



UNITED STATES MARINE CORPS

2D MARINE AIRCRAFT WING
U.S. MARINE CORPS FORCES, ATLANTIC
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NORTH CAROLINA 28533-0050

WgO 3120.10C

G-3

08 AUG 2002

WING ORDER 3120.10C

From: Commanding General

To: Distribution List

Subj: LETTER OF INSTRUCTION FOR UNITS DEPLOYING TO MARINE
CORPS AUXILIARY LANDING FIELD (MCALF), BOGUE, NORTH
CAROLINA

Ref: (a) WgO P3710.30 Air Operations Manual, MCALF Bogue
(b) AirStaO P3570.2 Air Station Target Operations Manual
(c) MCO P10110.34E Food Service and Subsistence Program

Encl: (1) MCALF, Bogue Diagram
(2) Sample of Logistical Support Request Message
(3) Responsible Officer Check In/Out of
KSPANS/Facilities
(4) Preliminary Environmental Assessment (PEA) Survey
(5) Picture of Generator Site
(6) Deployment Check In/Out Sheet
(7) K-span Picture

1. Purpose. To disseminate information concerning the use of
Marine Corps Auxiliary Landing Field (MCALF), Bogue.

2. Cancellation. WgO 3120.10B.

3. Information

a. Reference (a) is the Air Operations Manual for MCALF,
Bogue. Reference (b) governs target facilities and operating
areas for Marine Corps Air Station (MCAS), Cherry Point, North
Carolina. Reference (c) is the Standard Operating Procedures
for USMC Food Service and Subsistence Program.

b. Enclosures (1) through (7) contain information for units
deploying to MCALF, Bogue.

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4. Action

a. Reference (a) establishes the Commanding General, 2d MAW as the scheduling authority for MCALF, Bogue. Requests to utilize Bogue Field and its facilities should be submitted, via naval message, to CG SECOND MAW //G-3//G-4// and INFO CO MWSS-271//S-3//S-4// and must be received NLT the 5th of each month for the following month. The standard 2dMAW Logistical Support Request (LSR), enclosure (2), must be used to request the use of MCALF Bogue and its facilities.

b. Advance coordination with the MWSS-271 Air Operations Officer (DSN 582-0674/0664) is recommended in order to help deconflict with other scheduled events.

c. Not later than two weeks prior to deployment, the Det OIC or S-4 will conduct a site survey/liaison visit with the Air Operations section, MCALF Bogue.

d. Bogue Dining Facility

(1) The Bogue Field Mess Hall is open daily. Up to 68 personnel can be seated in the Mess Hall at one time.

(2) Normal serving hours are:

Monday - Friday

Breakfast	0630 - 0730
Lunch	1130 - 1230
Dinner	1545 - 1645

Saturday, Sunday & Holidays

Brunch	0900 - 1100
Dinner	1500 - 1600

Serving hours may be altered as necessary to accommodate operational schedules and personnel work hours.

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(3) Messmen. Each unit deploying to MCALF, Bogue will provide messmen on the basis of one per fifty personnel deployed or portion thereof (i.e. fifty personnel, one messmen required; fifty-one personnel, two messmen required). Messmen will be medically certified at their home station for assignment to mess duty, and will have in their possession certification to that effect when reporting. Messmen will report to the Dining Facility NCOIC upon arrival, and will be under the operational control of the Dining Facility NCOIC. They must be billeted with, and under the administrative control of, their parent deployed unit.

(4) Cooks (MOS 3381). Each unit deploying to Bogue Field will provide cooks on the basis of one per 75 personnel or portion thereof. Cooks will report to the Dining Facility NCOIC immediately upon arrival, and will be under the operational control of the Dining Facility NCOIC. They must be billeted with, and under the administrative control of, their parent deployed unit.

(5) Payment for Meals. Meal prices are set per reference (c). All personnel not on commuted rations will use standard meal card signature sheets. Those personnel on commuted rations or subsistence allowance will be required to pay the appropriate meal price at the door for each meal taken.

