



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

ASO 5001.1  
ADJ  
15 Jul 25

AIR STATION ORDER 5001.1

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

Subj: STAFF TASK MANAGEMENT PROCEDURES

Encl: (1) MCAS Beaufort NIPR & SIPR Task Manager Process  
(2) Task Management Organizational Hierarchy  
(3) MCAS Beaufort Official Tasks Lead Directorate Assignment  
(4) MCAS Beaufort ETMS2 Roles and Procedures  
(5) MCAS Beaufort Routing Sheet

1. Situation. Multiple systems are in use to support Task Management (TM) functional needs within the Navy and Marine Corps, and others exist in joint environments. The Enterprise Task Management Software Solution (ETMS2) is a web-based interactive tool designed to assist the Marine Corps in the areas of TM and document routing. ETMS2 replaced the Department of the Navy Tasking, Records, and Consolidated Knowledge Enterprise Repository (DON TRACKER), and other legacy TM and Records Management (RM) applications such as the Task Management Tool (TMT), in the Non-classified Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) environments. This Order outlines staff TM processes which are universal regardless of the system supporting the TM functions. It will address unique system driven procedural requirements where needed and outline the routing and staffing of formal NIPRNET and SIPRNET tasks within Marine Corps Air Station Beaufort (MCASBFT) and subordinate units.

2. Cancellation. None.

3. Mission. To promulgate policy and procedural guidance that ensures the proper staffing of official tasks assigned to and from MCASBFT.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order defines the MCASBFT processes for staff coordination, assignment, and ensures appropriate analysis, comment, and response to all official tasks.

(2) Concept of Operations. Staff Directorates, Special Staff, Headquarters and Headquarters Squadron (HQHQRON) will ensure official tasks are thoroughly analyzed and appropriate responses are provided in a timely manner. When required, responses will be coordinated between appropriate offices, organizations, and/or commands to provide a comprehensive response.

b. Tasks

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(1) Installation Executive Officer (XO). Provide supervision/oversight of the S-1 in the management of the MCASBFT Task Management Tool (TMT) within the Enterprise Task Management Software Solution (ETMS2). Maintain staff cognizance of tasks from higher headquarters.

(2) Department Head, S-1. Serve as the MCASBFT Official Task Manager (OTM) and administer/facilitate the TM program for MCASBFT, see enclosure (1). As such the OTM will:

(a) Monitor official tasks for MCASBFT to ensure they are responded to by the due date.

(b) Return tasks that do not require action or are inappropriately assigned to/for MCASBFT by using the "Reject" option.

(c) Assign tasks to the MCASBFT Department or Division with the most subject master equity as lead with the designation as OPR or OPR-C. The lead will sub-assign as appropriate to ensure a comprehensive review, track responses, consolidate information, and prepare an appropriate MCASBFT response to meet the task due date (this is not the responsibility of the OTM).

(3) MCASBFT Department Heads, Special Staff, and Subordinate Units

(a) Identify and designate a primary and alternate organizational administrator to administer the TM program, track/respond to any ETMS2 tasks, update point of contact (POC) lists, and assign system roles within the division. Annually, by 1 November, report to the Installation XO that POC lists have been reviewed and updated.

(b) Ensure personnel are familiar with the ETMS2 website by reviewing the training materials provided within that system.

(c) Reject any task that has not been assigned by the OTM or originated by a MCASBFT Division. These tasks shall be returned to the originator as "Rejected" and include the comments, "In accordance with MCASBFT AIR STATION ORDER 5001.1, all tasks MUST BE SUBMITTED THROUGH THE MCASBFT OFFICIAL TASK MANAGER AT MCASBFT". This is specifically intended to prevent tasking that bypasses the chain of command.

(d) When assigned as the lead MCASBFT Division (normally assigned as the OPR or OPR-C within ETMS2), designate a lead AO, to assign as appropriate, track responses, consolidate information, and prepare an appropriate response to meet the task due date and response level, in accordance with the procedures outlined below and the process flow contained in enclosure (1).

