



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

Canc: Jul 20

ASBul 1601  
Adj  
29 Jul 20

AIR STATION BULLETIN 1601

From: Commanding Officer  
To: Distribution List

Subj: STATION DUTY OFFICER AND DUTY CLERK ASSIGNMENTS FOR THE MONTH OF  
AUGUST 2020

Ref: (a) ASO 1601.7L W/ CH 1  
(b) MCO 10520.3

Encl: (1) Station Duty Officer/Duty Clerk for the Month of August 2020

1. Purpose. To assign personnel as the Staff Duty Officer (SDO) and Duty Clerk per reference (a), and to assign personnel to execute command colors per reference (b).

2. Cancellation. ASBul 1601 of 30 Jul 19.

3. Background

a. Officers, staff noncommissioned officers, and noncommissioned officers listed in the enclosure are assigned as the SDO and Duty Clerk on the dates indicated.

b. SDOs assigned herein who become unavailable shall notify the Station Adjutant. If such an absence is of an emergency nature, personnel assigned as the supernumeraries will be utilized.

c. SDOs will be guided in the performance of duty by the instructions contained in reference (a) and other instructions that may be issued at time of posting. The seasonal Marine Corps combat utility uniform will be the uniform of the day for duty personnel.

4. Action

a. Station Duty Officer

(1) On weekdays, the SDOs must report to the Station Executive Officer (XO) in building 601 at 0730 for posting unless otherwise directed.

(2) For weekend and holiday duties, SDOs must report to the Station XO in building 601 at 0730 on the last workday to confirm their duty assignment and to receive any special instructions.

(3) The SDO is responsible for ensuring the timely and proper execution of morning and evening colors. The SDO is required to inspect the Colors detail prior to the sounding of the five minute warning.

(4) SDOs will ensure that all devices for conducting Colors are present and working properly and will operate the music for Colors.

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(5) Over weekends and holidays, oncoming and off going SDOs will conduct an informal post and relief at 0730.

b. Supernumeraries

(1) The supernumerary must provide a recall phone number to be retained at the duty desk. This number will not be posted on this Bulletin. It will be kept as an emergency contact number in the case of emergencies.

(2) The supernumerary will only be used in case of a bona fide emergency. If a replacement is required prior to the day of duty it is the responsibility of the duty and their section to furnish a replacement and notify the Adjutant immediately.

5. Reserve Applicability. This Bulletin is applicable to Headquarters and Headquarters Squadron, Marine Corps Air Station Beaufort.

  
J. D. BIRD  
By direction

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**STATION DUTY OFFICER / DUTY CLERK  
FOR THE MONTH OF AUGUST 2020**

DUTY OFFICER								DUTY CLERK				
DATE	DAY	NOTES	RANK	LAST NAME	INT	SECT	EXT	RANK	LAST NAME	INT	SECT	EXT
1	SAT		SSGT	STARK	B	HPMO	7651	SGT	MILLANLEBRAON	B	S3FR	6416
2	SUN		SSGT	PORTIS	T	S3FU	6224	CPL	PATTON	D	IPAC	8451
3	MON		GYSGT	OWEN	B	CSO	6123	CPL	IBRAHIM-SALIH	I	S3WX	7904
4	TUE		SSGT	HARBOURN	J	S3AO	7038	CPL	THOMPSON	N	PMO	7651
5	WED		SSGT	DOOLING	K	HPMO	7651	CPL	ABRAHAM	W	S3FR	6416
6	THU	(1)	GYSGT	FRANKLIN	M	S3AM	7934	CPL	STARRETT	C	S4/ORD	9030
7	FRI		SSGT	ANGUIANO	J	S3AT	6350	SGT	VELZMOREL	J	S3AR	6676
8	SAT		SSGT	WORKMAN	T	CLC23	8532	SGT	DIETZ	J	PMO	7651
9	SUN		SSGT	MARVEL	K	HPMO	7651	CPL	GARRIDO	M	S3AT	6350
10	MON		GYSGT	KOCH	E	S3FR	6416	SGT	MATTHEWS	L	S4/FDSVC	6030
11	TUE		CWO2	SCANDRETT	M	IPAC	8405	SGT	COX	K	HSHQ	7891
12	WED		1STLT	RODRIGUEZ	M	S3AT	6350	CPL	REYES	J	S3AM	7934
13	THU	(1)	2NDLT	BELTRAN	P	HPMO	7651	SGT	GOODSON	A	PMO	7651
14	FRI		GYSGT	BROWN	A	S3FR	6416	CPL	BOWEN	C	S3AT	6350
15	SAT		CAPT	DJAHANKHAH	A	S600	6367	CPL	FALIG	Q	S4/PC	7122
16	SUN		SSGT	ATKINSON	T	S3FR	6416	CPL	HIBER	J	S3FU	6820
17	MON		SSGT	ALVARADO JR.	P	CLC23	8515	CPL	BOLAND	S	S3FR	6416
18	TUE		GYSGT	GONZALEZ	P	S3AT	6350	CPL	WILK	C	HLOW	7360
19	WED		SSGT	GAVIDIA	M	HQCE	7837	CPL	CLAPPER	C	S3AT	6350
20	THU	(1)	SSGT	ALFORD	N	S3FR	6416	SGT	MAZZIOTTI	M	PMO	7651
21	FRI		SSGT	BUSSKOHL	C	S3AT	6350	CPL	WHITMER	D	S3FU	6820
22	SAT		CAPT	VERA	E	S400	7845	CPL	CARROLL	A	S4/ORD	9030
23	SUN		2NDLT	SHOAF	N	HPMO	7651	CPL	SUAREZ	A	S3AR	6120
24	MON		SSGT	GARDNER	B	S3AT	6350	CPL	PENAFIELCHACHA	S	S3AO	7301
25	TUE		SSGT	KILGORE	C	MCCS	1502	CPL	ELTOUKHY	I	IPAC	8451
26	WED		GYSGT	RITCHIE	J	S3FR	6416	CPL	ESPARZA	E	S3AT	6350
27	THU	(1)	SSGT	TREASTER	T	HSHQ	7033	CPL	THOMAS	K	PMO	7651
28	FRI		SSGT	STEINKE	J	S3AR	6679	SGT	LORUSSO	H	S3FR	6416
29	SAT		2NDLT	PERSHALL	M	HQCE	6848	CPL	CRUCETA	A	S4/DMO	6415
30	SUN		GYSGT	BAJOREK	S	S3AT	6350	SGT	PLATE	B	HQPO	7360
31	MON		SSGT	KROMM	A	HPMO	7651	CPL	WALLACE	T	PMO	7651
<b>SUPERNUMERARY:</b>			<b>1-15</b>					<b>16-31</b>				
SDO			WO	WAHL	J	S600	6367	SSGT	BUCKHALTER	A	IPAC	8451
SDC			SGT	SEGURA	A	MCCS	1616	SGT	CASTILLO	S	S4	6223
Monthly Armory Inventory			SSGT	TREASTER	T	HSHQ	7033					

NOTE: WEEKEND / HOLIDAY DUTIES REPORT TO BLDG 601 @ 0730 ON THE LAST WORKDAY PRIOR TO DUTY

**Additional Duties**

(1) Field Day (Every Thursday of the Month)

SDO CELL: (843) 321-6614