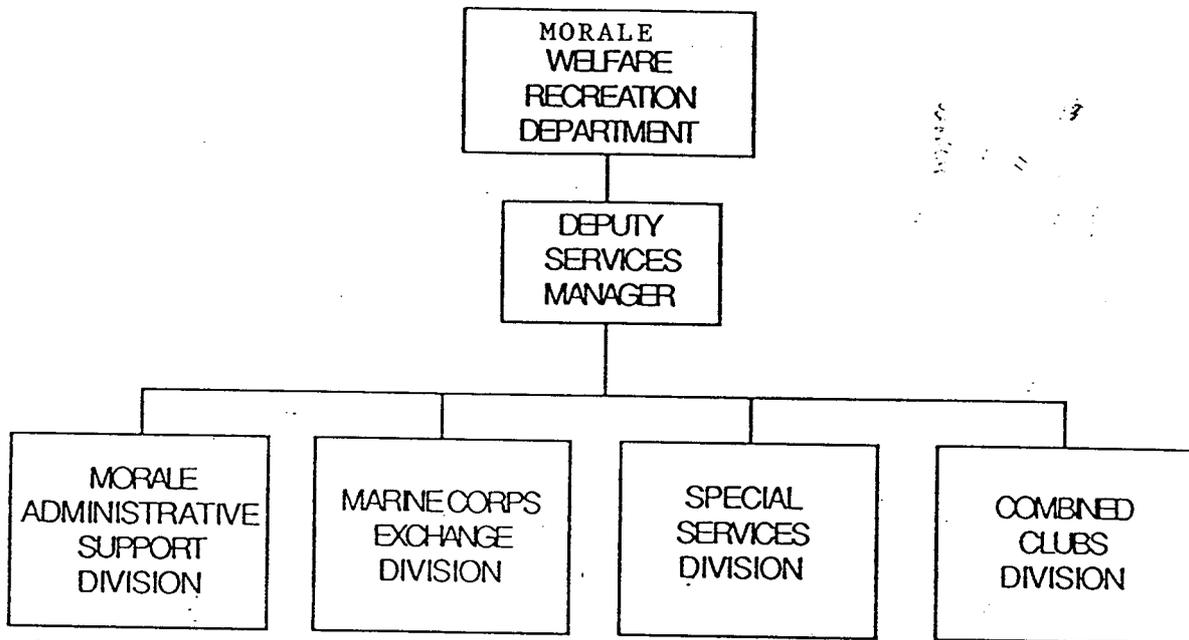


FIGURE 3-1 -- MWR DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 4

S-1 DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
S-1 OFFICER	4000	4-3
FIGURE		
4-1 S-1 DEPARTMENT ORGANIZATION		4-4



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 4

S-1 DEPARTMENT

4000. S-1 OFFICER. Assists and advises the Commanding Officer on requirements, management, and budgetary planning of military and civilian personnel to ensure the efficient use of manpower resources. Acts as Position Management Officer for the Station. Exercises staff cognizance over Military Personnel, Civilian Manpower Utilization, Family Services Center and Substance Abuse and Counseling Center.

1. Manpower Utilization Office

a. Reviews and monitors the manpower requirements and assets of the Air Station. Reviews and submits the Table of Organization for Marine Corps Air Station, Yuma to include Marine, Navy, civilian, Fleet Augmentation billet requirements.

b. Military Personnel Office. Provides assistance to the S-1 on assignment of all incoming personnel. Publishes Station Orders that effect transfers, reassignments, assignments, or reclassification for personnel within the Station. Endorses all Orders of Temporary Additional Duty Personnel reporting to the Station.

2. Family Services Division. The Family Services Center's mission is to aid in the coordination, development, and maintenance of awareness and educational programs and services that can aid military personnel (active-duty and retired) and their families in establishing and maintaining a high quality of family life while coping with the special circumstances of military life. Provides a wide scope of counseling, employment resource services, child development, and community recreation activities for all commands aboard MCAS.

3. Substance Abuse and Counseling Center. The Substance Abuse and Counseling Center is designed to provide substance abuse counseling and preventative education. Initial interviews are conducted to help determine the appropriate level of treatment an individual abusing drugs or alcohol may need. Provides all station unit commanders with a urinalysis screening laboratory that can systematically screen urine for the presence of drugs and to forward positive samples to the appropriate DOD certified laboratory for confirmation. The Substance Abuse and Counseling Center is a joint center assisting all commands aboard MCAS, Yuma.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

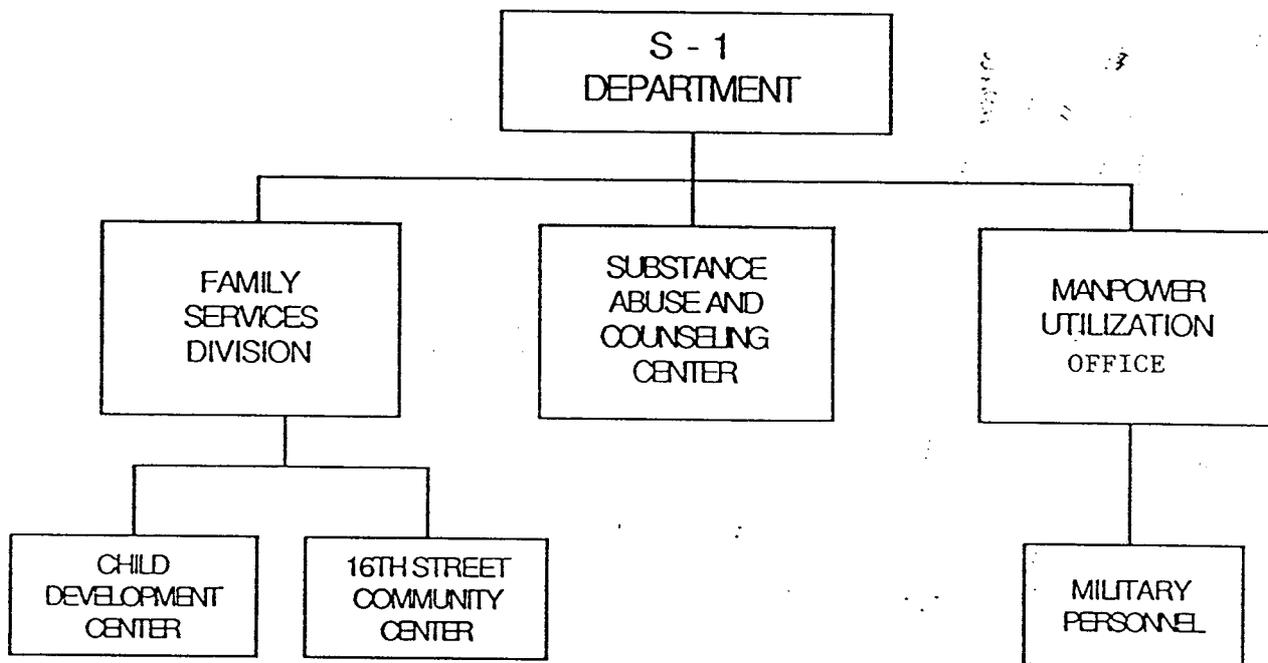


FIGURE 4-1 -- S-1 DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 5

S-4 DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
S-4 OFFICER.	5000	5-3
FIGURE		
5-1 S-4 DEPARTMENT ORGANIZATION.		5-5



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 5

S-4 DEPARTMENT

5000. S-4 OFFICER. Advises and assists the Commanding Officer as the coordinator for the Marine Corps Air Station, Yuma on matters pertaining to facilities. Provides consultation, when required, to Facilities Management on planning, coordinating and recommending policies for base development and construction. Recommends procedures for allocating space and disposition of real property. Monitors input to commercial and industrial reviews and submits required reports. Assumes responsibility for the overall supervision of the Billeting Division. Designated as the Command's Liaison with the West Coast Commissary Complex and the MCAS Yuma Commissary Store. Monitors monthly Safety and Health Inspections to ensure all identified discrepancies have been corrected.