(e) Ensure the "Response" field is complete in its entirety using the format provided in enclosure (4).

c. Coordinating Instructions and TM Procedures

(1) All tasks, apart from those noted in paragraph 4(d) shall be received in the MCASBFT TM account.

(2) The OTM shall determine if the tasks are appropriately assigned and ensure that the due date is reasonable. If inappropriately assigned, the

task shall be returned to the originator by the OTM. If the due date is not reasonable, request an extension via the "request extension" tab.

(3) The OTM shall determine the appropriate responsible task lead based on subject content, nature of the task and standard subject identification code (SSIC), using enclosure (3) as a guide, and assign to the lead division's account, see enclosure (2).

(4) The lead office (OPR/OPR-C) shall determine if the task is appropriately assigned, and if the due date is reasonable. If inappropriately assigned, return the task to the DC/S-OTM with a stated reason of return. If a due date extension is required, the division or command AO will request an extension from the originator. The extension request will be submitted directly to the originator through ETMS2/TMT. A request for extension does not relieve the command or division from completing the task in the assigned timeframe until it has been approved.

(5) The lead office shall assign a lead AO for task processing. See enclosure (1) for staff task management process flow and enclosure (4) for roles and responsibilities.

(6) When a task is to be assigned to a subordinate division/department/section, ensure the task is routed to the command's Task Manager. Do not task the division directly, e.g., do not task ADJ DCP directly. However, it is a best practice to include a recommendation for which department/division(s) should be assigned the task, and the respective department/division(s) informed via email or other means the task is being assigned to their Task Manager.

(7) When assigning a task, the lead MCASBFT AO will adjust the due date and add point of contact and specific MCASBFT information/instructions in the MCASBFT instructions section. Do not rely on the originator's instructions.

(8) Adjusted due dates should be assigned to allow the AO time to consolidate information and prepare an appropriate response and based on the level of response requested in the original task as follows:

(a) AO Level: One to two working days prior to the original due date.

(b) O6 Level: Five to seven working days prior to allow for time to route through Command Deck for approval. See paragraph 4d for routing instruction.

(9) If no response is received to an assigned task, the AO will attempt to contact the delinquent division/department to obtain a response before noting the receiver is non-responsive.

(10) When the lead AO has consolidated all input, prepared a response, and obtained approval at the appropriate level, the official response will be submitted via the appropriate task management system back to the OTM.

(11) The OTM submits the task response to the originator.

d. Task Management Special Handling and Exceptions

(1) Departments/division(s) will not and do not have the authority to sign, by direction.

(2) HHQ level tasks shall be printed out and delivered to the XO no later than five to seven working days prior to the originator's due date to allow sufficient time for command review. At a minimum, the package includes:

(a) Print out of the ETMS2 document with departments/division(s) review, concurrence, and signature.

(b) Provide an executive summary of significant changes.

(c) Documentation or statement that coordination has occurred with consolidated responses from collaborative efforts.

(d) Per enclosure (5), a prepared routing sheet by the lead AO that captures the purpose, background, discussion, coordination, and recommendation.

(e) All pertinent attachments required to complete requested action. Do not include documents with full routing through the Marine Corps.

(3) Program and Order reviews will be the responsibility of the subject matter expertise as assigned in enclosure (3).

(4) All publications/doctrine and capabilities development document reviews may be submitted by task originators directly to MCASBFT as the OPR for coordinated responses and feedback.

## 5. Administration and Logistics

a. This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the Adjutant).

### 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 W/ADMIN CH-2 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 MCAS Beaufort and HHS personnel.
- b. Signal. This Order is effective the date signed.



