



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-8050

WgO 5301.1D

G-1  
AUG 06 2012

WING ORDER 5301.1D

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: WING ASSISTANCE PROGRAM (WAP)

Encl: (1) Combat Water Survival Instructor Billets  
(2) Aviation Safety Specialist  
(3) Wing Staff Officer Billets  
(4) Road Master Billets  
(5) Command Inspector Billet  
(6) Ground Safety Specialist  
(7) Wing Driver School Billets  
(8) Sample WAP Wing Special Order  
(9) Sample WAP Check In Sheet  
(10) Sample WAP Check Out Sheet  
(11) Wing Spectrum Manager

1. Situation. To publish policy and guidance to 2d Marine Aircraft Wing (2d MAW) Commanders regarding the internal personnel requirements for the Combat Water Survival Instructor, Aviation Safety Specialist, Wing Staff Officer, Road Master, Command Inspector and Ground Safety SNCO billets.

2. Cancellation. WgO 5301.1C w/Ch 1.

3. Mission. Commanders are directed to support the Wing Assistance Program (WAP) and to adhere to the Commanding Generals (CGs) policy outlined in this Order and its enclosures.

4. Execution

a. Commander's Intent

(1) 2d MAW G-1 and the S-1s of Marine Aircraft Group 14 (MAG-14), Marine Air Control Group 28 (MACG-28), Marine Aircraft Group 26 (MAG-26), Marine Aircraft Group 29 (MAG-29) and Marine

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distribution is unlimited.

Wing Headquarters Squadron 2 (MWHS-2) will exercise joint cognizance over all aspects of this Order.

(2) 2d MAW Unit Commanding Officers (COs) will assign Marines to the WAP billets listed in this Order.

(3) Assignment to these billets and replacement issues will be coordinated through the Wing G-1. The S-1s of the Groups and MWHS-2 are to coordinate all administrative and disciplinary matters pertaining to Marines on the WAP directly with the G-1.

b. Concept of Operations. The standard tour length for Wing billets is one year. Requests to shorten or extend a tour will be by mutual agreement between the Wing G-1 and Group S-1s. Upon selection for these billets, Temporary Additional Duty (TAD) Orders will be issued by this Headquarters via Wing Special Order (WSO) for the duration of the assignment. Upon completion of the tour, the incumbent will be returned to the parent unit via termination of the WSO.

## 5. Administration and Logistics

### a. Staffing Policy

(1) Groups will provide replacements for WAP billets, allowing sufficient time for a three day turnover or as otherwise stipulated within this Order. Exceptions will be coordinated between the Group S-1s and the Wing G-1.

(2) Grade and Military Occupational Specialty (MOS) substitutions will be considered on a case-by-case basis and resolved by the Wing G-1 and Group S-1s.

(3) Personnel in the following categories will not be assigned to WAP billets. Personnel who:

(a) Are in a disciplinary status.

(b) Are pending an administrative discharge.

(c) Are on light or limited duty.

(d) Have chronic physical problems or are assigned to the Body Composition Program/personal appearance/remedial physical training programs, any of which could lead to medical/administrative separation. Case-by-case exceptions may

be mutually agreed upon if the Marine is a first-time assignment and is making satisfactory progress.

(e) Have received Non-judicial Punishment (NJP) in the last six months. Case-by-case exception may be mutually agreed upon.

(f) Have received no more than one NJP or Courts-Martial during the current enlistment. Marines who receive an NJP or Court-Martial for reasons of moral turpitude or illegal drug activity will not be considered for billets where trust and confidence are required for the billet (e.g., Barracks Manager).

(g) Have received no more than two page 11 entries within the last 12 months. The Group S-1s and Wing G-1 will coordinate exceptions.

(h) Have displayed a pattern of substandard performance or unacceptable conduct or behavior during the past six months.

(i) Are assigned aftercare or command-directed counseling.