1. Billeting Division. Supervises the assignment and use of billeting facilities aboard the Station. Provides transient quarters for government employees in a temporary additional duty status. Provides on an as-available basis, quarters for geographical bachelor personnel, transient retired service members and their dependents, and command-sponsored civilian guests. Ensures that adequacy standards, including furnishings and cleanliness, are maintained for all billeting spaces.

2. Armory Division. Provides security and first, second, and third echelon maintenance on weapons assigned the Station, as well as, secure storage for personal and Special Services weapons.

3. Weapons Division. Acquires, stores, and issues aircraft munitions used by tenant and deployed squadrons. Acts as a secondary stock point for Ships Part Control Center (SPCC). Provides briefings, guidance, and assistance to the Aviation Ordnance Safety Branch on all matters concerning aviation ordnance flight line safety.

a. Administrative/Ammunition Stock and Recording Branch. Acquires, processes, screens, and inventories all aviation munitions and related supplies. Maintains quarterly and annual funding requirements.

b. Ammunition/Explosive Branch. Receives, stores, issues, builds up, delivers, recovers, and disposes of aircraft munitions used by tenant and deployed squadrons aboard MCAS Yuma. Maintains all storage magazines and surrounding areas. Assists in inventories of all

aviation munitions. Provides briefings, assistance and guidance to tenant and deployed squadrons on all matters concerning aviation ordnance flight line safety.

c. Ammunition Accounting. Responsible for:

(1) Issue, recovery, control and storage of all class V(W) Ammunition.

(2) Conducting annual inventories of all ammunitions stored in the Ammunition Storage Point.

4. Food Service Division. Plans, coordinates, and administers the financial and operational control of the Enlisted Mess Hall. Ensures the proper subsisting for the enlisted members of the Command, tenant units and units deployed to MCAS, Yuma entitled to subsist at government expense. Maintains data on food service operation; institutes on-the-job training and recommends additional training, as appropriate. Acts as a consultant on the assignment, control and promotion of military personnel with the MOS of 3381, 3311, and 3061.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

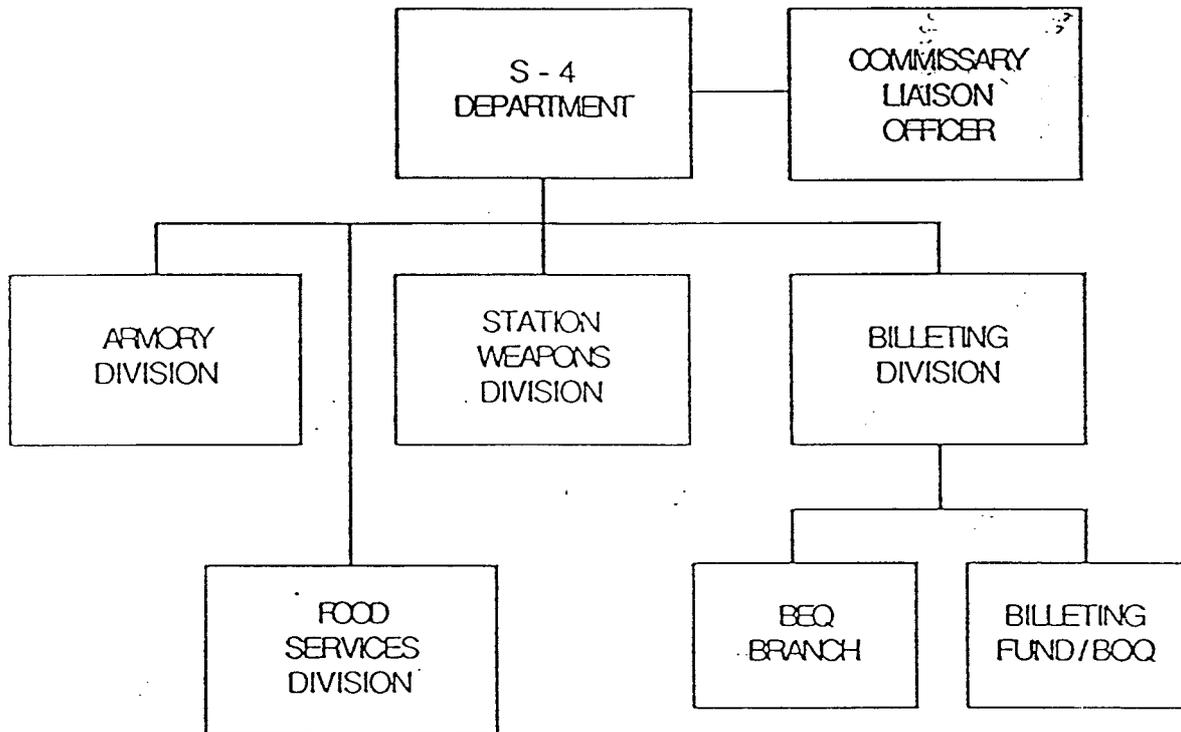


FIGURE 5-1 -- S-4 DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 6

COMPTROLLER DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMPTROLLER	5000	6-3

FIGURE

6-1	COMPTROLLER DEPARTMENT ORGANIZATION	6-7
-----	---	-----



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 6

COMPTROLLER DEPARTMENT

6000. COMPTROLLER. Develops, coordinates and maintains an integrated system of staff that will provide data essential for effective management control of operations; provides technical guidance and direction in financial matters throughout the Air Station; translates program requirements into the required financial plan and formulates the activity's budget from data submitted by all departments; analyzes variances in performance from the financial plan and recommends/implements as required; controls civilian ceiling within the budgetary limitations and recommends the allocations of these ceilings to departments; is responsible for the accounting and disbursing functions; coordinates development of annual internal review plan and other administrative requirements relative to internal review/audit functions.

1. Resource Evaluation Division. Provides the Commanding Officer with capability to ensure that funds, personnel, equipment and other command resources are employed effectively, securely, economically and within legal and administrative constraints; conducts operational and functional reviews in accordance with an annual review plan established at the beginning of each fiscal year; and coordinates command support of, or response to, auditors from agencies external to the command. Control over functional operations and execution of annual internal review plan is vested in the Executive Officer.

2. Budget Division. Provides guidance and instructions for budget preparation; reviews the resource requirements and justification of the various programs of the Command; compiles the Command's annual budget; recommends distribution of funds under allotments and project orders to programs within the Command and recommends revisions thereof to ensure compliance with policies promulgated by proper authority; analyzes all variances from the budget plan; recommends areas where financial adjustments and savings may be effected; initiates action to adjust financial plans to available funds when required; submits requests for additional funds with justifications. Develops and maintains a reporting system for measurement and analysis of performance, program status and trends as compared to approved programs, budget plans and schedules, and reports variances to the Comptroller. Develops guides and criteria for collection and coordination of statistical data, preparing periodic progress reports and special statistical data as required.