T. J. FELTER

# MCAS BEAUFORT/HHS TASK MANAGEMENT PROCESS

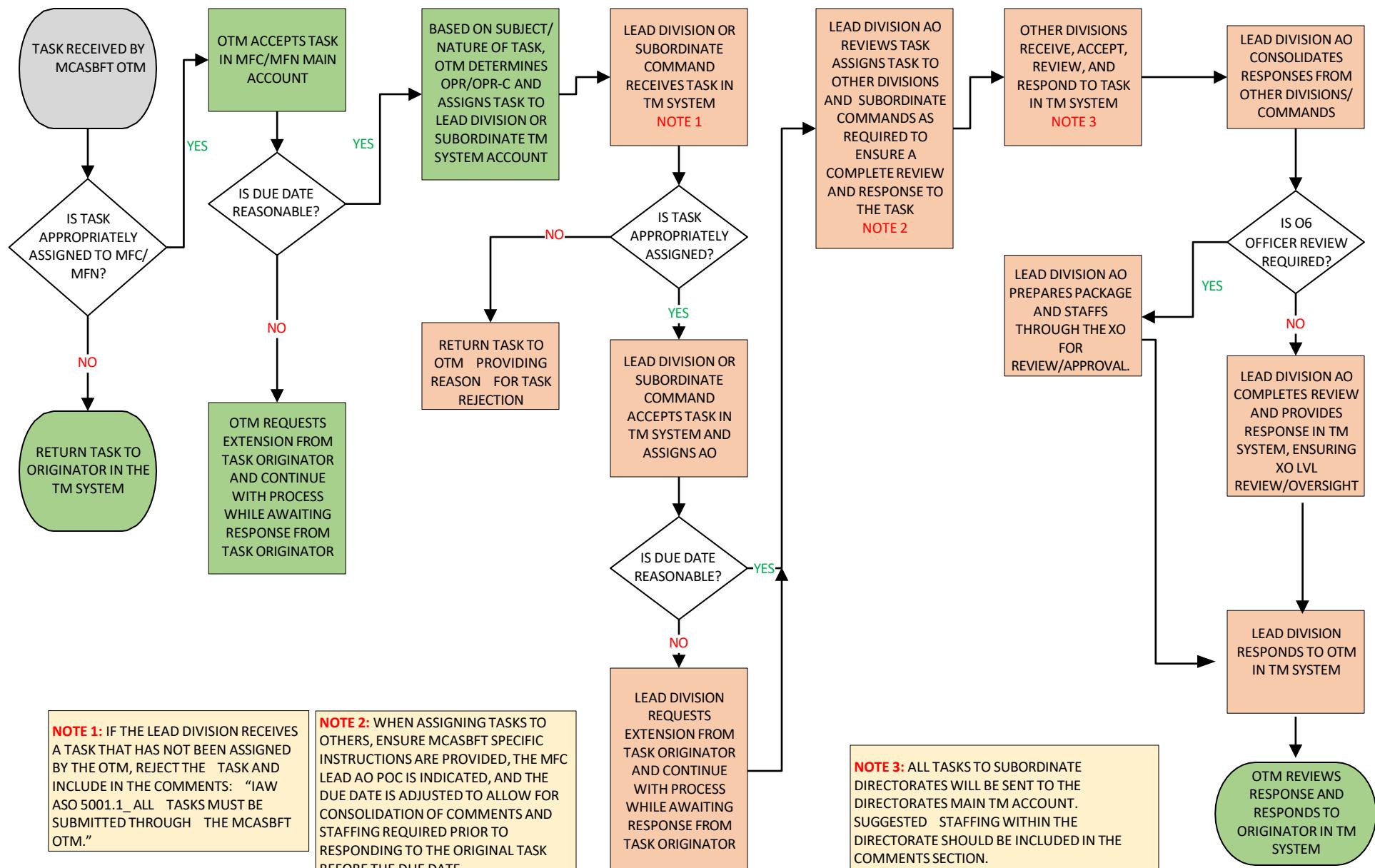
ASO 5001.1

ADJ

15 Jul 25

OFFICIAL TASK MANAGER (OTM)