(j) Have completed a Primary MOS producing school within six months.

b. Disciplinary action

(1) WAP. Personnel who enter a disciplinary status while assigned to a WAP billet will be retained by the CO of MWHS-2 until all disciplinary action has been completed. Should the Marine be unable to perform their duties as a result of the disciplinary action they will be returned to the parent unit within five working days. A replacement will be provided no later than five working days following the disciplinary action. Normally, a Marine will not be returned based solely on an NJP or page 11 entry. Exceptions will be by mutual agreement between the Wing G-1 and Group S-1s.

(2) Punitive Discharge. Upon notification that a Marine has been awarded a punitive discharge from a court-martial, the Marine will complete all legal proceedings and/or confinement. Upon legal completion or release from confinement, the Marine will return to their parent unit for appellate leave approval. Upon receipt of the convening authority's action, notification will be made to 2d MAW so that the parent unit can transfer the

WgO 5301.1D  
AUG 06 2012

Marine by Service Record Book (SRB) to the Navy and Marine Corps Appellate Leave Activity.

(3) Unauthorized Absence (UA). Marines entering an UA status will not require a replacement while assigned to the WAP. However, once a Marine enters a deserter status the Marine will return to the parent command by SRB and at that time, a replacement must be identified to fill the WAP billet. Any subsequent legal proceedings will be applied as appropriate.

c. Operation NEW DAWN, Operation ENDURING FREEDOM, Individual Augmentation, Unit Deployment Program/Operations and Exercises. Marines will be returned to their parent command 30 days prior to deployment upon the coordination between the Wing G-1 and Group S-1. Additionally, prior to the incumbent's return, the Marine's replacement will be in place at least three working days prior to return for adequate turnover. Squadrons returning from deployment are not required to participate in the WAP until 30 days after returning to Cherry Point.

d. Marines being discharged, Released from Active Duty, or in receipt of Permanent Change of Station/Assignment Orders (PCSO/PCAO). Marines with an upcoming Expiration of Active Service or PCSO/PCAO will be returned to their parent command and a replacement will be provided no later than 30 days prior to their Estimated Departure Date. The Marine's parent unit is the approving authority for terminal leave and is responsible for all administrative functions for PCSO/PCAO.

e. Billeting. All WAP billet Marines will remain in the barracks of their parent command.

f. Wartime/Operational contingencies. During a contingency/rapid deployment all WAP personnel will remain in their WAP billets until the latest date possible and will then be returned to their respective units. Consideration will be given to allow replacements (e.g., activated Reservists) to be in place prior to turnover. However, wartime/operational contingencies will take precedence and WAP billets will be staffed as the mission dictates. Mission requirements will be coordinated through the Group S-1s and Wing G-1.

## 6. Command and Signal

a. Command. This Order is applicable to all 2d MAW units aboard Marine Corps Air Station Cherry Point.

WgO 5301.1D  
AUG 06 2012

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

  
R. W. REGAN  
Chief of Staff

DISTRIBUTION: A

COMBAT WATER SURVIVAL INSTRUCTOR BILLET

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
CWS01	Swim Instructor (Instr)	SSgt-GySgt	0918	Rotating*
CWS02	Swim Instr	Cpl-Sgt	0918	MAG-14
CWS03	Swim Instr	Cpl-Sgt	0918	MAG-29
CWS04	Swim Instr	Cpl-Sgt	0918	MACG-28

For assignment as a Combat Water Survival Instructor the Marine must be a Non-Commissioned Officer and must have the additional MOS of 0918. A highly motivated Marine who does not possess the MOS of 0918 may be assigned if the Marines has attain either a Combat Water Survival (CWS)-1 or CWS-2 swim qualification (no waivers will be accepted). This Marine will then undergo physical training to prepare for the Swim Instructor's School. If the Marine is unsuccessful and does not complete the school, they will be returned and an immediate replacement will be required.

If the Marine assigned does not possess the additional MOS of 0918, their one year obligation will begin upon successful completion of the Swim Instructor's School at Camp Johnson.

A screening process will be utilized to staff all instructors. Screening will be conducted by the G-3 and the Combat Pool Non-Commissioned Officer-in-Charge/Staff Non-Commissioned Officer-in-Charge (NCOIC/SNCOIC).

\* Upon completion of billet CWS01, the Group currently filling the billet will generally not be required to staff the replacement. The rotation will be MAG-29, MAG-14 and MACG-28.