3. Accounting Division. Maintains required accounting records, including obligations, expenses and expenditures against expense

operating budgets, allotments, and reimbursable accounts; prepares accounting reports for local management and for submission to higher authority; conducts cost accounting operations; maintains plant property account records and stores inventory ledgers and records, and submits all property returns; supervises and manages timekeeping operations; maintains civilian pay, leave and retirement records and prepares civilian payrolls. Coordinates requirements and provides liaison between the Comptroller and Automated Service Center offices in the development of financial management programs which include local job orders appropriation and cost accounting, timekeeping, payrolls, financial inventory and plant property systems.

a. Administrative Branch. Performs the typing function for the Division; maintains files for correspondence, reports, directives and personnel; directs personnel and incoming calls to the appropriate Branch; maintains a working level of supplies for the Division.

b. Systems Branch. Performs analysis, evaluation, maintenance and operation of mechanized systems to include subsystems for Expense Operating Budget, Navy Stock Fund, Budget, Allotments and Civilian Payroll. Coordinates and schedules work flow between Accounting and the Automated Services Center. Controls release of input, reviews output data, performs analysis and coordinates system changes provided by higher authority. Reviews new or revised procedures and instructs personnel effected. Assists COMCABWEST Financial System Analyst to establish conversion procedures, analyze and solve procedural problems.

c. Expense Operating Budget Branch. Maintains all official fund resources ledgers and records for charges and credits to appropriations including those for accounts receivable. Provides a double-bookkeeping system for fund accountability to reflect commitments, obligations, receipts and disbursement of funds. Maintains internal controls to ensure accuracy of records and propriety of charges.

d. General Accounting Branch. Maintains cost distribution for usage of labor, material, overhead, utilities and other services. Maintains plant property account records and prepares plant property account returns. Responsible for reconciliation of expenditures, cost records and preparation of detailed cost reports.

e. Stores Branch. Edits receipt and expenditure documents for accuracy of accounting data and incorporates applicable codes thereon. Records the value of all material receipts and expenditures on each stores account; prepares financial inventory returns and reports. Bills, collects and maintains records of cash sales to other government departments and private parties, including custody of payments, until released to the Disbursing Office.

f. Civilian Payroll Branch. Prepares, verifies, audits and maintains civilian payrolls and leave accounts. Prepares, distributes and collects time cards. Spot checks work centers to ensure proper recording of leave and attendance; maintains internal controls to ensure accurate reporting of distribution of labor.

4. Disbursing Division. The principal functions are the accurate payment of military pay and allowances, travel and transportation allowances, public vouchers, and miscellaneous disbursements. Preparation of required disbursing documents, reports, and financial returns. Procurement, receipt, custody, transfer, issuance, and deposit of government funds for military and civilian payrolls, travel claims, public vouchers, and miscellaneous collections and disbursements. Maintenance of disbursing records including personal financial records. Computation of travel and transportation allowances. Input of certain military pay and allowance items into the Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS). Auditing of Leave and Earnings Statements and monitoring the JUMPS/MMS to ensure accuracy of military pay and allowances. Planning, coordinating, executing, and evaluating disbursing operations both in garrison and while deployed.

a. Headquarters Branch. The Headquarters Branch includes the Disbursing Officer, the Disbursing Chief (NCOIC), and supervisory assistants. Their responsibilities include overall management of the Disbursing Division and responsibility for all functions performed by the various disbursing office branches.

b. Operations/Administrative Branch. The Operations/Administrative Branch plans, executes, monitors, and evaluates all disbursing operations, deployments, etc.; coordinates with unit commanders and staff sections of higher headquarters; prepares various support plans, letters of instruction, etc., and ensures all required entries are put into the JUMPS/MMS and all systems reports are received and distributed; provides liaison with the Marine Corps Finance Center and the Automated Service Center concerning JUMPS/MMS.

c. Fiscal Branch. The Fiscal Branch prepares and/or processes all types of public vouchers for payment to suppliers of goods and services, ensures accurate payment and compliance with the Prompt Payment Act and the Navy Comptroller Manual; prepares and maintains all records, reports, and financial returns associated with the Disbursing Officer's Treasury account; processes payrolls, travel and public vouchers, checks, etc.; prepares and maintains balance sheets and cash book entries; and performs such other functions as may be directed by the Disbursing Officer.

d. Military Pay Branch. The Military Pay Branch maintains personal financial records (PFR's), audits Leave and Earnings Statements and system reports to ensure accurate payment of military pay and allowances, monitors payment of military payrolls, computes and pays final settlement on separation from active duty, and performs such other functions as may be directed by the Disbursing Officer.

e. Travel Branch. The Travel Branch computes, audits, and processes travel claims, provides accurate payment of travel and transportation allowances, processes and pays travel advances, and performs such other functions as may be directed by the Disbursing Officer.

f. Quality Assurance Branch. The Quality Assurance Branch provides internal review, standardized internal control procedures, and quality control for the entire Disbursing Office; provides technical assistance in pay entitlements to unit administrators; and performs such other functions as may be directed by the Disbursing Officer.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

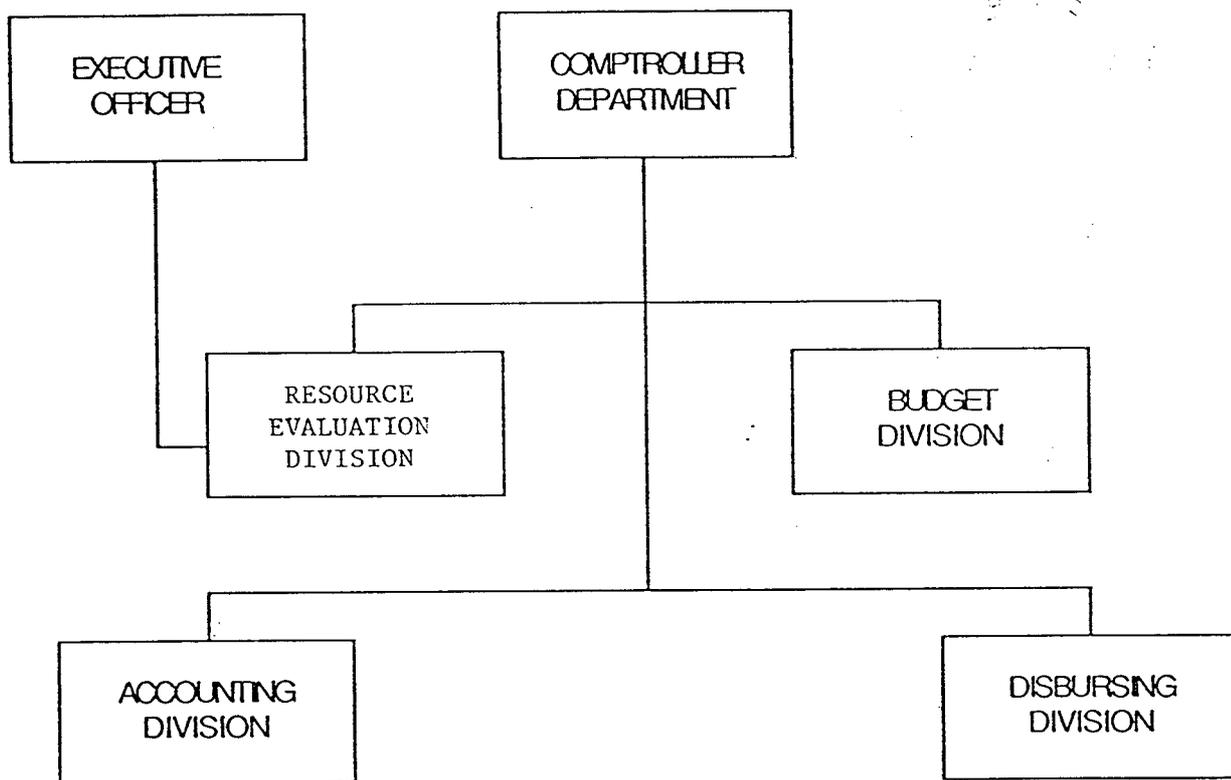


FIGURE 6-1 -- COMPTROLLER DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 7

SUPPLY DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUPPLY MISSION	7000	7-3

FIGURES

7-1 SUPPLY DEPARTMENT ORGANIZATION		7-5
--	--	-----



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 7

SUPPLY DEPARTMENT

7000. SUPPLY MISSION. The Supply Department provides logistical supply support and services to Station departments, tenants and assigned aviation activities and commands through the procurement inventory management, receipt, storage, issue and management programs as directed by higher authority.