LEAD DIVISION / LEAD DIVISION ACTION OFFICER



# TASK MANAGEMENT ORGANIZATIONAL HIERARCHY

ASO 5001.1  
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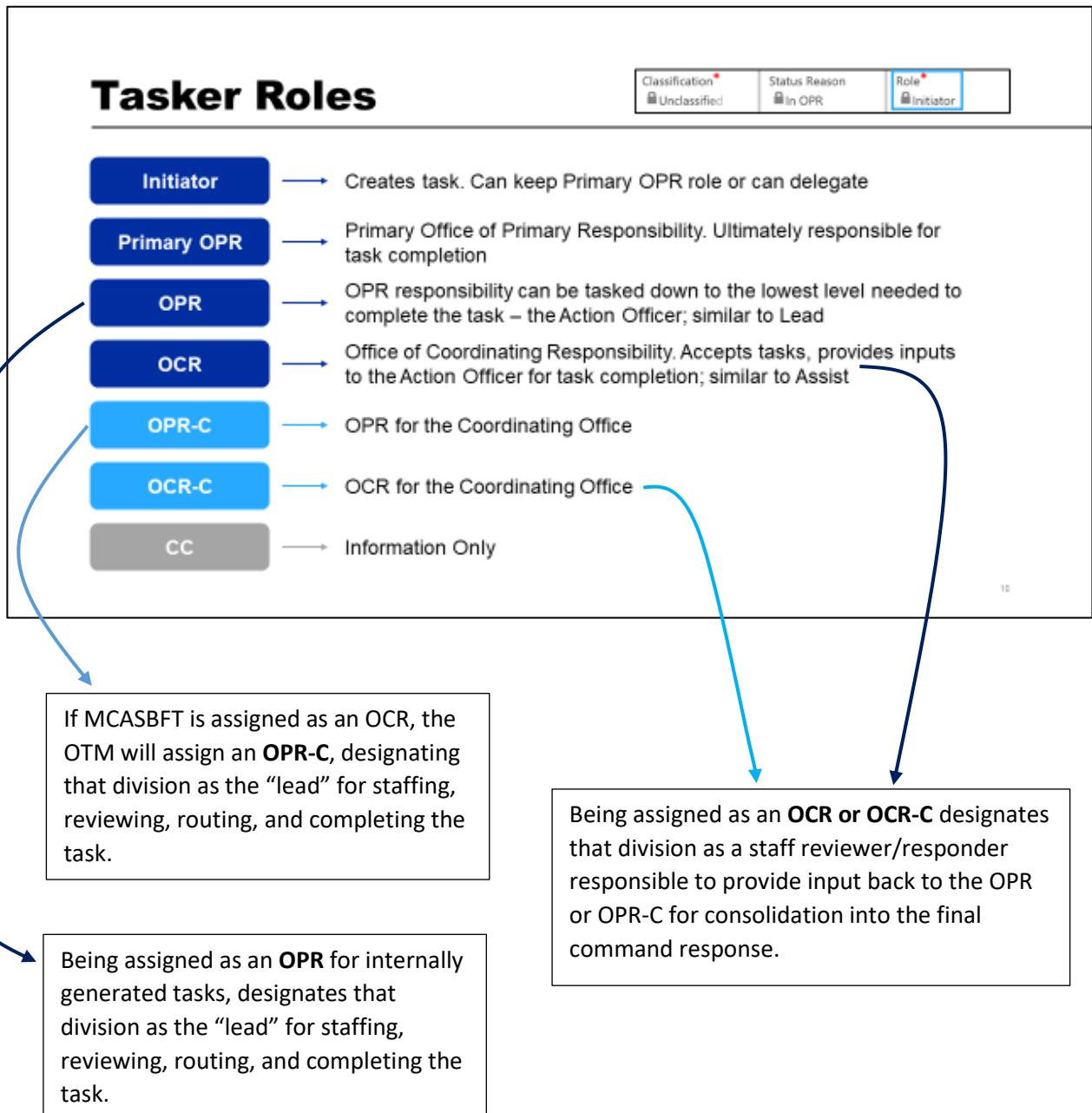
COMMAND SHORT NAME	COMMAND LONG NAME	
USMC MCASBFT	Marine Corps Air Station Beaufort	
<b>Division/Department ShortName</b>	<b>Division/Department Long Name</b>	<b>Division/Department Sub-Teams</b>
USMC MCASBFT ADJ	Adjutant	ADJ DCP/ADJ ADMIN
USMC MCASBFT BRIG	Brig	
USMC MCASBFT CHAP	Chaplain	
USMC MCASBFT CISD	Communications & Information Systems Division	
USMC MCASBFT COMCAM	Combat Camera	
USMC MCASBFT COMPT	Comptroller	
USMC MCASBFT CPLO	Community Plans Liaison Office	
USMC MCASBFT DEERS	Defense Enrollment Eligibility Reporting System	
USMC MCASBFT EO	Equal Opportunity Office	
USMC MCASBFT H&HS	Headquarters and Headquarters Squadron	
USMC MCASBFT HRO	Human Resources Office	
USMC MCASBFT IE&L		ENV/EOD/FAC/HOUSING/SUPPLY
USMC MCASBFT IE&L FAC	Installations, Environmental, & Logistics	FAC GIS/FAC MOTOR T/FAC UTILITIES
USMC MCASBFT IE&L HOUSING	Installations, Environmental, & Logistics Housing	BACH HSG/FAM HSG/TRANS HSG
USMC MCASBFT SUPPLY	Supply	AVN ORD/DMO/FOOD SERV/HAZMAT/PROC
USMC MCASBFT INSP	Command Inspector General	
USMC MCASBFT IPAC	Installation Personnel Administration Center	
USMC MCASBFT MCCS	Marine Corps Community Services	BH/FAM CARE/PPD/SEMPFIT
USMC MCASBFT MED	Medical	
USMC MCASBFT NCIS	Navy Criminal Investigative Service	
USMC MCASBFT O&T	Operations & Training	O&T FES/ARFF
USMC MCASBFT O&T ADMIN	Operations & Training Administration	
USMC MCASBFT O&T FES	Operations & Training Administration Fire & Emergency Services	
USMC MCASBFT PMO	Provost Marshal's Office	CID/OPS/SVS
USMC MCASBFT POSTAL	Postal	
USMC MCASBFT PPI	Primary Prevention Integrator	