(6) Bag Lunches. Units desiring bag lunches for personnel in a special duty status must include this information in their initial logistics request. Requests must again be submitted to the Dining Facility NCOIC 48 hours prior to meal pickup and must include the number of bag lunches required, names and meal card numbers, and names of Marines on commuted rations. The cost of the meal which the bag lunch replaces will be included with the request.

e. Billeting

(1) There are seventeen (17) k-spans located aboard MCALF, Bogue. These facilities are managed by the MWSS-271, Air Ops Chief.

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(2) Each k-span can accommodate 50 Marines comfortably. K-spans are equipped with concrete floors, tin roofs, lighting and electrical receptacles.

(3) These k-spans are fully enclosed but it is recommended that units occupying k-spans between the months of October to March bring heaters. MWSS-271 CANNOT provide heaters for deployed units.

(4) Utilization of the k-spans must be included in the deploying unit's request. Upon receipt of request, MWSS-271 will assign k-spans based on availability. Check-in and checkout of the k-spans will be coordinated by the MWSS-271 Air Ops Chief utilizing enclosure (3).

(5) Building 8075 (Ground Operations) may be utilized for the office spaces and for a ready room.

(6) Any additional billeting and/or workspaces must be provided by the deployed unit.

f. Head/Shower Facilities

(1) Units utilizing the k-span will also be entitled to utilize the head/shower facility located in the same area. This facility can accommodate both male and female personnel. Toilet paper and other required essentials will be provided by the requesting unit.

(2) The use of field shower units may be authorized with prior coordination with MWSS-271 AirOps. Request for field shower units must be submitted in the initial LSR. Units supplying their own field shower must include this as part of enclosure (4). All grey water must be collected and disposed of at a septic drain field, or at the wastewater treatment plant, located adjacent to the k-span head facility.

(3) The construction of cat holes/straddle trenches aboard MCALF Bogue is not authorized. Deploying units will use commercially rented portable heads or existing facilities. Rental, servicing, staging, and maintenance of portable

heads are the responsibility of the deploying unit. Limited portable head support is available with advance coordination with MWSS-271 AirOps.

g. Laundry and Exchange Services

(1) There are no commercial laundry or dry cleaning services available at Bogue Field.

(2) The Bogue Exchange is open daily Monday-Friday from 0900-1700. Food, hygiene items, and sundries are available.

(3) Requests for extended operational hours of the Bogue Exchange and check cashing services may be submitted to the Marine Corps Exchange System at MCAS Cherry Point, NC. The services must be requested one month in advance.

h. Communications

(1) Telephone requests should be submitted to the MCAS Cherry Point Telephone Office, (DSN: 582-2101 or Comm: (252) 466-2101), six weeks prior to deployment. This request must include a funding plan for Class (A) long distance service, as MWSS-271 does not provide deploying units with Class (A) access.

(2) Deploying units must clear all tactical frequencies with the 2d MAW, AC/S G-6.

(3) Units must deploy with all required radios and communications equipment. Requests for additional support should be included in the initial Logistics Support Request (LSR). See enclosure (2). Deploying units are responsible for providing all batteries for any radios they utilize, even those radios provided by MWSS-271 AirOps or MWSS-271 Communications section.

(4) Erection of antennas or structures must be approved by the MCALF, Bogue Air Operations Officer.

i. Airfield Services

(1) MWSS-271 is capable of providing all necessary airfield services. Those available are Aircraft Rescue and

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Firefighting (ARFF), Weather Services, TAFDS/Refueling and EAF Recovery. The use of all services must be included in the deploying unit's initial LSR. See enclosure (2).

(2) ARFF. This section is responsible for all fire protection aboard Bogue Field, to include both structural and aircraft crash fire support.

(3) Weather. MWSS-271 maintains equipment and personnel capable of providing detailed weather briefs (DD-175-1) as well as weather forecasts.

(4) Fuel Support. MWSS-271 operates four single point Tactical Airfield Fuel Dispensing System (TAFDS) refueling sites, (JP5) for aviation units. Diesel, mogas, and kerosene requirements must either be supported by the deploying unit or included in the initial request (enclosure (2)). Estimated fuel consumption and payment procedures must also be provided.