1. Supply Officer. Responsible for the full supply support and related services thereof to the Marine Corps Air Station, including support to all tenant aviation activities and limited support to ground elements of assigned tenant activities and transient units. Provides for the official movement of household goods and personnel for all Yuma County DOD activities. Packs and ships cargo for all units located at MCAS, Yuma. Procures, receives, issues, stores, and sells Marine Corps Property items, and provides linen service for Station, tenant, and transient units. Accomplishes all professional, technical, and administrative matters pertaining to established functions of the Supply Department.

2. Assistant Supply Officer. The Assistant Supply Officer will be responsible for: (a) maintaining the efficient operation of the department; (b) the overall performance of accomplishing the supply logistics mission for the visiting aircraft squadrons; and (c) the performance of assigned duties as Assistant Supply Officer of MCAS, Yuma, including the coordination and direction of the entire Supply Department in the absence of the Supply Officer.

3. Management Planning Division. Performs planning functions for the Supply Department and provides staff assistance to the Supply Officer in order to improve the effectiveness and efficiency of departmental operations. Performs central management engineering and financial services necessary to achieve effective accomplishment of the Supply Department's objectives. Plans improvements for Supply operations through applications of ADP equipment, including micro/mini-computers; wordprocessing equipment and local use of microform equipment. Improves methods, procedures, equipment, facilities and organization within the Supply Department. Studies manpower staffing and maintains the current, proposed and all changes to the Supply Department T/O. (Includes maintenance of all job descriptions and position descriptions for Supply Department personnel.)

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

4. Supply Support Division. The Supply Support Division is a functional entity whose primary mission is to coordinate and expedite required actions to ensure materiel readiness for the support of planned programs or unforeseen situations. Serves as a single contact point within the Supply organization where end users can place requirements for parts and materiel for aviation and non-aviation related programs. Also serves as the Station Contracting Office for the procurement of non-standard materiel.
5. Material Management Division. Administers use of personnel, facilities and materiel handling equipment to perform materiel processing and handling functions. Exercises overall responsibility for materiel receipt, inspection, transportation, storage, issue, packing and off station-shipment. Responsible for receiving, storage and issue of all fuel and lubricant products. Oversees the storage, management and accounting and disposal of hazardous waste materials. Screens and identifies all materiel turned into store and processes per current directives. Administers Traffic Branch, Storage Branch, Serv Mart, Fuel Farm, and Maintenance Materiel Center for Facilities Management Department. Performs transactions involving commercial forms of transportation service, and arranges for the processing and handling of inbound and outbound household goods.
6. Marine Corps Property Division. Performs all functions incident to requisitioning, receiving, storing, maintaining, issuing, recovering and eliminating excesses of organic Marine Corps property. Provides supply support to Station activities and personnel for those items of supply peculiar to the Marine Corps, and for those Navy-Marine Corps common items of supply specifically designated for Marine Corps procurement. Provides Marine Corps furnished garrison equipment to Fleet Marine Force units permanently garrisoned at MCAS, Yuma, as directed.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

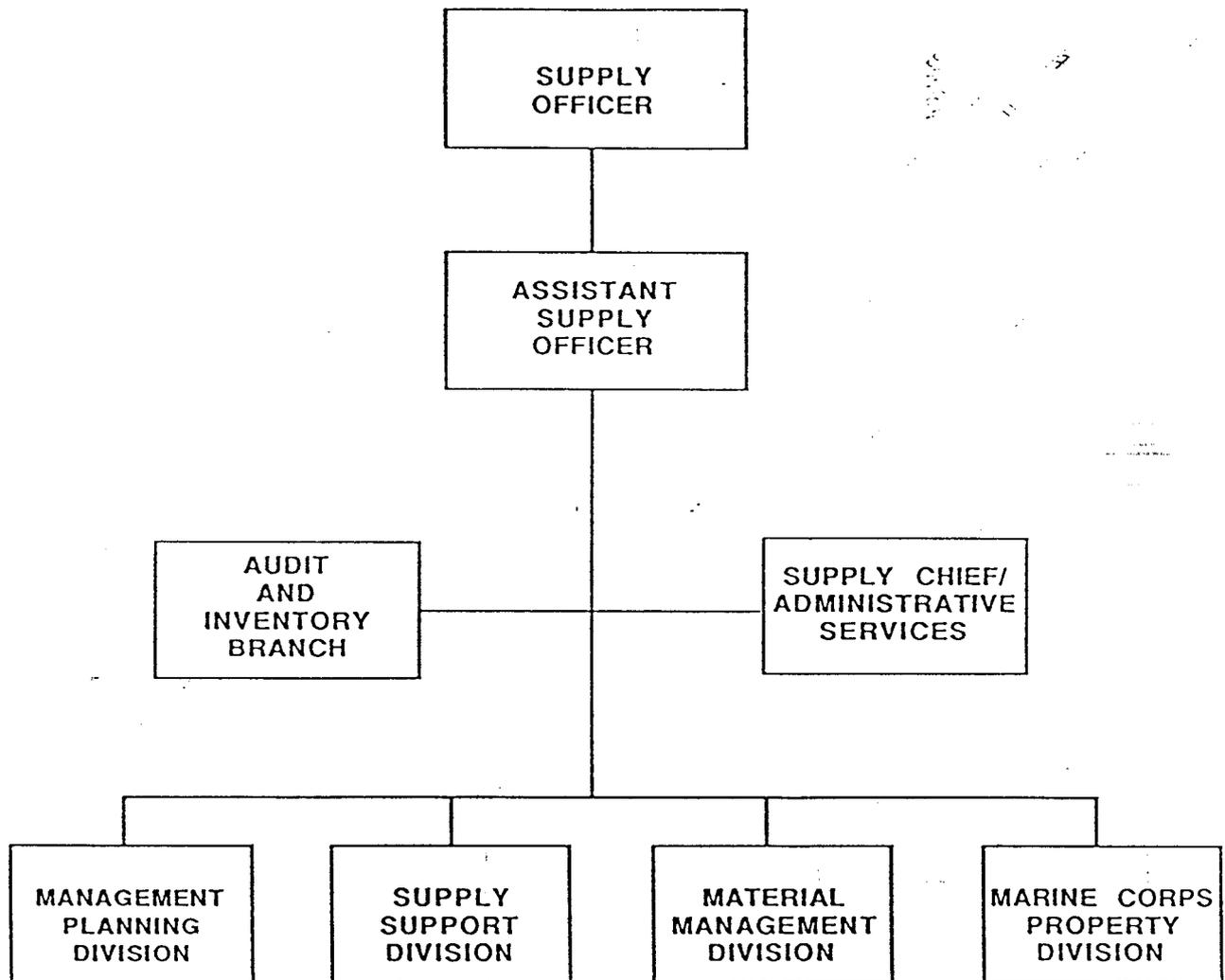


FIGURE 7-1 -- SUPPLY DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 8

FACILITIES MANAGEMENT DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
FACILITIES MANAGEMENT DIRECTOR	8000	8-3
FIGURES		
8-1 FACILITIES MANAGEMENT ORGANIZATION		8-5



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 8

FACILITIES MANAGEMENT DEPARTMENT

8000. FACILITIES MANAGEMENT DIRECTOR. Responsible for design, non-contract construction, maintenance, repair, inspection and operation of facilities management and public utilities; maintenance and operation of family housing; inspection, maintenance, repair, operation and assignment of automotive, weight-handling, construction, and materials handling equipment; operates housing referral office; facility planning and programming, plus coordination of environmental issues.

1. Plans Officer. Plans, coordinates and recommends policy for base development and construction, including MCON program development. Recommends procedures for allocating space and disposition of real property, Class II. Responsible for all matters pertaining to the Station Basic Facility Requirement List (BFRL).

