AIR STATION ORDER 1000.2B

From: Commanding Officer
To: Distribution List

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

Encl: (1) Billet Assignments

1. Situation. There is a valid requirement for non-T/O billets at Marine Corps Air Station (MCAS) Beaufort to ensure the efficient operation of the Air Station. The enclosure lists these billets.

2. Cancellation. ASO 1000.2A.

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

4. Execution
   a. Commander’s Intent and Concept of Operation
      (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 reviewed. Major changes are as follows:
         (a) Changes the staffing responsibility and point of contact to the Sergeant Major, Headquarters and Headquarters Squadron.
         (b) Removes the assignment of billet requirements from specific sections.
   b. Subordinate Element Missions. Headquarters and Headquarters Squadron 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 duty for a minimum of 6 months and no longer than 12 months, as annotated.
      (3) Ensure replacement of personnel will not require more than a five-day turnover period.
      (4) Ensure Marines/Sailors to be assigned meet all billet requirements and are not serving on a current contract with a selective reenlistment bonus.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
(5) Ensure Marines to be assigned are permanent Station personnel and are not from the Fleet Assistance Program.

c. Coordinating Instructions

(1) The S-1 Officer 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. This Order will be reviewed on an annual basis. Recommendations for improvement/changes will be submitted to the S-1 Officer.


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

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

DISTRIBUTION: A
AIR STATION ORDER 1000.2B Ch 1

From: Commanding Officer
To: Distribution List

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

Encl: (1) New page insert to ASO 1000.2B

1. Situation. To transmit a new page insert to the basic order.

2. Execution. Remove enclosure (1) and replace with corresponding enclosure contained in enclosure (1).

3. Filing Instructions. File this change transmittal behind the signature page of ASO 1000.2B.

D. G. RICHARDSON
Acting

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
From: Commanding Officer
To: Distribution List

Subj: STATION ASSISTANCE PROGRAM (SAP) FOR NON-T/O BILLETs

Encl: (1) New page insert to ASO 1000.2B

1. **Situation.** To transmit a new page insert to the basic order.

2. **Execution.** Remove enclosure (1) and replace with corresponding enclosure contained in enclosure (1).

3. **Filing Instructions.** File this change transmittal behind the signature page of ASO 1000.2B.

B. C. Murtha

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.
<table>
<thead>
<tr>
<th>Billet</th>
<th>Grade</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billeting Clerk (2)</td>
<td>Sgt/Below</td>
<td>Report to Centralized Billeting. Processes incoming/outgoing permanent and transient guests.</td>
</tr>
<tr>
<td>Combat Swimmer</td>
<td>Any</td>
<td>Reports to S-3 training. Assists in Combat Water Survival Training. (1 Apr-31 Oct)</td>
</tr>
<tr>
<td>Corporal School SNCOIC</td>
<td>GySgt</td>
<td>Reports to Station Sergeant Major. Supervises all aspects of the Corporals School. (12 months)</td>
</tr>
<tr>
<td>Corporal School Instructor</td>
<td>SSgt/Sgt</td>
<td>Reports to SNCOIC. Performs duties as Instructor/Advisor.</td>
</tr>
<tr>
<td>Tax Center Clerk</td>
<td>Any</td>
<td>Reports to OIC Tax Center, PISC. (Dec-Apr)</td>
</tr>
<tr>
<td>Gym Attendant (2)</td>
<td>Any</td>
<td>Reports to MCOSS SNCOIC.</td>
</tr>
<tr>
<td>Crisis Management Force (50)</td>
<td>Any</td>
<td>Reports to PMO Operations Chief in the event of Crisis Management Force (CMF) activation</td>
</tr>
<tr>
<td>ATFP Guard (6) FPCON (B+)</td>
<td>Any</td>
<td>Reports to PMO Operations Chief in the event of FPCON elevation or to meet level II security area manning requirements as set by PMO.</td>
</tr>
<tr>
<td>ATFP Guard (21) FPCON (C/C+)</td>
<td>Any</td>
<td>Reports to PMO Operations Chief in the event of FPCON elevation.</td>
</tr>
<tr>
<td>ATFP Guard (10) FPCON (D)</td>
<td>Any</td>
<td>Reports to PMO Operations Chief in the event of FPCON elevation.</td>
</tr>
</tbody>
</table>