(5) Recovery. The MWSS-271 Recovery section is capable of providing the following services: M-21 Arresting Gear, Fresnel Lens Optical Landing System (FLOLS), Airfield Lighting, Confined Area Landing Sites (CAL), and LHA and CV Deck Landings.

(6) MWSS-271 Airfield Operations maintains the following heavy equipment (HE) assets at MCALF Bogue: two runway sweepers, one TRAM, and one EBFL. Coordination for these assets must be made in advance with Airfield Operations. Any additional HE support must be requested in the requesting unit's LSR.

j. Security

(1) Cherry Point PMO is responsible for providing security at the front gate of MCALF Bogue and also conducts random, roving security patrols throughout the field.

(2) Deploying units are responsible for security within their own areas as well as flight line security for any aircraft stationed aboard the field.

k. Equipment Support. There is no motor transport, engineer or material handling support available to units deploying to Bogue Field, other than as listed in paragraph 4.i.(6) above. Units must either provide all organic requirements or request support via enclosure (2).

l. Medical Support. Deploying units are required to provide their own medical support personnel and equipment aboard Bogue Field. Serious medical cases may be taken to the Naval Hospital at either MCB Camp Lejeune or MCAS Cherry Point NC. Depending upon the seriousness of the injuries, MEDEVAC may be provided by Search and Rescue (SAR), call sign PEDRO. The corpsman on duty will be responsible to notify VMR-1 SDO at 466-5745, requesting MEDEVAC support.

m. Water. There is one source of potable water at MCALF, Bogue. This point is located adjacent to the ARFF building.

n. Garbage Disposal

(1) Deploying units may request the use of dumpsters already available at MCALF, Bogue. These requests should be included as part of the initial logistics request and should indicate the desired numbers and positions of dumpsters.

(2) Police of all areas utilized by deployed units is the responsibility of that unit. All trash must be disposed of properly and all sites must be returned to their original condition. This includes the removal of all communications wire and tactical wire.

o. Ordnance/Pyrotechnics. All ordnance shall be stored per applicable Marine Corps directives. Deployed units are responsible for the security and movement of all ordnance. Approval to use any pyro-technics must be obtained from MWSS-271 Operations Officer 24 hours in advance.

p. Privately Owned Vehicles

(1) Deployed units will not be permitted to operate POVs aboard MCLF, Bogue unless specific arrangements have been made in advance. Units authorized to operate POVs on base will

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be assigned specific parking areas, which will be monitored by the Bogue Field Security/MP section. Parking is authorized only in designated areas.

(2) The operation of all POVs aboard runways and taxiways is prohibited.

q. Air Operations

(1) All air operations for MCALF, Bogue will be conducted per reference (a).

(2) All air operations for nearby Aerial/Surface Target Facilities will be conducted per reference (b).

r. Environmental Considerations. MCALF, Bogue is protected by national environmental laws, which are closely monitored by the National Resources and Environmental Affairs (NREA) Office at MCAS Cherry Point NC. Some of the key items with which the deploying unit must comply are listed below:

(1) Prior to any deployment, the using unit must perform and submit a Preliminary Environmental Assessment (PEA). See enclosure (4). The original PEA will be submitted to the NREA while one copy is sent to the MWSS-271 Operations section at MCALF, Bogue. Additional forms are available at the NREA office.

(2) The digging of fighting positions is strictly prohibited.

(3) All generators must have either drip pans or containment berms under them in order to contain leaks and/or spills. Fuel drums and fuel storage sites must have containment berms constructed beneath them. Enclosure (5) illustrates the preferred method of constructing containment berms. Berms must be of sufficient size to hold the volume of the largest container at that site should a leak or spill occur.

(4) All hazardous materials and hazardous waste must be stored and disposed of properly. Questions pertaining to the storage and/or disposal of such materials should be directed to the ARFF Hazmat aboard MCALF, Bogue.

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(5) Tree Cutting is strictly prohibited, since it destroys the shoreline.