2. Energy/Environmental Division. Responsible for energy conservation and management to reduce energy consumption by cost to the Station. Coordinates with several Federal and State agencies to obtain information on state-of-the-art energy conservation programs. Performs facility inspections and develops projects to upgrade utility systems. Responsible for coordination of all environmental issues with various Federal and State agencies and MCAS, Yuma. Provides technical guidance on mandated compliance to all units at MCAS Yuma. Oversees compliances, regulations, hazardous waste disposal and recycling program. Provides technical assistance to units in preparation of environmental documentation.

3. Administrative Division. Responsible for all administrative matters pertaining to financial management, budget, personnel, statistics reports, utilities, collateral equipment for the department, organization table of authorization, work flow, and office services.

4. Housing Division. Responsible for the administration of and assignment to family housing. Develops housing utilization programs and requirements for the annual budget for housing operations. Develops and implements approved policies concerning tenant relations and occupant responsibilities. Maintains liaison with the Maintenance Control Division and other divisions of the Facilities Management Department to provide necessary housing, maintenance and repair. Conducts check-in/check-out, livability, and grounds inspections. Controls the issue, receipt, storage, repair, replacement, survey, and inventory of family housing furniture, furnishings, tools, and equipment. Provides off-base housing referral office services for the Yuma area. Conducts annual survey of Marine Corps family housing requirements.

5. Engineering Division. Responsible for all matters pertaining to engineering studies and reports with regard to Facilities Management and public utilities, including preliminary designs and cost estimates for special projects; field engineering, including topographic and cartographic surveys and engineering designs. Prepares plans and specifications for short form and limited long form contracts. Performs functional reviews of architectural engineering services contracts. Prepares general development plans and technical reports for shore facilities planning program. Maintains records and plan files, and provides technical assistance in preparation of real property records and reports for Class I and II property. The Engineering Division is also responsible for the initiation of special maintenance, construction, and repair projects when required.

6. Maintenance Control Division. Responsible for providing a balanced maintenance workload program including: receipt, screening and classification of all work requests and emergency service type work prior to submission to shops for accomplishment; the continuous inspection of Facilities Management and public utilities to identify the need for maintenance work; the preparation of manpower and material estimates for job orders; maintenance of the facility history files; and the initiation of requests to the Facilities Management Officer for approval to perform by contract. The Maintenance Control Division is also responsible for the inspection of maintenance service contracts and the preparation of their plans and specifications. Also is responsible for developing and preparing plans and specifications for informal contracts. Responsible for preparing all Performance Work Statements with regards to the Commercial Activities Program in the area of Real Property Maintenance.

7. Maintenance and Utilities Division. Responsible for the maintenance of Class I and II Plant Property, including buildings, grounds and ground structures; maintenance and operation of public utilities including electrical, air, water, sewage, heating, refrigeration, and air conditioning systems, and fixed water pumping station. Performs repairs, alterations, and new construction incident to maintenance, except work performed by contract. Provides limited custodial services and accomplishes insect and rodent control.

8. Transportation Division. Provides transportation and equipment services to all components of the Station. Operates vehicle and equipment pools, operates scheduled and unscheduled passenger and freight transport systems, and maintains automotive, construction, railroad, mobile fire fighting, and weight handling or materials handling equipment.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

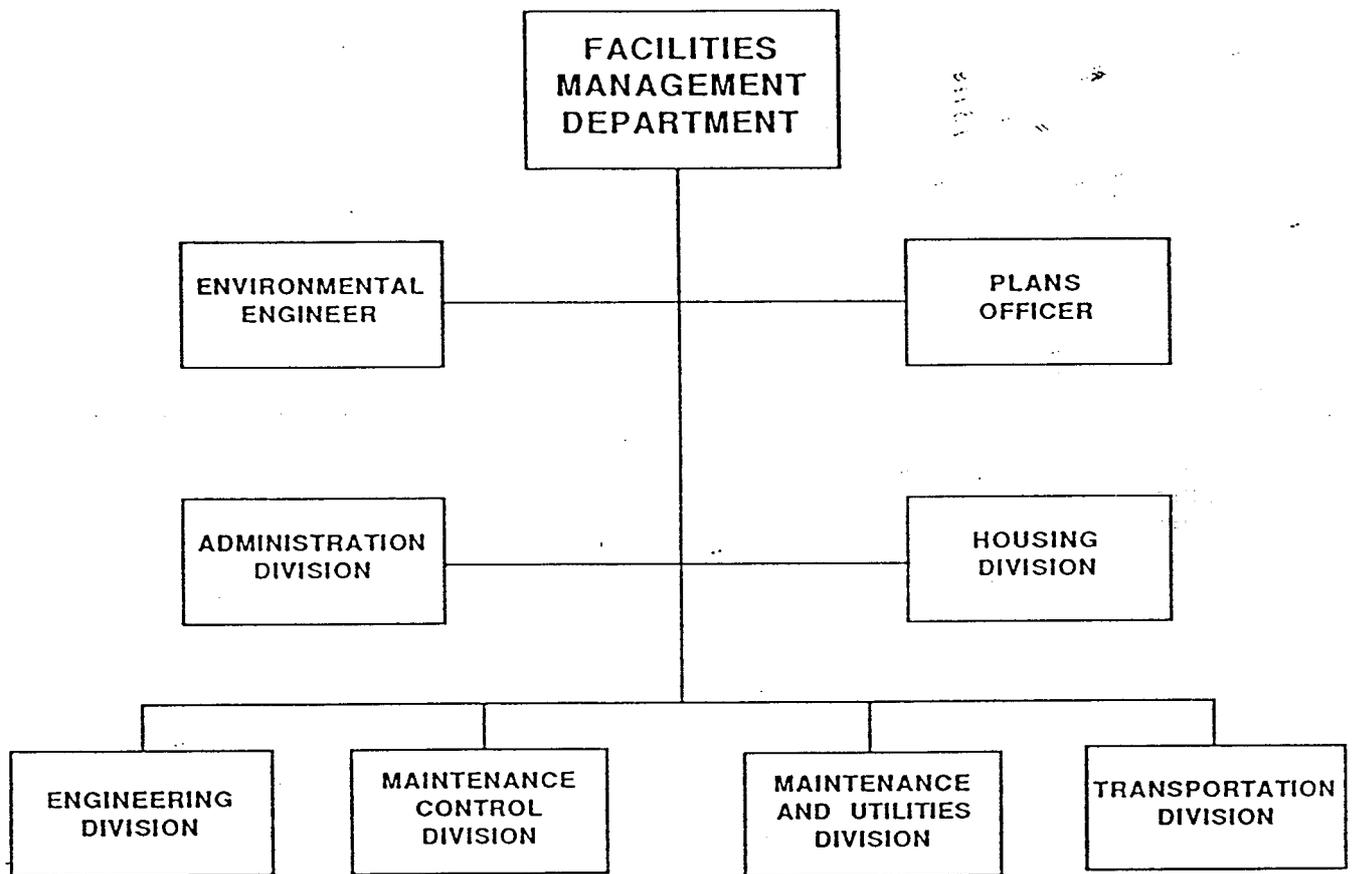


FIGURE 8-1 -- FACILITIES MANAGEMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 9

TRAINING DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
TRAINING DEPARTMENT	9000	9-3

FIGURES

9-1 TRAINING DEPARTMENT ORGANIZATION		9-4
--	--	-----



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 9

9000. TRAINING DEPARTMENT. The Training Officer plans, schedules and coordinates all general military training for all Station personnel. Schedules and conducts rehearsals for Station parades, ceremonies and pageants. Schedules training facilities and classrooms. Conducts marksmanship and marksmanship safety training for all Station and tenant personnel located at MCAS Yuma. Maintains Station rifle and pistol ranges. Conducts NCO Basic Course for Station and tenant Corporals and Sergeants located at MCAS Yuma. Provides training and audiovisual support products and services to Station and tenant units aboard MCAS Yuma. The Education Center provides testing, evaluation, tuition assistance, off-duty education and correspondence enrollment.

