



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

Canc: Aug 20

ASBul 1601  
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24 Aug 20

AIR STATION BULLETIN 1601

From: Commanding Officer  
To: Distribution List

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

Ref: (a) ASO 1601.7L  
(b) MCO 10520.3

Encl: (1) SDO/Duty Clerk for the month of September 2020

1. Purpose. To assign personnel as the Station 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 29 Jul 20.

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 service 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 Adjutant in building 601 at 0730 for posting unless otherwise directed.

(2) For weekend and holiday duties, SDOs must report to the Station Adjutant 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 SEPTEMBER 2020

DUTY OFFICER								DUTY CLERK				
DATE	DAY	NOTES	RANK	LAST NAME	INT	SECT	EXT	RANK	LAST NAME	INT	SECT	EXT
1	TUE		SSGT	WOLFE	P	HPMO	7321	LS2	MURPHY	I	S4/CS	7401
2	WED		1STLT	ESNARDO	M	S3AT	6350	CPL	WEICK	E	IPAC	8451
3	THU	(1)	GYSGT	RICKERT	P	S600	6367	SGT	PLATE	B	HQCE	7360
4	FRI		GYSGT	BENTLEY	C	S3AR	7838	SGT	SEGURA	A	MCCS	1588
5	SAT	(2)	CWO2	OUARKOUB	I	MCCS	1502	CPL	HEREBIA	A	IPAC	8403
6	SUN	(2)	1STLT	KULP	B	CLC23	8502	SGT	HENINGER	S	HSHQ	6608
7	MON	(2)	GYSGT	MARSHALL	R	S3FR	7969	CPL	SCHAAP	G	HPMO	7651
8	TUE	(2)	SSGT	FALMOE	A	HPMO	7321	CPL	YOUNGBLOOD	J	S4/DMO	7125
9	WED		GYSGT	CRAWFORD	W	S3AT	6350	SGT	DUBATWOKA	M	S3FR	6416
10	THU	(1)	GYSGT	SORTINO	E	S600	7639	CPL	THOMPSON	N	HPMO	7651
11	FRI		SSGT	ATKINSON	T	S3FR	7969	SGT	GRIFFIN	J	S3WX	7926
12	SAT		SSGT	SEAMES	W	HPMO	7321	SGT	BOYER	A	HQCE	7360
13	SUN		CWO2	SCANDRETT	J	IPAC	8404	SGT	HUFF	R	HPMO	7651
14	MON		SSGT	ANGUIANO	J	S3AT	6350	SGT	FILICKY	B	S3AR	6676
15	TUE		SSGT	SHANAHAN	P	HPMO	7321	SGT	FRANKLYN	J	HQCE	7360
16	WED		SSGT	WEILACHER	B	S3FU	7049	CPL	WEIR	W	S3AT	6350
17	THU	(1)	GYSGT	BALDWIN	E	HQCE	7360	SGT	GEORGE	G	HPMO	7651
18	FRI		SSGT	OELSCHLEGER	C	S3AM	7938	CPL	SAIZ	A	S3AO	7301
19	SAT		SSGT	RYAN	D	S3FR	7969	SGT	SPEED	T	HQCE	7360
20	SUN		SSGT	PIERCE	D	HPMO	7321	SGT	PHILPOT	I	S4/ORD	9030
21	MON		GYSGT	MILLER	C	S3AO	6344	CPL	HERRERA	E	S3FU	6820
22	TUE		SSGT	FREDIA	A	S400	7408	CPL	SERVA	J	S4/DMO	7204
23	WED		SSGT	BROWN	A	S3FR	7969	CPL	APOLINARIO	A	IPAC	8403
24	THU	(1)	CWO2	AKERY	C	CLC23	8530	CPL	PEREZ	D	S3AR	6120
25	FRI		SSGT	CAPONE	C	S3AT	6350	CPL	SHEPARD	D	S4/ORD	9030
26	SAT		GYSGT	BROWN	A	S3FR	7969	CPL	HERRERA	R	HPMO	7651
27	SUN		1STLT	BUSS	K	CSO	6123	SGT	PHAM	E	S3AM	7934
28	MON		SSGT	CUNNINGHAM	R	HQCE	7160	CPL	COATES	T	S4/BRKS	7217
29	TUE		SSGT	BUSSKOHL	C	S3AT	6350	CPL	BEALL	P	S3AT	6350
30	WED		GYSGT	BARNEY	K	HPMO	7321	SGT	JARVIS	D	S6	6171
SUPERNUMERARY:			1-15					16-30				
SDO			SSGT	MCBRIDE	M	S400	7296	SSGT	GLEISNER	R	CLC23	8531
SDC			CPL	PIERCE	A	IPAC	8404	SGT	EDWARDS	S	HPMO	7651
Monthly Armory Inventory			SSGT	BUCKHALTER	A	IPAC	8423					

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)

(2) Holiday: Labor Day 96

SDO CELL: (843) 321-6614