SUBJECT	MCASBFT OFFICIAL TASKS LEAD DIRECTORATE ASSIGNMENT																				
	XO	ADJ	BRIG	CHAP	CISD	COMCAM	COMPT	CPLO	DEERS	EO	H&HS	HRO	E&L	INSPI	IPAC	MCCS	MED	NCIS	O&T	PMO	POSTAL
AAO OR FIELDING PLANS FOR EQUIPMENT/SYSTEMS IN DEVELOPMENT																		X			
AAO CHANGES OR REDISTRIBUTION FOR FIELDED EQUIPMENT/SYSTEMS																			X		
AAO CALCULATION/DETERMINATION PROCESS																			X		
AERONAUTICAL & ASTRONAUTICAL MATERIAL																			X		
AIR OPERATIONS																			X		
AUDITS									X										X		
AVIATION CURRENT READINESS																			X		
AVIATION INFORMATION SYSTEMS (AIS)																			X		
AVIATION LOGISTICS MANAGEMENT & SUPPORT (ALIMS)														X							
AVIATION ORDNANCE														X							
AVIATION PLANS																					
AVIATION SUPPLY													X								
AVIONICS																			X		
BATTLE COMMAND DISPLAY							X														
C1/HUMAN INTELLIGENCE (HUMINT)																		X			
C4 SUPPORT						X															
CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR (CBRN)																			X		
CIVILIAN PERSONNEL	X																				
CIVILIAN HUMAN RESOURCES														X							
CIVILIAN PERFORMANCE MANAGEMENT	X																				
CIVILIAN TRAINING																		X			
COMMAND OPERATIONS CENTER (COC)																			X		
COMMUNICATIONS					X															X	
CONGRESSIONAL INTEREST/INQUIRY									X												
CONTINUOUS PROCESS IMPROVEMENT	X																				
COUNTER IED																				X	
CYBER SECURITY						X															
DEPLOYMENT AND DISTRIBUTION														X							
ENGINEERING														X							
EQUAL OPPORTUNITY (Uniform)											X										
EXPLOSIVE ORDNANCE DISPOSAL (EOD)														X					X		
FACILITIES & ACTIVITIES ASHORE																					
FINANCIAL MANAGEMENT								X													
FINANCIAL - AVIATION								X													
FINANCIAL - GROUND								X													
FORCE <b>REQUIREMENTS</b> ANALYSIS																			X		
FORCE DEPLOYMENT																			X		
FORCE READINESS																			X		
FOREIGN DISCLOSURE																			X		
GCCS/TCWS														X							
GENERAL ADMINISTRATION & MANAGEMENT																X					
INFORMATION ASSURANCE					X																
INSPECTOR GENERAL														X							
INTEL OPERATIONS																			X		
INTEL SKILLS																			X		
INTEL SYSTEMS																			X		
JOINT CAPABILITIES INTEGRATION AND DEVELOPMENT SYSTEM (ICD,CDD, AND CPD)																			X		
JOINT & SERVICE TRAINING																			X		
JOINT STRIKE FIGHTER																			X		
LEGAL	X														X						
LOGISTICS																					

