UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX **8003**
CHERRY POINT, NORTH CAROLINA **28533-0003**

AirStaO **1700**
INS
MAI 25 2005

AIR STATION ORDER **1700**

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: QUALITY OF LIFE (QOL) ADVISORY BOARD

Encl: **(1)** Board Membership
(2) Duties of President
(3) Board Procedures

1. Situation. To implement guidelines and establish procedures for the operation of the MCAS Cherry Point QOL Advisory Board.

2. Mission. The mission of the MCAS Cherry Point QOL Advisory Board, hereinafter called "the Board," is to advise and make recommendations to the Commanding General (CG), MCAS Cherry Point, concerning the correction of conditions and/or situations involving unresolved issues aboard MCAS Cherry Point that may adversely affect the health, safety, morale and welfare of military service members and their families. The Board will be governed in its operations and procedures by this Order.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that unresolved sensitive and/or problematic issues and/or conditions concerning QOL (i.e., housing, commissary, Marine Corps Community Services (MCCS) personnel services, health, and safety) are brought before the Board and are discussed, in order to promote the well being of all military personnel and family members.

(2) Concept of Operations

(a) The Board shall be composed of members listed in enclosure (1).

(b) Subject Matter Experts (SMEs) will meet with the Board and be utilized as required/needed. SMEs may be representatives from the Housing Department, Commissary, MCCS, etc.).

(c) The CG shall be the sponsoring commander for the Board and will appoint the President of the Board.

(d) The President of the Board shall be governed in the performance of his/her duties in accordance with enclosure (2).

(e) The Board shall meet the second Tuesday of January, April, July, and October of each year and at other times as the President of the Board may direct.

(f) The Board shall conduct meetings as designated by the President of the Board in accordance with the procedure outlined in enclosure (3). The President shall determine whether the meetings will be open or closed to the public.

(g) The Board shall make appropriate recommendations to the CG.

(h) The Board will take appropriate action in connection with all conditions detrimental to the good health, safety, welfare, and morale of military personnel and their family members.

b. Coordinating Instructions. Submit all recommended changes concerning this Order to the Station Inspector via the appropriate chain of command.

4. Administration and Logistics

a. The contents of this Order will be disseminated to all Commanding Officers (COs) including tenant commands.

b. The CG, 2d MAW, and the CO's, Naval Hospital, NADEP, and CSSD-21 concur with the contents of this Order insofar as it pertains to members of their Command.

5. Command and Signal

a. Command. This Order is applicable to Marine Corps Reserve.

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

C. G. HUGHES II
Chief of Staff

DISTRIBUTION: A

AirStaO 1700

HAR 2 5 2005

BOARI MF

1. The membership of the Board shall consist of the following voting representatives:

a. Inspector, MCAS Cherry Point (President of the Board)

b. Inspector, 2d MAW, or designee

C. Provost Marshal, MCAS Cherry Point, or designee

d. MCCS Director, or designee

e. Facilities Director (G-4), or designee

f. Marine Aircraft Group - 14 (MAG-14), Family Readiness Officer

g. Marine Wing Support Squadron - 27 (MWSG-27), Family Readiness Officer

h. Marine Air Control Group - 28 (MACG-28), Family Readiness Officer

i. MAG-14 Key Volunteer Coordinator

j. MWSG-27 Key Volunteer Coordinator

k. MACG-28 Key Volunteer Coordinator

1. Station Sergeant Major

m. Wing Sergeant Major

n. Family Team Building Representative

o. Command Master Chief, Naval Hospital, or designee

2. For the conduct of emergency meetings or meetings that will require a vote, the listed representatives will attend or send a designated representative.

ENCLOSURE (1)

AirStaO 1700

MAR 25 2005

DUTIES OF PRESIDENT

1. Schedule and preside at all Board meetings.

2. Prepare an agenda prior to each meeting and ensure it is distributed to each voting member at least 72 hours prior to the meeting.

3. Submit the Board minutes with recommendations, if any, to the CG for review and approval/disapproval.

4. Inform members of any special meeting and its purpose as far in advance as possible.

5. Notify SME's at least 72 hours in advance if his/her presence is required for scheduled meeting.

6. Maintain appropriate records and files pertaining to QOL Advisory Board meetings and activities.

ENCLOSURE (2)

BOARD PROCEDURES

1. General Considerations

a. The purpose of the Board meetings is to take appropriate action in accordance with this Order regarding matters which may adversely affect the health, safety, welfare, and morale of military personnel and their family members. This Board is established to handle unresolved issues that deal with QOL. All appropriate QOL issues that are brought before the Board must be previously vetted through appropriate channels before being addressed by Board.

b. No meeting of the Board will be conducted unless a quorum of voting members is present. A quorum is defined as a majority of the voting membership.

2. Initiating an Action

a. The Board may take action based upon complaints originating from the command, members of the Board, and military personnel (active duty, retired, and reservist) and their family members. The Board may investigate complaints, as required. Findings and recommendations will be prepared by the President and presented to the Board membership at the next meeting.

b. The Board must come to a consensus before recommending any action.

3. Action. After approval of the Board's recommendations by the CG, the appropriate action will be accomplished. Funding must be available to accomplish the appropriate action. This may require a rearrangement of priorities in planned work and any conflicts must be addressed via the chain of command.