



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 1000.2C  
S-1

07 APR 2023

AIR STATION ORDER 1000.2C

From: Commanding Officer, Marine Corps Air Station Beaufort  
To: Distribution List

Subj: STATION ASSISTANCE PROGRAM (SAP) FOR NON-TABLE OF ORGANIZATION (T/O)  
BILLETS

Encl: (1) SAP Billet Assignments

1. Situation. To promulgate policy related to filling non-Table of Organization (T/O) billets at Marine Corps Air Station (MCAS) Beaufort to ensure the efficient operation of the Air Station. The current list of Station Assistance Program (SAP) billets is enclosed.

2. Cancellation. ASO 1000.2B

3. Mission. To provide instructions for the assignment of MCAS Beaufort personnel to fill non-T/O billet requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To assign MCAS personnel to fill additional non-T/O billet requirements.

(2) Concept of Operations. This Order contains changes and must be viewed in its entirety. Changes are as follows:

(a) Removal of Crisis Management Force (CMF) and Anti-terrorism Force Protection (ATFP) Guard billets from the SAP Billet Assignment List, as they now fall under Air Station Order 5530.16 (Security Augmentation Force).

(b) Removal of Combat Swimmer billets.

(c) Removal of Gym Attendant billets.

(d) Addition of the Headquarters and Headquarters Squadron (H&HS) Gunnery Sergeant.

(e) Addition of an Armory Chief.

b. Tasks. H&HS Command Element will:

(1) Coordinate with departments and sections to ensure equitable distribution of billet assignments and requirements.

(2) Provide personnel to be assigned for a length of time specified in the enclosure.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(3) Ensure replacement of personnel will not require more than a five-day turnover period.

(4) Ensure Marines to be assigned meet all billet requirements and are not serving on a current contract with a selective reenlistment bonus (SRB).

(5) Ensure Marines to be assigned are permanent Station personnel and not from the Fleet Assistance Program (FAP).

c. Coordinating instructions

(1) The installation S-1 office will administer the program and ensure compliance through proper administrative tracking.

(2) Headquarters and Headquarters Squadron Command Element will ensure the assigned responsible billets are tasked and filled, and coordinate processing through Station S-1.

5. Administration and Logistics

a. This Order will be reviewed annually. Recommendations for changes and updates should be submitted to station S-1.

b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation,

regardless of format or medium. Refer to MCO 5215.1K Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

6. Command and Signal

a. Command. This Order is applicable to all Marine Corps Air Station Staff Sections.

b. Signal. This Order is effective the date signed.



K. R. ARBOGAST

SAP BILLET ASSIGNMENTS								
LNNR	QTY	BILLET	BMOS	BIC	GRADE	TOUR LENGTH		INFORMATION
MCASBFRTSAP001, MCASBFRTSAP002	2	Billeting Manager	8014	M0220501844 (SGT), M0220501845 (CPL), M0220501846 (LCPL), M0220501847 (LCPL), M0220501848 (LCPL), M0220502083 (LCPL), M0220502084 (LCPL)	(E-5)Sgt or below	6 months		Reports to Centralized Billeting. Processes incoming/outgoing permanent and transient guests.
MCASBFRTSAP003	1	Corporal's Course SNCOIC	8014	M0220502053 (GYSGT)	(E-7) GySgt	12 months		Reports to Station Sergeant Major. Supervises all aspects of the Corporals School. (12 month assignment)
MCASBFRTSAP004	*1	Corporal Course Chief Instructor	8014	M02205002054 (SGT/SSGT)	(E-6)SSgt / (E- 5)Sgt	12 months		Reports to the Installation Sergeant Major. Performs duties as an Instructor/Advisor.
MCASBFRTSAP005, MCASBFRTSAP006, MCASBFRTSAP007	*1	Corporal Course Instructor	8014	M022050255 (SGT) M022050256 (SGT) M022050257 (SGT)	(E-5)Sgt	12 months		Reports to the Installation Sergeant Major. Performs duties as an Instructor/Advisor.
MCASBFRTSAP008	1	Maintenance Management NCO/Armory Chief	0411	M0220500707	(E-6) SSgt or above	12 months		Reports to H&HS XO (LtCol).
MCASBFRTSAP009	1	Squadron GySgt (1)	8014	M0220502876	(E-7) GySgt	12 months		Serves as the H&HS Squadron GySgt. Reports to H&HS XO (LtCol).
MCASBFRTSAP010	1	Tax Center Clerk (1)	8014	M0220502078 (SGT) M0220502079 (CPL)	(E-4+)Cpl or above	6 months (Dec - May)		Reports to OIC Tax Center, MCRD PI

\* DENOTES A FILL IN EITHER LINE NUMBER, BASED ON RANK OF PROVIDED MARINE.