



UNITED STATES MARINE CORPS

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

StaO 5720.5D

3AT

03 JUN 1996

STATION ORDER 5720.5D

From: Commanding Officer
To: Distribution List

Subj: UNOFFICIAL STATION GUIDE AND TELEPHONE DIRECTORY/STATION
MAP USAGE

1. Purpose. To provide information, guidance and policy relating to dissemination and use of the Air Station's Guide and Directory and Station Map.

2. Cancellation. StaO 5720.5C.

3. Background. Each year, a civilian publisher produces, at no cost to the Air Station or United States Government, approximately 5,000 copies of a Station Guide and Telephone Directory and 10,000 copies of a Marine Corps Air Station and Yuma City map. The publications are intended for use by military personnel being assigned to the Air Station, their dependents, civilian employees, and those deploying to MCAS for training. These publications help newcomers "get acquainted" with our community, provide an easy to use, up-to-date reference for those currently stationed or working here, and serve as the official station telephone book.

4. Action

a. Public Affairs Officer. Responsible for all coordination relative to contracting for and production of both publications and upon receipt of publications, initiate immediate distribution to conform with proposed use as outlined below.

b. Station Telephone Officer. Provide telephone directory input for the publication and be responsible for its accuracy. Telephone Officer will also provide a unit list for distribution of the publication to base telephone users. Base telephone users will have top priority in distribution of the Station Guide and Telephone Directory.

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c. Personnel Officers (MCAS, MAG-13, MAWTS-1, 1st LAAM Bn, MACS-7, MWSS-371 and VMFT-401). Include one copy of the most recent edition of each publication in "Welcome Aboard" correspondence provided incoming personnel prior to their arrival here.

d. Family Services Officer. Provide a copy of each to individuals reporting for duty who have not received an advance copy by mail.

e. Provost Marshal. Maintain an adequate supply of the map at both access gates to MCAS and the Pass and Registration Office for dissemination to those requiring assistance.

f. Station Housing Officer. Provide military housing tenants one copy upon their acceptance of quarters, if copies of publication have not already been received by mail.

g. S-4 Officer. Ensure that copies of both publications are available to personnel utilizing Bachelor Officer Quarters, with emphasis on placement in VIP suites. Place copies of each publication in Bachelor Enlisted Quarters recreation rooms.

h. Billeting Officer. Ensure that each incoming family checking into the Hostess House is presented a complimentary copy of each publication upon registration if copies of publications have not already been received by mail.

5. Summary of Revision. This order has been substantially revised and should be reviewed in its entirety.

6. Concurrence. The Commanding Officers of MAG-13, MAWTS-1, 1st LAAM Bn, MACS-7, MWSS-371 and VMFT-401 concur in and make this Directive applicable to their respective commands.



A. M. TORRANCE

By direction

DISTRIBUTION: B