SUBJECT	MCASBFT OFFICIAL TASKS LEAD DIRECTORATE ASSIGNMENT																				
	XO	ADJ	BRIG	CHAP	CISD	COMCAM	COMPT	CPLO	DEERS	EO	H&HS	HRO	I&L	INSPI	IPAC	MCCS	MED	NCIS	O&T	PMO	POSTAL
MATERIAL - GENERAL														X							
MATERIAL - GROUND													X								
MEDICINE & DENTISTRY																		X			
MILITARY PERSONNEL												X									
MILITARY MANPOWER											X										
MISSION ASSURANCE																				X	
MISSION ESSENTIAL TASK LIST (METL)																				X	
MISSION STATEMENT REVIEW																			X		
MRB/MROC INFORMATION																			X		
OPERATIONS & PLANS																			X		
OPERATIONS & READINESS																			X		
ORDNANCE MATERIAL														X							
PUBLIC AFFAIRS											X										
PUBS & DOCTRINE REVIEWS		X									X									X	
RELIGIOUS MINISTRY			X																		
RESERVE INTEGRATION	X																				
RESOURCE EVALUATION & AUDITS									X												
SAFETY AVIATION																					
SAFETY GROUND		X																			
SAFETY MOTORCYCLE		X																			
SAFETY TRAINING		X																			
SECURITY INDUSTRIAL		X																			
SECURITY INFORMATION		X																			
SECURITY MANAGEMENT AND TRAINING ADMINISTRATION	X																				
SECURITY PERSONNEL																				X	
SECURITY PHYSICAL		X																			
SEXUAL ASSAULT																					
SHIPS DESIGN & MATERIAL (EXPO OPS)														X							
SIGNALS INTELLIGENCE (SIGINT)																				X	
SATELLITE COMMUNICATIONS (SATCOM)						X															
STRATEGIC MOBILITY							X														
SPECTRUM							X														
SUSTAINMENT STRATEGY																					
TELECOMMUNICATIONS								X													
VMFAT-501																				X	
VTC SUPPORT								X													

## MCAS BEAUFORT (MCASBFT) /HHS ETMS2 Roles and Procedures:

### MCASBFT/HHS ETMS2 Roles and Responsibilities:



## **ETMS2 Response Procedures:**

All responses provide in ETMS2 will utilize the below template. A description of each field is provided below.