1. Military Training Branch. Responsible for general military training of all Station Marines. Trains department personnel and evaluates department training programs. Conducts EMST (Essential Military Subjects Test) for all Station Marines (Gunnery Sergeants and below). Conducts Station parades, ceremonies, and patriotic uniform pageants.
2. Education Branch. Supervises all off-duty educational programs aboard the Station. Administers Defense Activity for Non-traditional Education Support (DANTES) Test Program and other related tests. Maintains library of correspondence courses and off-duty educational opportunities available to this Station. Coordinates on-station degree granting programs.
3. Marksmanship Branch. Responsible for marksmanship and marksmanship safety training for Station and tenant personnel aboard MCAS, Yuma. Maintains Station rifle and pistol ranges.
4. Nuclear Biological and Chemical Branch. Provides NBC Defense training for Station Marines. Maintains all related NBC Defense equipment.
5. Training and Audiovisual Support Center. Provides training and audiovisual support, products and services to include the production, maintenance, distribution, inventory, control and operation of training and audiovisual material and equipment in support of training, operational, and informational objectives. These activities encompass Operational Flight and Weapon System Trainers, audiovisual products, repair, graphic arts, photography, instructional television and audiovisual management.
6. Noncommissioned Officers Leadership School. Presents formal NCO Basic Course Program of instruction to Station and tenant command Corporals and Sergeants.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

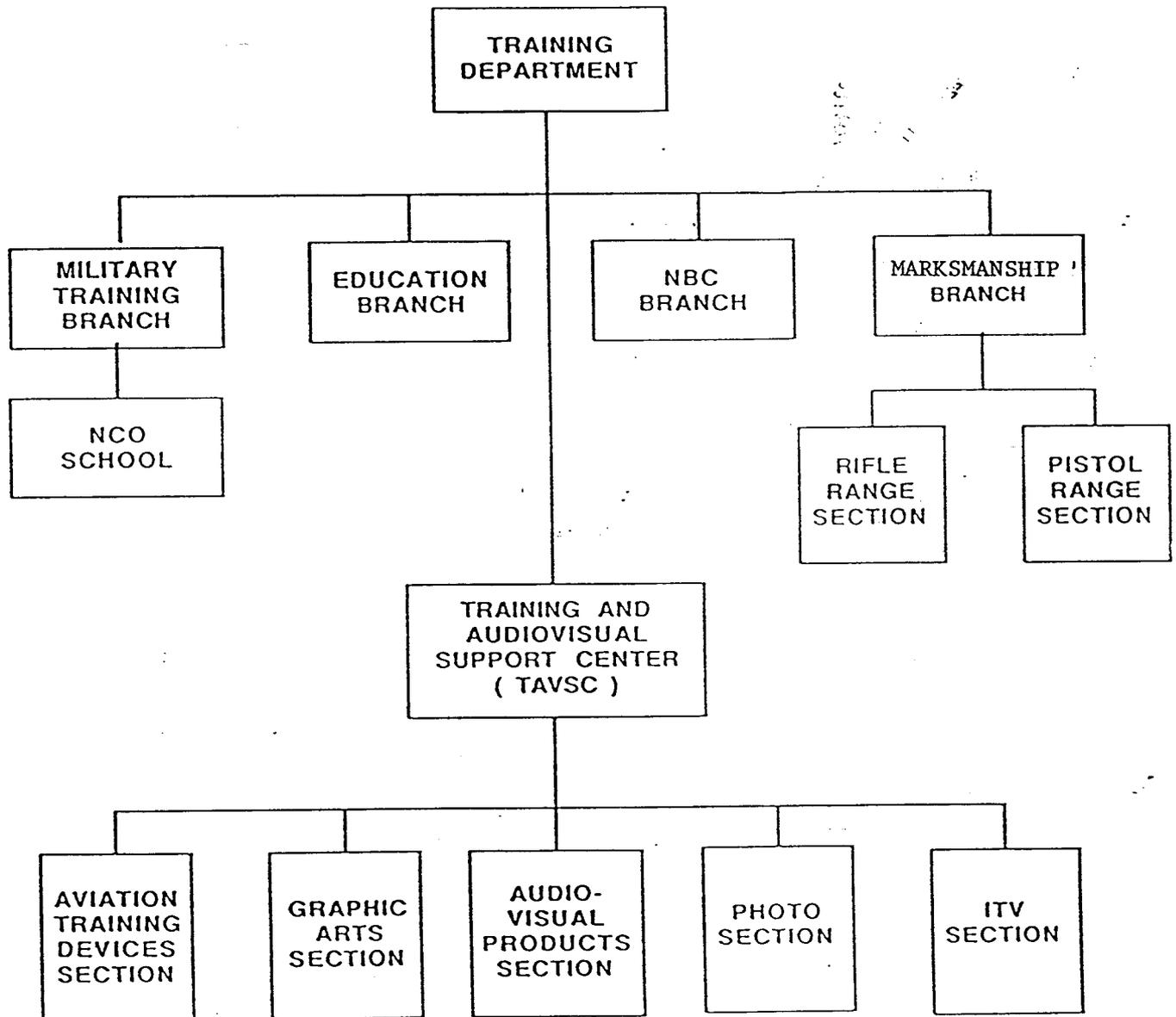


FIGURE 9-1 -- TRAINING DEPARTMENT ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 10

HEADQUARTERS AND HEADQUARTERS SQUADRON

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDING OFFICER	10000	10-3
COMMUNICATIONS, DATA AND ELECTRONICS DEPARTMENT.	10001	10-3

FIGURES

10-1 HEADQUARTERS AND HEADQUARTERS SQUADRON ORGANIZATION		10-4
---	--	------



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 10

HEADQUARTERS AND HEADQUARTERS SQUADRON

10000. COMMANDING OFFICER. Responsible for personnel accounting and reporting, administration, discipline, morale and welfare of all military personnel assigned to the Squadron. Assumes responsibility for the overall supervision of the Communications, Data and Electronics Department.

1. Executive Officer. Assists and advised the Commanding Officer in carrying out the mission and tasks assigned to Headquarters and Headquarters Squadron. Represents the Commanding Officer during his absence.

2. Sergeant Major. Directly responsible to the Commanding Officer. Duties are assigned by the Commanding Officer and generally pertain to discipline, conduct, morale, and leadership of enlisted personnel assigned to Headquarters and Headquarters Squadron.

3. Administrative Division
Responsible for and performs all aspects of Marine Corps personnel administration peculiar to the Squadron. The division includes the Military Personnel, Legal, and the Career Planning Branches. Functions and tasks performed include service record maintenance, Manpower Management System reporting, reenlistment and separation processing, identification card issuing for all commands on Station, files and directives maintenance, PCS and TAD orders processing, substance abuse control, and training of squadron personnel.

4. Career Planning Branch. Schedules career planning interviews, initiates reenlistment requests, and identifies and screens individuals for special duty assignments.

5. Legal Branch. Responsible for the administration of nonjudicial punishment, Summary and Special Courts-Martial and administrative investigations.

