



**UNITED STATES MARINE CORPS**  
**MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION**  
**1000 HENDERSON AVENUE SUITE 238**  
**SAN DIEGO, CALIFORNIA 92140-5001**

DepO 5000.8F  
1A  
30 APR 1999

DEPOT ORDER 5000.8F w/ ch 1

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR GENERAL ADMINISTRATION

Ref: (a) SECNAVINST 5216.5D  
(b) SECNAVINST 5210.11D (NOTAL)  
(c) MCO 5215.1G (NOTAL)  
(d) MARCORMAN (NOTAL)  
(e) U. S. Navy Regulations (NOTAL)  
(f) MCO P1000.6F (NOTAL)  
(g) SECNAVINST 5212.5D (NOTAL)

Encl: (1) List of Correspondence Codes for Marine Corps Recruit Depot, San Diego  
(2) Action Brief Format  
(3) Point Paper Format  
(4) Position Paper Format  
(5) Talking Paper Format  
(6) Distribution List  
(7) Work Request for Administrative Support  
(8) Proofreading Marks

1. Purpose. To promulgate Standing Operating Procedures for General Administration within this Command.

2. Cancellation. DepO 5000.8E.

3. Summary of Revision.

4. Turnover Folders/Desk Top Procedures.

a. A Turnover Folder is a file containing pertinent information about a key billet which, when passed to an individual newly assigned to that billet, will give him/her the basic minimum amount of turnover time. This folder should include, but is not limited to, the following:

- (1) Organization Chart
- (2) Billet Description
- (3) Flow chart of responsibilities
- (4) Special Duties/Tasks
- (5) A history of pertinent references and Depot directives over which the individual has cognizance.
- (6) Problem areas sufficiently defined
- (7) functional area extracts from the Depot Management Information System.

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(8) Such other information as may be necessary to provide insights into all tasks incorporated within the billet. This may include policy, management controls, memoranda of record, etc.

(9) Desktop Procedures which define the routine functioning of the billet/office/shop.

b. Desktop Procedures. Desktop Procedures are a listing of procedures, points of contact, references, and other related information concerning the management of a particular functioning (who, what, when, where, why, and how) of a billet. This file should include, but is not limited to, the following:

(1) Area(s) of responsibility and all duties of people under his/her cognizance.

(2) A resume of the daily routine

(3) Description and flowcharts which reflect the routine flow of paperwork or the task

(4) Work priorities within the office/shop

(5) Required reports and reporting procedures

(6) Past inspection results and internal inspection procedures

#### 5. Routine Correspondence

a. General. Correspondence will be prepared in accordance with the instruction contained in reference (a) and this paragraph.

b. Direct Correspondence. The types of routine correspondence indicated below need not be forwarded via the Commanding General. A completed copy of such correspondence will be furnished to this Headquarters (Depot Adjutant) for information in any case where the commander feels the content thereof should be noted by the Command.

c. Routing Sheet. The Depot Routing Sheet (MCRD 5216/5) will be attached to all correspondence which requires action by the Commanding General/Chief of Staff. The remarks portion of the Routing Sheet will contain the staffing document portion of the correspondence.

#### 6. Preparation of Correspondence

a. "From:" Line. The "From:" Line for all correspondence that is addressed from the Commanding General will read:

From: Commanding General, MCRD/WRR San Diego

b. Types of Correspondence to be prepared for the signature of the Commanding General and Chief of Staff. Correspondence pertaining to the below listed subjects, whether addressed to high or lower echelons shall be prepared with the signature line left blank. OCR type will not be used on any correspondence.

(1) Mission.

(2) Policy.

(3) Changes in formal school curricula.

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- (4) Efficiency of the Command or components thereof.
  - (5) Commendatory or derogatory information concerning the Command or components thereof.
  - (6) Action on all boards and investigation. Military police investigation reports are excluded except as covered herein.
  - (7) Correspondence addressed to organizations or individuals of this Command pertaining to awards, commendations, reprimands, or requiring a reply in explanation of official actions. Reprimands to civil service personnel are excluded.
  - (8) Correspondence on which the signature of the Commanding General is required by regulation or law.
  - (9) Correspondence concerning other than routine or doubtful matters.
- c. Office Symbols. Numerical office identification symbols assigned to General and Special Staff Sections are shown in enclosure (1).
- d. Preparation of Copies of Correspondence. Reproduced copies may be used in lieu of white, yellow or pink manifold paper. The number of copies required is indicated below:

Copies

Each addressee: The original and one copy (the copy should be either a reproduced copy or on white manifold paper)

