



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5541.2F Ch 1
3EA
19 AUG 1998

STATION ORDER 5541.2F Ch 1

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR THE MARINE CORPS AIR
STATION YUMA, STATION ORDNANCE DIVISION SECURITY SECTION

1. Purpose. To direct pen changes to the basic Order.
2. Action

a. On page 2 of the basic Order, delete paragraphs 5.c(1), (2) and (3) and replace with the following:

(1) Commanding Officers of the below listed units aboard MCAS Yuma will provide the specified quotas as listed below for 45 days of guard duty. Commanders will provide their guard personnel quotas on the change over date set by the Station Ordnance Division Guard Commander. Commanding Officers will continuously ensure the rotation of personnel per the required quotas, approximately 45 days later. Units will be notified by this Command via E-mail of the actual 45 day turn-over period, i.e., date and times.

(2) Personnel reporting for guard duty will report to the Station S-1 Chief at building 980 with orders and service record book in hand at least one day prior to the prescribed guard class scheduled by the Station Ordnance Guard Commander. At that time they should already be checked out from their parent commands. The parent command will be notified by E-mail two weeks in advance of the guard force change over including dates and times for M870 12 Gauge shotgun Familiarization Firing and Station Ordnance Guard class. Personnel completing guard duty will be required to conduct a one day post turn-over with the newly assigned guard force. Off going guards will check out and report back to their parent command upon completion of the turn-over with the new guard force. Camouflaged utilities will be worn when reporting in as well as standing post/duty. The following units will provide the below listed quotas:

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<u>UNIT</u>	<u>QUOTAS</u>
Marine Aircraft Group 13 (MAG-13)	8 (2 NCOs)
Marine Wing Support Squadron 371 (MWSS-371)	4 (1 NCO)
Marine Air Control Squadron 1 (MACS-1)	4 (1 NCO)

b. Page 3, paragraph 5.c(3), change "5 working days" to read "2 weeks."

c. Enclosure (2), delete paragraph 4.c(5) and all paragraphs after, replace with the following:

(5) The SOG will additionally be required to escort all non-badged personnel around the compound when necessary.

(6) Ensuring that Post one key is retrieved from the sentry, Post two is secured and that the Combat Aircraft Loading Area (CALA) gate is secured.

(7) The SOG will be responsible for making a tour of the area every hour, especially the build up area, and making perimeter fence-line checks twice a night. These checks must be logged in the logbook as completed through the night.

(8) Ensuring that the guard vehicle has preventive maintenance (PM) performed daily upon assuming duty. This will be done utilizing the daily inspection sheet which will be turned into the Station Ordnance Motor "T" NCO daily. An entry will be made in the duty logbook indicating completion of the PM. The guard vehicle will be washed and cleaned each Saturday.

(9) Ensuring that the main hallway deck is cleaned and buffed each night before change over the following morning.

d. Delete paragraph 4.b of enclosure (3), in its entirety.

e. Delete paragraph 2.b of enclosure (4) and replace with:

b. Allow no one to enter the confines of the Station Ordnance Division compound unless they have a Station Ordnance Badge or are on an access letter (which has been endorsed by the Station Ordnance Division Officer) and logged in the Access Logbook.

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f. Paragraph 2.f of enclosure (4), insert "firearms or" between "Allow no" and "flammable."

g. Delete paragraph 6.f, of enclosure (4), and replace with:

f. Ensure that all personnel without badges are escorted within the confines of the Station Ordnance compound by either the second sentry on Post 2, the SOG/COG or Station Ordnance personnel.

g. Allow no privately owned or rental passenger vehicles to enter the Station Ordnance compound. Only Government Owned Vehicles and commercial trucks utilized to transport ammunition and explosives are allowed entry.

3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.


C. J. TURNER

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