(6) Open ground fires are prohibited anywhere aboard MCALF, Bogue.

(7) Deploying aircraft units must supply their own material for cleaning spills on the flight line (speedy dry, etc.). Any flight line spills will be reported to Airfield Operations and ARFF immediately.

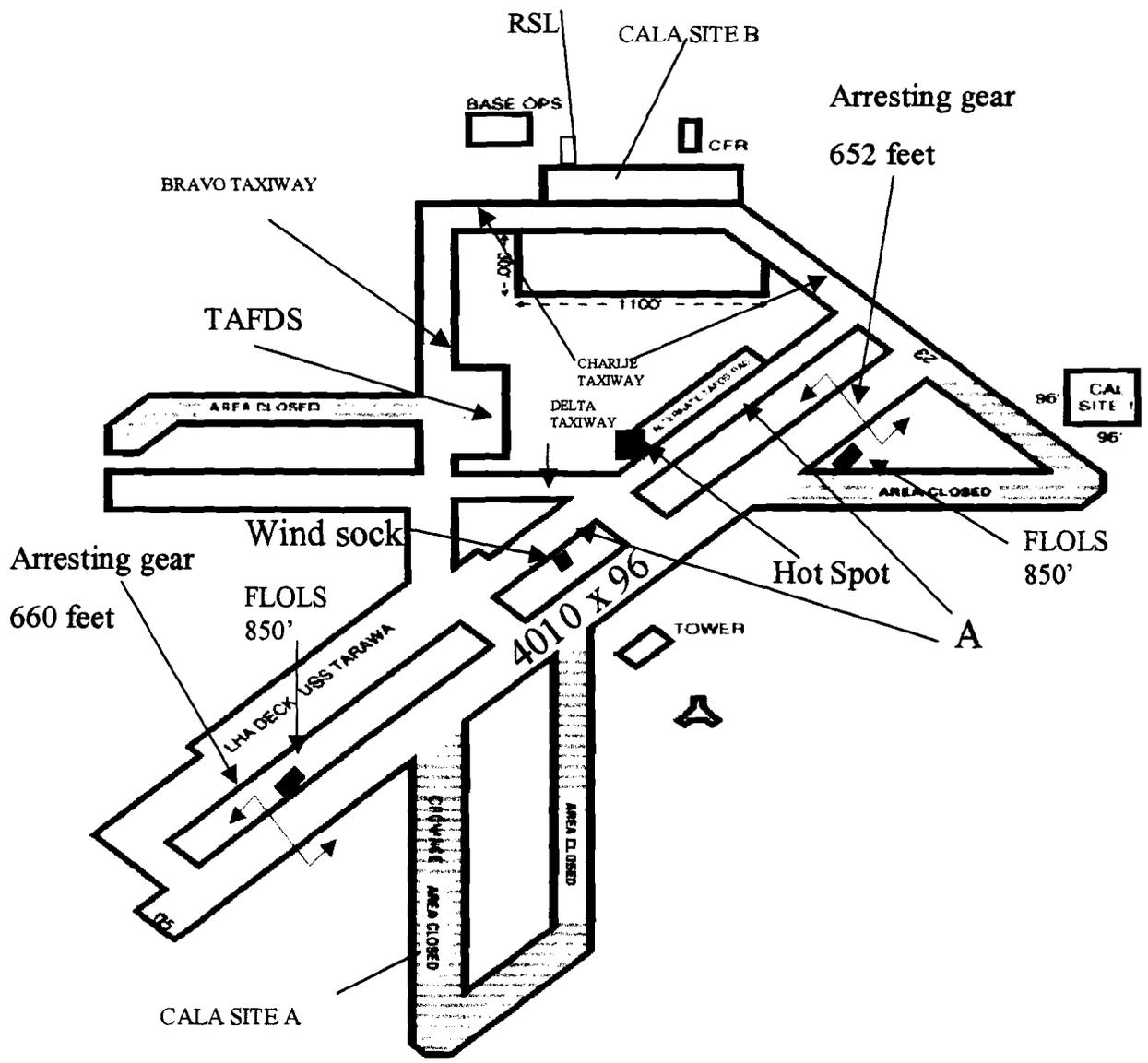
s. Check-In/Out. The deployed unit's Det OIC will conduct a thorough site survey/inspection and complete a check-in/out sheet with the MWSS-271 Air Operations Chief prior to establishing the deployment site and again prior to departing the area. See enclosure (6).