10001. COMMUNICATION DATA AND ELECTRONICS DEPARTMENT. Provides and maintains data subscriber terminal equipment for entry into the Defense Communications System. Supervises and controls the Station Military Affiliated Radio System (MARS) Station. Supervises and controls the Station telephone system and the contractual services to support the function. Supervises and controls the assignment and use of radio frequencies and call signs. Advises the Command on all telephone service, planning and operation of internal and external communications, training and assignment of personnel (with the exception of radio operators, MOS 2531), and communications supply and maintenance.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

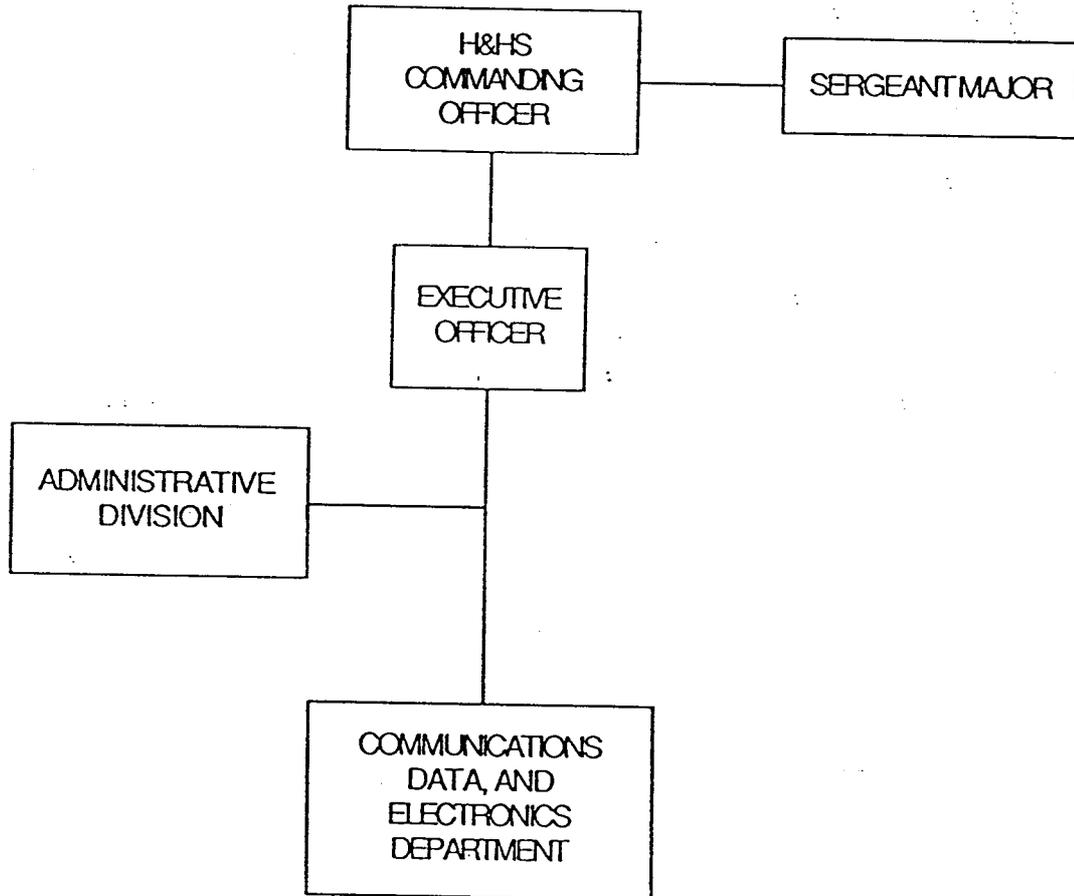


FIGURE 10-1 -- H&HS ORGANIZATION

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 11

STATION OPERATIONS AND MAINTENANCE SQUADRON

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDING OFFICER, STATION OPERATIONS AND MAINTENANCE SQUADRON	11000	11-3
ADMINISTRATIVE BRANCH	11001	11-3
AVIATION SAFETY.	11002	11-3
AIRFIELD OPERATIONS DEPARTMENT	11003	11-4
FLEET SERVICES DEPARTMENT	11004	11-5
SEARCH AND RESCUE DEPARTMENT.	11005	11-5
INTERMEDIATE MAINTENANCE ACTIVITY DEPARTMENT.	11006	11-6
FIGURES		
11-1 SOMS ORGANIZATION.		11-7



ORGANIZATION, MARINE CORPS AIR STATION, YUMA

CHAPTER 11

STATION OPERATIONS AND MAINTENANCE SQUADRON

11000. COMMANDING OFFICER. Responsible for personnel accounting, administration, morale, discipline and welfare of all military personnel assigned to the Squadron. Plans, formulates and provides policy pertaining to Airfield Operations, Search and Rescue, Fleet Services, Intermediate Maintenance Activity Department, and Aviation Safety as it applies to assigned aircraft and airfield operations. Operates the airfield, crash and rescue services. Maintains liaison with deployed units participating in aerial weapons training. Conducts pilot training and qualification programs for assigned aviators. Provides centralized administrative services for the departments to include assignment and control of personnel, maintenance of flight records, submission and/or control of submission of reports. Schedules and controls the operation of special-use airspace and air-to-ground targets assigned to MCAS, Yuma.

1. Executive Officer. Assists and advises the Commanding Officer in carrying out the mission and tasks assigned to Station Operations and Maintenance Squadron. Represents the Commanding Officer during his temporary absence.

2. Sergeant Major. Directly responsible to the Commanding Officer. Duties are assigned by the Commanding Officer and generally pertain to discipline, conduct, morale, and leadership of enlisted personnel assigned:

11001. ADMINISTRATIVE BRANCH. Responsible for and performs all aspects of both Marine Corps and Naval Personnel administration peculiar to the Squadron. The Division includes the Squadron Administrative Office, the Career Planning Branch, Substance Abuse Control and the Legal Branch. Functions and tasks performed include service record maintenance, Manpower Management System reporting, reenlistment and separation processing, administration of nonjudicial punishment, summary and Special Courts-Martial and initiation of administrative investigations. The Career Planning functions are under the cognizance of the Executive Officer.

11002. AVIATION SAFETY. Provides recommendations to the Commanding Officer of SOMS concerning safe and efficient operations of assigned aircraft, the operation of all aviation oriented aspects of the airfield, and all factors related to elements of industrial safety with-

in SOMS. The Aviation Safety Officer plans, coordinates and administers the aviation safety program of the Station, which includes the review, evaluation, and inspection of pertinent operations, procedures, equipment, and facilities of the Station to ensure proper application of appropriate safety standards and criteria where the safety of aircraft and flight personnel of this Station, tenant units, and transients is involved. Conducts a continuous education program in all aspects of aviation and ground safety. Investigates aircraft accidents and evaluates aircraft accident intelligence. Ensures the establishment of a SOMS NATOPS program.

11003. AIRFIELD OPERATIONS DEPARTMENT. Operates the airfield and provides services to support operations of aircraft assigned to tenant units, and transient aircraft, both military and civilian.

1. Flight Support Division. Provides continuous liaison with COMCABWEST ATCO to coordinate utilization of base support aircraft. Responsible for continuous upkeep of records concerned with qualification and currency requirements for Station pilots and aircrewmembers. Coordinates and publishes daily flight schedule. Provides flight planning and flight information services. Assists pilots in planning of flights. Procures, controls, maintains, and distributes necessary navigation charts, Notices to Airmen (NOTAMS), publications and information for the planning required to effect safe navigation and operation of aircraft.
2. Visiting Aircraft Line. Provides visiting aircraft refueling, support equipment and parking services.
3. Radar Air Traffic Control Division. Provides clearance delivery services. Operates an Air Traffic Control Facility, utilizing tower, radar approach control and GCA radar. Maintains liaison with federal aviation agencies, other military/civil traffic control agencies and tenant activities of this Station. Provides range/target schedule for complexes assigned to MCAS, Yuma.
4. Weather Services Division. Provides current and forecast weather information, as required. Responsible for observing, record disseminating of local area forecast; provides weather briefings to all tenant and deployed units and support to military flights upon request, preparation of weather diagrams, issuance of local weather advisories and warnings, provides a continuous weather watch during periods of hazardous destructive weather. Responsible for the maintenance and operation of meteorological instruments, computation and publication of astronomical data for the local area. Maintains an adequate stock of meteorological supplies. Operates the weather vision, weather radar and associated meteorological electronic equipment.