Billet CWS01 must be a qualified MCWIS.

WFO 5301.1D  
AUG 06 2012

AVIATION SAFETY SPECIALIST

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
WSFTY	Aviation Safety Specialist	SSgt	7041	MAG-14

Aviation Safety Specialist shall possess the requisite skills to assist the Aviation Safety Officer (ASO) in managing 2d MAW's Aviation Safety and NATOPS Programs. Qualifying criteria requires the nominee to have no NJPs within the last year and no traffic violations (waiverable). Nominee must be mature, self-motivated, within height and weight standards and successfully complete a screening interview with the 2d MAW ASO. Nominees who do not possess the requisite skills for the billet as determined by the interview process will be returned to their parent command. Nominees must be available to fill this billet for a minimum of one year.

\* Upon completion of billet WSFTY, the Group currently filling the billet will generally not be required to staff the replacement.

1. Duties

a. Manage 2d MAW aviation assets, hazard identification and elimination program.

b. Track, manage and prepare Hazard Reports and Safety Investigation Reports for 2d MAW.

c. Manage submissions for model manager inputs, ASO Course, Aviation Safety Commanders Course and Crew Resource Management Course.

d. Perform administrative duties for nominations and submission of Chief of Naval Operations and Marine Corps safety awards.

e. Perform administrative support for the 2d MAW ASO.

WgO 5301.1D  
AUG 06 2012

WING STAFF OFFICER BILLETS

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
132	Elect WarO	Maj	7588	MAG-14
137	Asst PlansO	Capt	7505	MAG-29
147	OpsO Curr	LtCol	7506	MAG-26
148	OpsO Fut	LtCol	7506	MAG-26
149	Asst Ops F/W	Maj	7503	MAG-14
150	Asst Ops F/W	Maj	7503	MAG-14
151	Asst Ops R/W	Maj	7505	MAG-29
152	Asst Ops R/W	Maj	7505	MAG-26
153	AirCont Off	LtCol	7202	MACG-28
161	ATCO	Maj	7557	MAG-14
166	Read/TRNGO	Maj	7506	MAG-29

Replacement personnel will be identified at least 60 days prior to the termination of the incumbent's TAD. Upon selection, the replacement will report 10 working days prior to the incumbent's TAD termination to allow a sufficient turnover.

WgO 5301.1D  
AUG 06 2012

ROAD MASTER BILLETS

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
ROADMA 1	Road Master	SSgt-GySgt	3537	Rotating*
ROADMA 2	Road Master	SSgt-GySgt	3537	MAG-29
ROADMA 3	Road Master	SSgt-GySgt	3537	MACG-28

These are 12 month minimum billets. These billets require the Marine to have no NJPs within the last year and no traffic violations (waiverable). Nominees must have a minimum of one year left on current contract. Marines must be mature, self-motivated and squared away and within height and weight standards. Marines must be familiar with Microsoft Excel and Word programs.

\* Upon completion of billet ROADMA, the Group currently filling the billet will generally not be required to staff the replacement. The rotation will be MAG-14 and MACG-28.

WgO 5301.1D  
AUG 06 2012

COMMAND INSPECTOR BILLET

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
CMDINSP	Cmd Admin Assist	Cpl-Sgt	8014	Rotating*

This is a minimum 12 month rotating billet for MOS 8014 (Command Inspector's Office). Billet rank is Corporal to Sergeant. It is preferred that the Marine be an NCO. The clerk will interact with COs, Sergeants Majors and senior staff members of 2d MAW.

This billet requires the Marine to have no NJPs within the last year and no traffic violations (waiverable). Nominees must have a minimum of two years remaining on current contract. This Marine must be mature, self-motivated, takes initiative, and must be within height and weight standards. Marine must be familiar with Microsoft Excel and Word.

\* Upon completion of billet CMDINSP, the Group currently filling the billet will generally not be required to staff the replacement. The rotation will be MAG-14 and MACG-28.