T. D. ROGERS
Chief of Staff

DISTRIBUTION: A





MCALEF BOGUE DIAGRAM

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SAMPLE OF LOGISTIC SUPPORT REQUEST MESSAGE

R 080900Z JAN 01

FM (UNIT REQ SPT)

TO CG SECOND MAW//G4//G3//

INFO MWSG TWO SEVEN//S-3/S-4//

MWSS TWO SEVEN ONE//S-3/S-4//

UNCLASS //N04082//

MSGID/GENADMIN//

SUBJ/LOGISTIC SUPPORT REQUEST (LSR)//

REF//

NARR//

POC//

RMKS/THE FOL LOG SPT IS REQ ISO (UNIT/EXERCISE)//

1. DATE OF REQUEST: (45 DAYS LEADTIME OF EXERCISE)
2. EXERCISE LOCATION:
3. DATE/TIMES
4. TYPE OF EVOLUTION: (SQDN DEPLOY, A/F UTILIZATION, ETC)
 - A. NO. AND TYPE A/C
 - B. NO. OF SORTIES:
 - (1) DAY:
 - (2) NIGHT:

ENCLOSURE (2)

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SAMPLE OF LOGISTIC SUPPORT REQUEST MESSAGE

(G) COMMUNICATIONS:

YES: NO:

(1) NUMBER AND TYPE RADIO: (NOMENCLATURE, I.E. UHF/VHF)

(2) OPERATOR REQUIRED:

(3) PHONES/CLASS/ACCESS

(H) MILITARY POLICE:

YES: NO:

(I) MAINTENANCE SPACE:

(1) SQUARE FOOTAGE/NUMBER OF WORK CENTERS

(2) PHONES/CLASS/ACCESS

(3) POWER REQUIREMENTS

(J) MOTOR TRANSPORT REQUIREMENTS: (HMMWV, 5-TON, ETC)

YES: NO:

(K) MATERIAL HANDLING EQUIPMENT (HE) (FORKLIFT, CRANES, ETC)

YES: NO:

(L) SPECIAL REQ/COORD: (ANYTHING NOT PREVIOUSLY COVERED)

(M) POINT OF CONTACT: (MOST KNOWLEDGEABLE OF ALL SUPPORT REQUIREMENTS)

//
BT

ENCLOSURE (2)

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RESPONSIBLE OFFICER CHECK IN/OUT OF KSPAN HEAD FACILITIES

**UNAUTHORIZED ALTERATIONS OF ANY KIND TO THE KSPAN HEAD
FACILITIES ARE STRICTLY PROHIBITED**

CONDITION:

TOILETS:

URINALS:

SHOWERS:

SINKS:

PLUMBING

FIXTURES:

LIGHTS:

MIRRORS:

POLICE:

REMARKS:

I ACCEPT FULL RESPONSIBILITY FOR THE UPKEEP OF THE ABOVE LISTED KSPAN HEAD FACILITY

NAME:

RANK:

SSN:

UNIT:

PHONE:

SIGNATURE:

ENCLOSURE (3)

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RESPONSIBLE OFFICER CHECK IN/OUT OF KSPANS

UNAUTHORIZED ALTERATIONS OF ANY KIND TO THE KSPANS ARE STRICTLY PROHIBITED..