Via addressees: A reproduced copy or a copy on white manifold paper

"Copy to:" addressees: A reproduced copy or a copy on white manifold paper

Depot Central Files: A reproduced copy or a copy on yellow manifold paper

Originator: A reproduced copy or a copy on pink manifold paper

e. Assembly of Correspondence File

(1) The original letter, if two or more pages in length, and regardless of classification, will be assembled in natural order. Copies will be assembled in natural order with the first page on top and the signature page on the bottom. The complete correspondence file will be assembled as follows:

- (a) Outgoing letter, with enclosures arranged in same order as they appear in the heading
- (b) Courtesy copy, if required
- (c) Complete copies properly checked or arrowed for "via" addressees
- (d) Copies for "Copy to" addressees
- (e) File copy
- (f) Other required copies
- (g) Rough, if prepared

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(2) For correspondence prepared for signature by the Chief of Staff or Commanding General, which is not self-explanatory, an action brief in the format outlined in enclosure (2) will be provided.

(3) Prior to forwarding to the Chief of Staff or Commanding General for signature, correspondence will be assembled in the following manner:

(a) Correspondence/messages with accompanying back-up material will be placed in appropriate folders. Classified material will be placed in a classified folder obtained from CMC.

(b) The right side of the folder will include the following from top to bottom:

1 Originals of correspondence to be signed, or messages to be release, including originals of previous endorsements in proper sequence, and any copies which require a signature. (In cases where more than one signature is required, the signature divider will be place before the last page which requires signature).

2 All enclosures will be arranged numerically with the lowest number on top and will be plainly tabbed on the right side for easy reference.

3 Old roughs or notes, if previously returned for retyping or corrections.

(c) The left side of the folder will include the following references from top to bottom:

1 All references listed on the proposed correspondence/messages will be included. Each reference for the proposed message or correspondence attached will be clearly identified on the left edge. A reference divider may be used to mark a reference mentioned in the action brief but not used in the proposed correspondence or message.

2 In the case of documents which are too bulky to attach, a filler sheet will be inserted. The filler sheet will contain the reference title, subject, date, and statement that the reference will be provided, if desired, plus a quotation of the significant part, or a brief thereof, so the reader can validate the source. In the event that the subject does not give a descriptive content of the document, a brief statement as to content or extracts will be included. This information can also be indicated in the space provided on Depot Routing Sheet (MCRD 5216/5).

f. Routing of Proposed Correspondence

(1) It is the responsibility of the originator preparing any correspondence, Orders, Bulletins, or other written matter to ensure that it is routed to all staff officers and others interested in or affected by the subject matter. To facilitate this procedure, an action brief, as shown in enclosure (2) may be prepared.

(2) Correspondence of an unusual or technical nature may be routed in the rough prior to preparing in the smooth

g. "By direction" Correspondence. Command correspondence which has been signed "By direction" can be delivered to the Depot Adjutant for dating and mailing. If correspondence has been mailed by the originator, a reproduced copy or a yellow

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file copy must be provided to the Depot Adjutant as soon as possible after mailing for routing to the Commanding General and Chief of Staff for information and filing in Central Files. Standard Subject Identification Codes (SSIC) will be assigned by the originator in accordance with reference (b).

h. Endorsements

(1) The use of rubber stamp endorsements is not only permissible, but desired, provided the added statements are neat, legible, and made with black ink.

(2) Reference (a) states, in part, that an endorsement is used to approve, disapprove, forward, or comment on the contents of a letter which is transmitted through one or more addressees before it reaches its final destination. Normally, it is not used to reply to a letter or to return a letter to an originator for further action.

(3) Reference (a) also permits replying on the face of an incoming letter. When record copies of incoming correspondence and the reply to that correspondence are not required, the reply may be placed on the face of the letter. This practice is especially advantageous when the letters are brief enough to permit completion of the replies on the same page as the original letter.

i. Business Form Letters. Business form letters will be prepared in accordance with the instruction contained in reference (a). Particular attention is invited to the fact that "Copy to" addressees are not to be indicated on the original but only on copies for internal use. The reproduced copy or yellow file copy will contain a record of all copies distributed.

j. Preparation of Staffing Documents. Staffing documents are designed to inform, record, present problems, recommend solutions, and ensure coordination. The remarks portion of the Depot Routing Sheet (MCRD 5216/5) will be used whenever possible to prepare informal staffing documents. Formal staffing documents are described as follows and will be prepared in the formats prescribed:

(1) Point Paper

(a) A point paper is an informal paper used to summarize a particular point of view. Point papers will be prepared utilizing the prescribed format shown in enclosure (3).

(b) Point papers prepared by Staff Officer for the Chief of Staff or Commanding General will be staffed through their cognizant directorate.

(2) Position Paper

(a) A position paper is used to develop a command position on a specific subject or problem, and provide a written record for turnover purposes. Position papers will be prepared utilizing the prescribed format shown in enclosure (4).