GROUND SAFETY SPECIALIST

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
GRNDSFTY	Ground Safety SNCO	SSgt	8014	Rotating*

Ground Safety SNCO shall possess the requisite skills to assist the Ground Safety Officer in managing 2d MAW's Ground Safety Program. Qualifying criteria requires the nominee to have no NJPs within the last year and no traffic violations (waiverable). Nominee must be mature, self-motivated, within height and weight standards and successfully complete a screening interview with the 2d MAW Ground Safety Officer. Nominees who do not possess the requisite skills for the billet as determined by the interview process will be returned to their parent command. Nominees must be available to fill this billet for a minimum of one year after completion of the Headquarters, United States Marine Corps (SD) Ground Safety Course.

\* Upon completion of billet GRNDSFTY, the Group currently filling the billet will generally not be required to staff the replacement. The rotation will be MAG-29, MAG-14 and MACG-28.

1. Duties

- a. Manage 2d MAW's Mishap Prevention Program.
- b. Maintain safety directives and accident reports.
- c. Investigate mishaps and conduct periodic safety inspections.
- d. Provide safety indoctrination and education for the command and obtain and maintain safety equipment and material.
- e. Advise and assist in the organization and implementation of a complete vehicle safety program for both government and private motor vehicle operations.
- f. Monitor compliance of Occupational Safety and Health Administration requirements.
- g. Conduct Operational Risk Management assessments.
- h. Apply hazard control fundamentals and techniques as necessary.

WING DRIVER SCHOOL BILLETS

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>	<u>Note</u>
WDS01	SNCOIC	SSgt	3537	MAG-29	
WDS02	NCOIC	Sgt	3531	MAG-14	
WDS03	Licensing NCO	Cpl-Sgt	3531	MAG-14	
WDS04	Instructor	Sgt	3531	MAG-29	
WDS05	Instructor	Cpl-Sgt	3533	MAG-14	
WDS06	Instructor	Cpl-Sgt	3531	MAG-29	
WDS07	Instructor	Cpl-Sgt	3531	MAG-29	
WDS08	Instructor	Cpl-Sgt	3531	MACG-28	
WDS09	Instructor	Cpl-Sgt	8014	MAG-14	Note 1
WDS10	Instructor	Cpl-Sgt	8014	MACG-28	Note 1
WDS11	Instructor	Cpl-Sgt	8014	MACG-28	Note 1
WDS12	Instructor/ Incidental	Cpl-Sgt	8014	MAG-29	Note 1
WDS13	Instructor	Cpl-Sgt	8014	MAG-29	Note 1
WDS14	Instructor	Cpl-Sgt	8014	MAG-14	Note 1
WDS15	Instructor	Cpl-Sgt	8014	MAG-14	Note 1

Note 1: Personnel assigned to the Wing Driver School must possess a government license up to and including 7-ton and have six months driving experience.

Reference (a) contains the requirements for Marines to be sent TAD Excess via WSO to the CO, MWHS-2 for assignment to the Wing Driver School. Replacement personnel will be identified at least 30 days prior to termination of the incumbent's TAD and will be interviewed by the SNCOIC, Wing Driver School. Upon selection, the replacement will report five working days prior to the termination of the incumbent's TAD to allow sufficient turnover.

WGO 5301.1D  
AUG 06 2012

SAMPLE WAP WING SPECIAL ORDER (WSO)

**ORIGINAL ORDERS**

**UNITED STATES MARINE CORPS**  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

1320/2  
G-1  
1 Aug 11

Wing Special Order  
Number .... 001-11

1. The following WAP via Temporary Duty in excess is directed.

Name	Organization	ED	Report	Remarks
LCPL MARINE, I. M. LAST 4/MOS	CO, MMSG-27 (MCC 1PF)	1 AUG 11	CO, MWHS-2 (MCC 142)	WDS02

ADMIN CHIEF OR OFFICER  
Master Gunnery Sergeant or Major, U. S. Marine Corps  
By direction of  
Commanding General, 2d Marine Aircraft Wing

