

**DECLASSIFIED**

Authority: E.O. 13526

By: NDC NARA Date: Dec 31, 2012

Subj: Organization Set-Up and Function Thereof. ----- 26 September 1944

(f) First Lieutenant (Ens. King)

- (1) Shall be responsible for the proper maintenance of all rolling stock assigned to this unit.
- (2) Shall maintain and operate the carpenter shop.
- (3) Shall serve as liaison with the SeaBees on all construction work in the CASU Camp or Flight Area.
- (4) Shall be responsible for all necessary repairs in camp or work area as requested.

(g) Camp, Athletic, Welfare & Recreation Officer (Lt. Williams).

- (1) Shall be responsible for the development of the camp area, serving as liaison with the ACORN on such matters.
- (2) Shall be responsible for facilities in and the appearance of the camp as well as sanitary conditions, in conjunction with the Sanitation Officer.
- (3) Shall handle all welfare and recreation matters, including welfare funds, barber activities, development and maintenance of recreation facilities, etc.
- (4) Shall be responsible for all athletic equipment and the development of athletic facilities and programs.

(h) Supply Officer (Lt(jg) Cormuelle).

- (1) Shall furnish supplies of a general nature, if available, but is not responsible for maintaining a stock of such items. Officers requiring supplies of this nature will contact Supply Officer of this unit but if the items desired are not in stock, it is the individual officer's responsibility to obtain them directly through the Air Base Supply Officer.

(i) Asst Supply & Disbursing Officer (Lt(jg) Olson)

- (1) Shall serve as Asst Supply Officer and be responsible, as such, for stock control.

(j) Asst Supply & Disbursing Officer (Pay Clerk Tisch)

- (1) Shall serve as Asst Supply Officer and Division Officer.

(k) Commissary Officer (Acting Pay Clerk Nyblod)

- (1) Shall represent CASU on all matters pertaining to ACORN'S operation of the flight galley.

(l) Executive & Maintenance Officer (Lt.Cdr. Lachman)

- (1) As second ranking officer, shall be consulted by the Commanding Officer on matters of unit policy, but shall not handle the usual routine duties of an Executive Officer.
- (2) Shall be responsible for the maintenance and servicing of all aircraft, having jurisdiction over the Radio, Ordnance, Operations, Engines, Shops, Structures, and Maintenance Duty Divisions on maintenance and servicing matters. All normal administrative matters other than maintenance and servicing shall be handled by the Division Heads directly without clearing through the Maintenance Officer, although he shall be consulted on such matters where considered necessary. Recommendations for advancement, however, in the divisions above shall clear through the Maintenance Officer.
- (3) Shall approve all flight orders.
- (4) Shall serve as liaison with the squadrons on all maintenance and servicing matters.