5. Crash/Fire/Rescue Division. Provides aircraft fire fighting and rescue services. Performs rescue operations and fights aircraft fires; provides fire protection for hazardous operations of fueling, defueling, emergency aircraft situations on or near the airfield. Trains fire fighting personnel relative to the types and uses of aircraft fire fighting equipment utilized, the properties and hazards of aviation fuels including crash rescue procedures, cockpit emergency entry techniques, and equipment maintenance practices. Provides aircraft fire and rescue support to all civil air carriers servicing the Yuma International Airport consistent with Federal Aviation Regulations (FAR) part 139. Provides 3rd Marine Aircraft Wing with Crash, Fire and Rescue vehicles and personnel for deployments of operations in field.

a. Emergency Recovery Branch. Provides Emergency Aircraft Recovery (Arresting Gear and Visual Landing Aids) services.

b. FOD Sweeper Branch. The Primary mission of the sweeper section is to ensure all runways and taxiways are inspected/and free of FOD prior to the opening of the airfield, and throughout the day.

6. Explosive Ordnance Disposal Division. Responsible for recovery, identification, rendering safe and/or disposal of dud and unserviceable ammunition aboard the Station, cognizant ranges and adjacent area. Provides range sanitation for NAF, El Centro targets. Responsible for special weapons involved in incidents and/or accidents. Maintains an EOD team to assist the civilian community in matters pertaining to explosive ordnance when requested.

7. Flight Clearance Division. Flight Clearance also referred to as "Base Operations" is responsible to the Airfield Operations Officer. Flight Clearance maintains liaison with all the airfield operations sections and directs their activities. They are responsible for processing various flight plans and routes. Whenever an aircraft incident, accident or upon requests from various civilian agencies Flight Clearance becomes the Rescue Coordination Center.

11004. FLEET SERVICES DEPARTMENT. Coordinates and maintains liaison with fleet units to assist in productive deployment periods. Provides for effective utilization of assigned target areas and special-use airspace.

1. Fleet Liaison Division. Administers operational site support to all deployed units. Maintains buildings, grounds and areas assigned to Fleet Services. Provides limited maintenance and line service for aircraft on the visiting aircraft line. Provides air freight support to transport aircraft operating from MCAS, Yuma. Prepares space assignment bulletins and deployment schedules.

2. Range Control Division. Maintains and operates special and conventional weapons bombing range targets. Maintains an air-to-air tow target drop area. Maintains an emergency live ordnance jettison area. Operates Weapons Impact Scoring Systems (WISS) to plot and score bomb, rocket, and strafing impacts.

11005. SEARCH AND RESCUE DEPARTMENT. Provides pilots and operates helicopters for local and area search rescue missions. Plans and coordinates local search and rescue activities. Coordinates and maintains liaison with flight clearance on matters concerning helicopter search and rescue. Provides helicopter support as directed by the Commanding Officer, and the Airfield Operations Officer. Performs organizational maintenance for SAR aircraft and liaison support for Station C-12's. Requisitions and receipts for supplies required by SOMS. Maintains budgetary status for SOMS.

11006. INTERMEDIATE MAINTENANCE ACTIVITY DEPARTMENT. Provides intermediate maintenance level aircraft maintenance, aeronautical component test/repair, maintenance, calibration and technical services in support of assigned station, rotational squadron, and semiannual Weapons Tactics and Instruction Course (WTI) aircraft. Performs intermediate maintenance, repair and accountability of Support Equipment (SE) authorized by the Station Individual Material Readiness List (IMRL). Provides administrative/technical support for the department through Maintenance Administration, Quality/Assurance/Analysis, Material Control/IMRL, and Production Control Divisions. Manages allocated funds, maintains expenditure records, and provides budget submission/justification, as required. Initiates action, as required, to ensure adequate facilities, state of repair and cleanliness of assigned spaces, buildings and grounds. Administers the operation of SOMS Intermediate Maintenance Activity Department to ensure effective employment of material and personnel.

ORGANIZATION, MARINE CORPS AIR STATION, YUMA

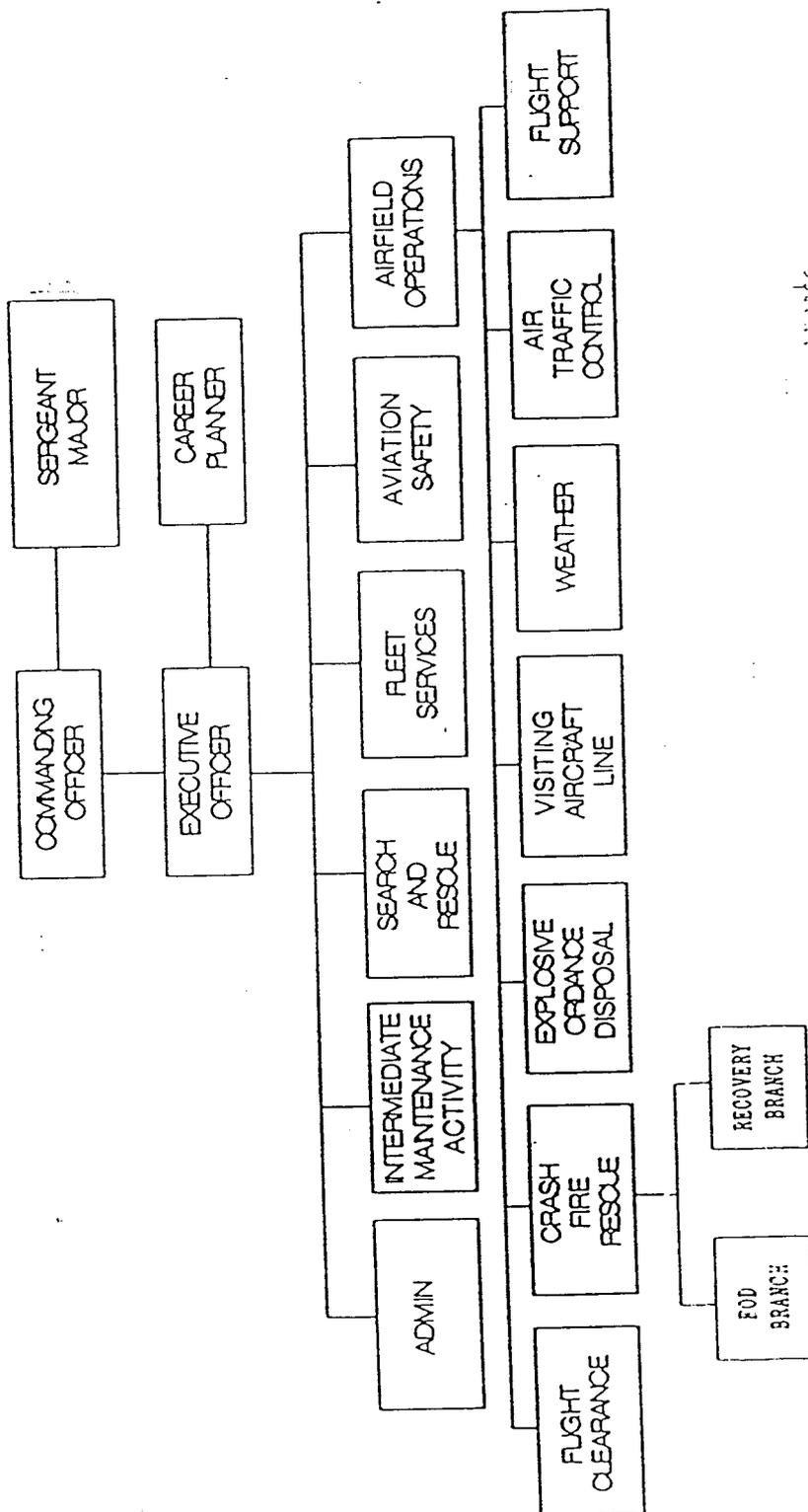


FIGURE 11-1 -- SOMS ORGANIZATION