NUMBER OF KSPANS OCCUPIED: _____

KSPAN NUMBER: _____

CONDITION: _____

FRONT DOOR: _____

BACK DOOR: _____

WALLS: _____

CEILING: _____

ELECTRICAL
OUTLETS (4): _____

LIGHTS: _____

POLICE: _____

REMARKS: _____

I ACCEPT FULL RESPONSIBILITY FOR THE UPKEEP OF THE ABOVE LISTED KSPANS:

NAME: _____

RANK: _____

SSN: _____

UNIT: _____

PHONE: _____

SIGNATURE: _____

ENCLOSURE (3)

PRELIMINARY ENVIRONMENTAL ASSESSMENT

Unit(s) involved _____

Number of Marines involved _____

Officer in Charge _____

Point of Contact _____ Ext _____

Type/Nature of exercise _____

Date of exercise _____

Location _____

Use of heavy equipment be needed? _____

Type	Number
_____	_____
_____	_____
_____	_____

Will you set up:

Field Showers? _____

of Water Bladder? _____ Capacity of each _____

Field Mess? _____

Generators? _____ # _____

Fueling Operations? _____

of Fuel Bladders _____ Capacity of each _____

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Generator Site



ENCLOSURE (5)

DEPLOYMENT CHECK IN/OUT SHEET

UNIT: _____
DATES IN: _____ OUT: _____
AREA USED: _____
OIC: _____

CHECK IN CONDITIONS

POLICE:

SITE:

COMMENTS:

CHECK OUT CONDITIONS

POLICE:

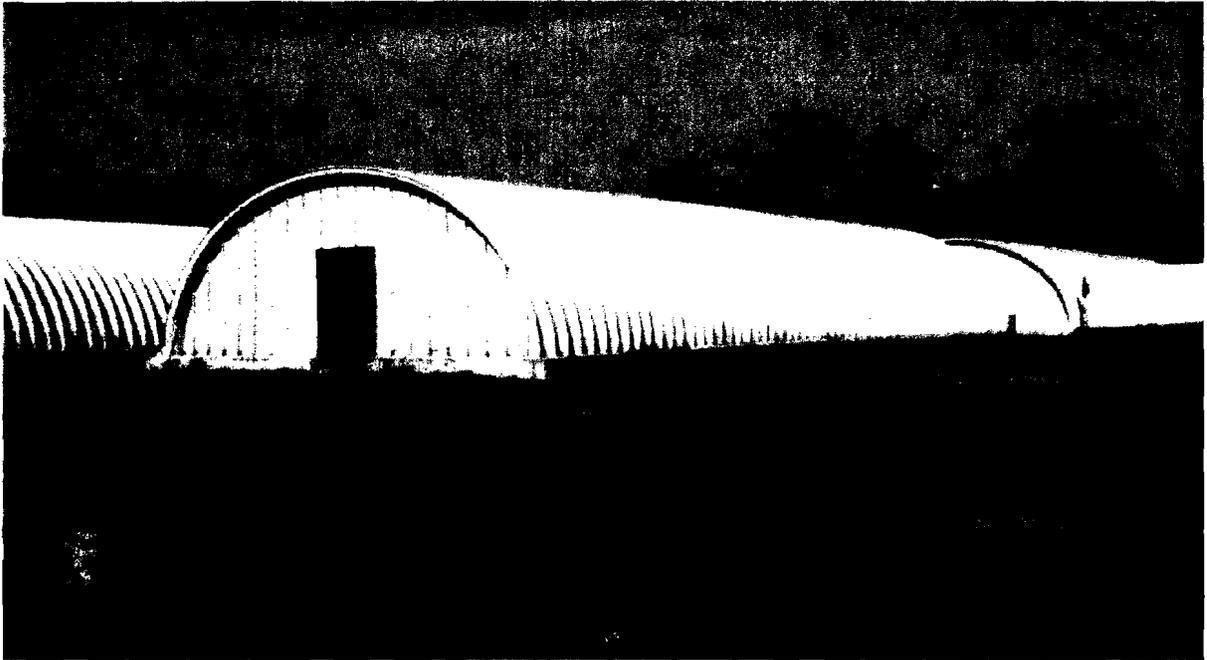
SITE:

COMMENTS:

SUGGESTIONS/RECOMMENDATIONS OR FUTURE DEPLOYMENTS: _____

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MCALF Bogue K-Spans



ENCLOSURE (7)