WgO 5301.1D  
AUG 06 2012

SAMPLE WAP CHECK IN SHEET



**UNITED STATES MARINE CORPS**

2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

RANK \_\_\_\_\_ LNAME \_\_\_\_\_ FNAME \_\_\_\_\_ MI \_\_\_\_\_ LAST FOUR \_\_\_\_\_  
MOS \_\_\_\_\_ UNIT \_\_\_\_\_ BILLET DESCRIPTION \_\_\_\_\_  
CATEGORY \_\_\_\_\_ BMOS \_\_\_\_\_ LINE # \_\_\_\_\_ EAS \_\_\_\_\_

REPLACEMENT INFO: \_\_\_\_\_  
\_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_

SECTION \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
SQDN S-1 \_\_\_\_\_  
GROUP S-1 \_\_\_\_\_  
IPAC (MEALCARD/INBD) \_\_\_\_\_  
2DMAW G-1 \_\_\_\_\_  
MWHS-2 S-1 \_\_\_\_\_

WFO 5301.1D  
AUG 06 2012

SAMPLE WAP CHECK OUT SHEET



**UNITED STATES MARINE CORPS**

2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
POSTAL SERVICE CENTER BOX 8050  
CHERRY POINT, NC 28533-0050

RANK \_\_\_\_\_ LNAME \_\_\_\_\_ FNAME \_\_\_\_\_ MI \_\_\_\_\_ LAST FOUR \_\_\_\_\_  
MOS \_\_\_\_\_ UNIT \_\_\_\_\_ BILLET DESCRIPTION \_\_\_\_\_ CATEGORY \_\_\_\_\_

BMOS \_\_\_\_\_ LINE # \_\_\_\_\_ EAS \_\_\_\_\_

REPLACEMENT INFO: \_\_\_\_\_  
\_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

IPAC  
(MEALCARD/INBD) \_\_\_\_\_  
2DMAW G-1 \_\_\_\_\_  
MWHS-2 S-1 \_\_\_\_\_  
IPAC (MEALCARD/INBD) \_\_\_\_\_  
GROUP S-1 \_\_\_\_\_  
SQDN S-1 \_\_\_\_\_

WING SPECTRUM MANAGER

<u>Line No.</u>	<u>Description</u>	<u>Rank</u>	<u>MOS</u>	<u>Source</u>
167	G-6 Spectrum Manager	SSgt-GySgt	0648	MACG-28

Spectrum Manager (SM) supervises and manages the planning and use of the electromagnetic spectrum in support of Marine Air Ground Task Force (MAGTF).

Marine must be thoroughly familiar with and trained in international, national, DoD, Joint and Service level spectrum policy, allocations and frequency assignment procedures; spectrum supportability and certification procedures; coordination of Host Nations Approval (HNA); radio theory; spectrum analysis and engineering; effects of electromagnetic compatibility (EMC) and determination, mitigation and resolution of electromagnetic interference (EMI).

Marine must develop policy and guidance for effective and efficient spectrum use; provide oversight of Marine Corps use of national level and DoD associated spectrum databases; supervise and manage the coordination, de-confliction and integration of spectrum-dependent (S-D) equipment and systems into the operational electromagnetic environment (EME) and coordinates the development of the Joint Communications Electronic Operating Instructions (JCEOI).

Marine normally works under the cognizance of the 2d MAW G-6 and must be knowledgeable of all DoD/Service S-D equipment and systems requiring the use of the electromagnetic spectrum to include, but are not limited to transmitters; receivers; command and control (C2) systems and platforms (including Satellite Communications (SATCOM)); intelligence, surveillance and reconnaissance (ISR) assets; aircraft; Electronic Warfare/Electronic Attack (EW/EA) assets; sensors; beacons; Navigational Aids (NAVAIDS), radar, lasers, munitions and weapons systems.

1. Duties

a. Maintain, instruct and update ACEOI and loadsets for all of 2d MAW ensuring all squadrons know how to work them.

b. Create, track, review, renew and delete all permanent and temporary frequencies assigned to all 2d MAW units.

c. Maintain and update all Spectrum Management programs and databases (ACES/JACS, SPEED, Spectrum XXI, SCS database).

WgO 5301.1D  
AUG 06 2012

d. Provide Radio Frequency engineering and HF Propagation studies upon request to all 2d MAW units.

e. Coordinate with II MEF training for the ACES/JACS and SPEED classes.