**My Response**

(1) Recommendation/Action: Provides the position of the responder (concur, concur with comment, non-concur, recommend approval, etc.) or describes the action required by the senior leader (signature, approval, concurrence, etc.)

(2) Key Point(s): Lists 2-3 most critical points to provide context to the response/recommendation or guide senior leader toward an appropriate action.

(3) Suspense Date: For OPRs and OPR-Cs, date task is due to higher headquarters, when an external task.

(4) Action Officer: Name and contact information of individual responding. Required in case the OTM, OPR or OPR-C has questions regarding the response.

(5) Staff Action Documents.

TAB A. Documents that require action (e.g., item for signature or approval)  
TAB B. Incoming correspondence (CRM, Information Paper, etc.)  
TAB C. Background information. (Publication reviewed, Information Paper, etc.)  
TAB D. (or last tab in package). Coordination information.

(6) OPR/Lead Organization. For external tasks, provide the organization/agency where the task originated.

(7) OPR Action Officer. For external tasks, provide the POC for originating organization/agency.

(8) Staff Coordination. For OPRs and OPR-Cs, when completing a task and responding to the OTM, provide listing of staff organizations tasked to provide input.

# MCAS BEAUFORT ROUTING SHEET

TASK ID# \_\_\_\_\_

ASO 5001.1  
ADJ  
15 Jul 25

Date Forwarded:	Date Due:
Originator (Rank, Last, First)	Phone Number: Email:
Subject:	



SEQ	SECTION	CODE	DATE IN	DATE OUT	INITIALS
	CO, MCAS Beaufort				
	XO, MCAS Beaufort				
	Sergeant Major, MCAS Beaufort				
	Adjutant, MCAS Beaufort				
	Executive Assistant/ Protocol Officer				
	Central Files				
	S-1, MCAS Beaufort				
	Security Manager/CMCC				
	S-3/5/7, MCAS Beaufort				
	S-4, MCAS Beaufort				
	S-6, MCAS Beaufort				
	Comptroller				
	Staff Judge Advocate (SJA)				
	Low Country Council (LCC)				
	Provost Marshal Office (PMO)				
	Command IG (CIG), MCAS Beaufort				
	Equal Opportunity Advisor (EOA/MIL)				
	Equal Employment Opportunity (EEO/CIV)				
	Human Resources Office (HRO)				
	DOSS/Safety/ESO				
	MCCS-SC				
	Family Advocacy Program				
	SARC				
	Airfield Operations				
	Mission Assurance/ATFPO				
	RPAC, BFRT SSC				
	Chaplain, MCAS Beaufort				
	NREAO				
	MCAS Beaufort Branch Clinic				
	HQHQRON				
	MAG-31:				
	MWSS-273				
	CLC-23				
	MACS-2 Det A				
	VMFT-402				
	MCRD Parris Island				
	Naval Hospital Bfrt/MCAS Bfrt Branch Clinic				
	Other:				

## Action Brief/Changes/Questions:

**CUI**

### ATTENTION

Use this space to indicate copies, or limited dissemination controls, special instructions, prints or format, etc., if needed.

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For further guidance regarding the handling procedures of CUI, please contact the Marine Corps Air Station Security Manager, Mr. Odell Joiner, 843 228 7090 odell.joiner@usmc.mil

### ATTENTION

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**CUI**

A - APPROPRIATE ACTION  
I - FOR INFORMATION  
X - ORIGINATOR

C - COMMENT  
R - RECOMMENDATION  
Y - CONCURRENCE

D - DECISION  
S - SIGNATURE  
H - RETURN TO