



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 5700.2
CPAO
20 MAY 2002

STATION ORDER 5700.2

From: Commanding General
To: Distribution

Subj: CONSOLIDATED PUBLIC AFFAIRS OFFICE (CPAO) BI-MONTHLY TOUR PROGRAM

Encl: (1) Bi-monthly Tour Itinerary
(2) Bi-monthly Tour Itinerary during Force Protection Measures Alpha and Bravo

1. Purpose. To provide information and guidance for Marine Corps Air Station (MCAS), Miramar's CPAO Bi-monthly Tour Program.

2. Background

a. This program is established to better serve the needs of the community. The program is designed to enhance Miramar's relationship with the community and provide a better opportunity for the public to familiarize themselves with MCAS Miramar and its mission and functions.

b. Additionally, this program will eliminate the burden of regular supporting units through specific bi-monthly action assignments/taskers. The program will allow CPAO the ability to funnel more requests into scheduled bi-monthly tours and reduce the overall number of tours and denials.

3. Action

a. Director, Public Affairs Office

(1) Coordinate the overall Bi-monthly Tour Program.

(2) Provide a Public Affairs escort to meet guests at the Flying Leatherneck Aviation Museum, give the windshield tour of the base and remain with the tour until guests depart.

(3) Coordinate and confirm each tour with supporting units one week prior and one day prior.

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b. Motor Transportation, Division Assistant Chief of Staff (AC/S) G-4. Provide two 44-passenger buses equipped with internal public address (PA) system and driver the first and third Thursday of each month. Due to fluctuating numbers of individuals attending each tour, a Public Affairs Representative will inform the Motor Transportation Representative two days prior to the tour date if only one bus is needed. The bus will be available no later than 0830 the day of the tour to board passengers from the Flying Leatherneck Aviation Museum parking lot. The bus will return to the Museum at approximately 1115.

c. Provost Marshal Office. Provide a Marine Working Dog demonstration from 0915-1000 the first and third Thursday of each month at the Marine Working Dog compound provided that this does not conflict with your primary mission.

d. Flying Leatherneck Aviation Museum AC/S, Marine Corps Community Services (MCCS). Provide docents to greet guests and make the gift shop available to customers beginning at 1115 on the first and third Thursday of each month.

e. Aircraft Rescue and Firefighting (ARFF), AC/S G-3,. Be prepared to provide an ARFF demonstration in the event the inclement weather plan is implemented.

f. Commanding Officer, Marine Aircraft Group 11

(1) Identify a pilot that will meet the tour group at the Flying Leatherneck Aviation Museum and be prepared to speak to the group about his/her aircraft and Marine Aviation topics in general. Provide this information to the PAO two days prior to the first Thursday of the month.

(2) Ensure that the pilot is prepared to speak at the museum to the tour on the first Thursday of the month from 1015-1100.

g. Commanding Officer, Marine Aircraft Group 16

(1) Identify a pilot that will meet the tour group at the Flying Leatherneck Aviation Museum and be prepared to speak to the group about his/her aircraft and Marine Aviation topics in general. Provide this information to the PAO two days prior to the third Thursday of the month.

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(2) Ensure that the pilot is prepared to speak at the museum to the tour on the third Thursday of the month from 1015-1100.

4. Inclement Weather Plan. In case of inclement weather, the bi-monthly tour will be conducted as follows:

a. The PMO working dog demonstration will be cancelled and an Aircraft Rescue and Firefighting (ARFF) demonstration will be conducted.

b. The pilot will still meet with the tour group at the Flying Leatherneck Aviation Museum.

c. The decision to convert to the Inclement Weather Plan rests with the Public Affairs Office. Once the decision is made, the Public Affairs Officer will inform necessary parties no later than 0720 the morning of the tour.

5. Force Protection Measure Plan. During Force Protection Measure Alpha and Bravo, the bi-monthly tour will change as follows:

a. All guests will park at the MCCS Stables parking lot to the east of the Miramar Way gate.

b. PAO will meet the guests with a station bus, conduct the tour and return the guests to the stables parking lot.

c. PAO provide a list of guests attending the Bi-monthly tour to the PMO operations officer one day prior to the tour.

6. Concurrence. The Commanding General, 3d Marine Aircraft Wing concurs with the provisions of this Order.



G. L. GOODMAN
Chief of Staff

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BI-MONTHLY TOUR ITINERARY

0900 Depart the Flying Leatherneck Aviation Museum parking lot enroute to Marine Working Dog kennel.

0915-1000 Marine Working Dog demonstration.

1000-1030 Flight line windshield tour/enroute to museum.

1030-1100 Museum tour with designated pilot.

1100 Pilot concludes his/her portion of tour. Guests can stay and tour the aircraft park on their own if they so desire.

BI-MONTHLY TOUR ITINERARY FOR INCLEMENT WEATHER

0900 Depart the Flying Leatherneck Aviation Museum parking lot enroute to flight line.

0915-1000 Aircraft Rescue and Firefighting demonstration.

1000-1030 Flight line windshield tour/enroute to museum.

1030-1100 Museum tour with designated pilot.

1100 Pilot concludes his/her portion of tour. Guests can stay and tour the aircraft park on their own if they so desire.

ENCLOSURE (1)

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BI-MONTHLY TOUR ITINERARY DURING FORCE PROTECTION MEASURES

0900 Depart the MCCA Stables parking lot enroute to Marine Working Dog kennel.

0915-1000 Marine Working Dog demonstration.

1000-1030 Flight line windshield tour/enroute to museum.

1030-1100 Museum tour with designated pilot.

1115 Pilot concludes his/her portion of tour. Guests tour museum at their own pace.

1200 Return guests to MCCA Stables parking lot.

BI-MONTHLY TOUR ITINERARY FOR INCLEMENT WEATHER DURING FORCE PROTECTION MEASURES

0900 Depart the MCCA Stables parking lot enroute to flight line.

0915-1000 Aircraft Rescue and Firefighting demonstration.

1000-1030 Flight line windshield tour/enroute to museum.

1030-1100 Museum tour with designated pilot.

1115 Pilot concludes his/her portion of tour. Guests tour museum at their own pace.

1200 Return guests to MCCA Stables parking lot.