



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

ASO 2080.1K
S-6
JUN 18 2020

AIR STATION ORDER 2080.1K

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

Subj: AUDIO VISUAL AND COMMUNICATIONS SYSTEMS SUPPORT

Ref: (a) MCO 4400.150

Encl: (1) MCAS New River S-6 Equipment Support Request

1. Situation. Tenant organizations and agencies aboard Marine Corps Air Station (MCAS) New River on occasion require an Audio Visual (A/V) communications systems capability to host special events and training that requires equipment not typically on the units Table of Equipment or within their inventory. This Order is promulgated to publish guidance and procedures for extending A/V and communications systems in support of operating forces and agencies aboard the Installation.

2. Cancellation. ASO 2080.1J.

3. Mission

a. Station S-6. Station S-6 provides A/V and unique communication equipment support inorganic or otherwise uncommon to tenant organizations and Marine Corps sponsored service agencies residing aboard the Installation to meet a majority of common communications needs without disrupting functions essential to operations.

b. Summary of Revision. This Order has been revised and should be thoroughly reviewed.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Station S-6 will extend A/V and unique systems support to fulfill units and agencies distinctive communications requirements.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(2) Concept of Operations. A/V systems support is offered by the Station S-6 as a courtesy and on a first come, first served basis to all station departments, sections, and tenant commands on request.

b. Tasks

(1) Station S-6

(a) Maintain A/V equipment of sufficient quantity to support normal A/V requirements of tenants aboard MCAS New River.

(b) Train unit representatives and provide written instructions for set-up, use, breakdown, and troubleshooting of equipment.

(c) Approve requests if able to support and issue A/V equipment to requesting units via Navy Marine Corps Form 10359, Equipment Custody Record.

(d) Contact respective Marine Aircraft Group (MAG) S-6 if a unit fails to return equipment as scheduled to facilitate return.

(2) MAG S-6

(a) Endorse requests submitted by respective MAG and subordinate commands.

(b) In the event a unit fails to return equipment as scheduled, the respective MAG S-6 will contact delinquent unit to facilitate collection.

(3) Requesting Unit

(a) Responsible for all equipment checked out and will require a Staff Noncommissioned Officer or Officer to authorize the request. In accordance with reference (a), the requesting unit will be monetarily responsible for all repairs and/or replacement of any equipment damaged from misuse, abuse, or theft.

(b) Submit requests to respective MAG S-6 for endorsement.

(c) Responsible for providing technically resourceful personnel to operate equipment.

(d) In the event of inclement weather, the requesting unit will transport equipment in an enclosed government vehicle to prevent damage.

c. Coordinating Instructions

(1) Requests for support will be submitted to the Station S-6 Organizational Mail Box new_river_s6_helpdesk@usmc.mil no later than five working days prior to the event using enclosure (1).

(2) Only one request per unit will be allowed to ensure other units have the opportunity to submit requests.

(3) Equipment will not be issued for a period of 10 days or greater without prior coordination and approval from the Station S-6.

(4) Due to the size and weight of A/V systems, a two-person working party will be required to pick-up and return most equipment.

(5) Equipment will be picked up from and returned to building AS-903 on Mondays, Wednesdays, and Fridays from 1000-1100. All loaned equipment will be returned the Monday, Wednesday, or Friday immediately following the event, unless prior approval has been obtained from the Station S-6.

(6) Station S-6 personnel will conduct a joint physical and functional inspection with requesting unit personnel prior to issue and collection of equipment, paying particular attention to screen for damages and/or missing gear.

(7) In the event of a total system failure during use, units should call (910) 449-5170 for immediate assistance.

(8) Due to limited assets, back-up systems may not be provided.

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(9) All questions concerning requisition and use of systems not covered in this Order will be directed to the Station S-6 Communications Chief at (910) 449-6593.

5. Administration and Logistics. The Station S-6 will manage this Order as it pertains to this command.

6. Command and Signal

a. Command. This Order is applicable to all units aboard MCAS New River.

b. Signal. This Order is effective the date signed.


C. V. EBITZ

DISTRIBUTION: B

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MCAS NEW River S-6 EQUIPMENT SUPPORT REQUEST

S-6 REQUEST NUMBER _____

DATE OF REQUEST _____

PART I REQUESTOR INFORMATION

RANK _____ NAME (FIRST MI LAST) _____ PHONE _____
UNIT _____ DEPARTMENT _____
EMAIL _____

PART II - EVENT DETAILS

DESCRIPTION _____ LOCATION _____
PICK-UP DATE _____ PICK-UP TIME 1000 RETURN DATE _____ RETURN TIME 1000

PART IV - EQUIPMENT SUPPORT

PODIUM WITH PUBLIC ADDRESS	<input type="checkbox"/>	MEDIA SET (INCLUDES LAPTOP, CABLES, PROJECTOR)	<input type="checkbox"/>	RANGE RADIO (XTS-2500) (BLACKBURN PROGRAMMED RADIOS)	<input type="checkbox"/>
PUBLIC ADDRESS SET (2 SPEAKER SET)	<input type="checkbox"/>				
CD CAPABLE	<input type="checkbox"/>	MEDIA SCREEN SMALL (7' x 9')	<input type="checkbox"/>	SPECIAL EVENT RADIOS (XTS 2500)	<input type="checkbox"/>
MP3 WITH USB CAPABLE	<input type="checkbox"/>	MEDIA SCREEN LARGE (8'5" x 11')	<input type="checkbox"/>	OTHER EQUIPMENT	
PUBLIC ADDRESS SET (SOUND CART)	<input type="checkbox"/>	CONFERENCE PHONE	<input type="checkbox"/>		
WIRELESS HANDHELD MICROPHONE	<input type="checkbox"/>	MEGAPHONE (BULL HORN)	<input type="checkbox"/>		
WIRELESS LAPEL MICROPHONE	<input type="checkbox"/>				

PART V - INFORMATION AND SIGNATURE

1. THE REQUESTING OFFICIAL (SNCO OR HIGHER) MUST NOT BE DUE TO CHECK OUT OF UNIT WITHIN 45 DAYS OF REQUEST DATE AND ACKNOWLEDGES FULL RESPONSIBILITY FOR THEIR PERSONNEL HANDLING EQUIPMENT.
2. AN ENCLOSED VEHICLE AND A TWO PERSON WORKING PARTY IS REQUIRED TO TRANSPORT EQUIPMENT TO AND FROM EVENT AND AS-803
3. ONLY TRAINED PERSONNEL ARE AUTHORIZED TO SET-UP AND OPERATE EQUIPMENT.
4. PICK UP AND RETURN EQUIPMENT ON MONDAY, WEDNESDAY, OR FRIDAY FOLLOWING USE BETWEEN 1000-1100.
5. IT IS THE REQUESTING UNIT'S RESPONSIBILITY FOR FINANCIAL RESTITUTION FOR ANY DAMAGED OR LOST ITEMS UPON RETURN
6. PER ASO 2080.1J, NEW RIVER S-6 IS RESPONSIBLE FOR TRAINING AND WRITTEN INSTRUCTIONS FOR UNIT REPRESENTATIVES IN EQUIPMENT SET-UP, USE, BREAKDOWN AND TROUBLESHOOTING. IN THE EVENT OF SYSTEM FAILURE OR ASSISTANCE CALL (910) 449-5186.

Requesting Unit

MAG Representative

FIRST NAME MI _____ FIRST NAME MI _____
LAST NAME _____ LAST NAME _____
DIGITAL SIGNATURE _____ DIGITAL SIGNATURE _____