(b) Position papers prepared by Special Staff Officer for the Chief of Staff or Commanding General will be staffed through their cognizant directorate.

(3) Talking Paper. A talking paper provides facts and key points, in a logical and concise form, to be used in briefings, conferences, and as a ready reference tool concerning a project or command position. Enclosure (5) provides the prescribed format for preparation of Talking Papers.

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7. Administrative Support Section. Administrative support will be provided by the Adjutant to the G-1.

8. Processing of Incoming Correspondence. All incoming official correspondence addressed to this Command is screened by the Depot Adjutant. Correspondence of Command interest will be routed to the Commanding General and Chief of Staff, with copies immediately forwarded under separate cover to activities concerned.

a. Completeness and readability of the material will enable the work to be processed faster and with less chance of error. Unreadable, incomplete drafts will be returned to the originator. Looking up references, gathering enclosures and other information is the originator's responsibility. The originator will ensure that reports and other correspondence are submitted well in advance of the required due date. Proper and timely submission of correspondence to the Adjutant Section will ensure proper and timely completion. All Depot Orders turned into the Adjutant Section will be submitted with a disc.

b. Corrections and changes should be clearly and legibly annotated in red ink. Please use the proofreading marks on enclosure (7). When extensive revisions need to be made, use marginal notation; NEVER DESTROY THE ORIGINAL MATERIAL. When original material is destroyed, the Admin Clerk cannot tell where correctness remains with the originator.

9. Depot Directives

a. Depot directives will be prepared in accordance with reference (c) and distributed in accordance with enclosure (6). The Depot Adjutant is the Directive Control Point (DCP) for this Headquarters. Originators will obtain the appropriate SSIC and consecutive point number for each directive from the DCP.

b. All Depot directives requiring signature of the Commanding General or Chief of Staff must be routed through the DCP prior to signature. Proposed directives will be routed to all concerned activities prior to submission to the DCP for final editing and forwarding to Commanding General/Chief of Staff.

c. Stationery and Styles of Type

(1) Directives will be prepared on letter-size bond paper.

(2) Automated data processing or personal computer equipment with word processing capability, 10-pitch or 12-pitch may be used in preparing letter and manual-type directives. Old English, Optical Character Recognition (OCR), micro-elite, script, etc., are not authorized.

(3) Use only printers that have the capability to produce high resolution letter quality print. Dot matrix print is not authorized.

d. Directives may be submitted in rough form to the DCP for approval prior to preparation of smooth copy.

e. An action brief (enclosure (2)) will be prepared for all directives requiring signature of the Commanding General or Chief of Staff.

f. Depot Orders/Bulletins will normally be prepared for the signature of the Chief of Staff except where the Commanding General's signature is required by law.

g. The DCP is the only section authorized to send directives to Depot Reproduction and distribute published Depot directives through the guard Mail System.

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10. Signature Authority

a. In accordance with the provisions of references (a), (c), (d), and (e) and subject to the restrictions contained below, officer occupying the following billets are authorized to sign official correspondence "By direction" when the contents are of a routine nature and deal solely with matters under their cognizance.

- (1) Assistant Chief of Staff, G-1
- (2) Assistant Chief of Staff, G-2/3
- (3) Assistant Chief of Staff, G-4
- (4) Assistant Chief of Staff, Comptroller
- (5) Assistant Chief of Staff, Recruiting
- (6) Assistant Chief of Staff, Religious Ministries/Command Chaplain
- (7) Assistant Chief of Staff, Staff Judge Advocate
- (8) Assistant Chief of Staff, Marine Corps Community Services
- (9) Depot Inspector
- (10) Depot Medical Officer
- (11) Depot Dental Officer
- (12) Public Affairs Officer
- (13) Director, Communications Information Systems Department
- (14) Depot Adjutant

b. The foregoing staff officer may authorize their principal assistants to sign routine corresponding "By direction" providing such delegation is in writing, accompanied by sufficient guidance to preclude misinterpretation of authority, ensure propriety, and is not otherwise prohibited by regulations.

c. All correspondence addressed to higher authority relating to policy or efficiency of this Command will be signed by the Commanding General.

d. All correspondence which reflects adversely on a subordinate commander or organization will be signed by the Commanding General.

e. Forwarding endorsements on letters of appreciation or other commendatory correspondence signed by general officer or high-level dignitaries concerning the performance of members or units of this Command will be signed by the Commanding General or Chief of Staff, as appropriate. In addition, endorsements on all such correspondence concerning senior officer of this Command, regardless of the originator, will be signed by the Commanding General or Chief of Staff, as appropriate.

f. Correspondence on military justice or administrative separations, and those directives that are to be punitively enforced as general orders, may not legally be signed by anyone other than the Commanding General or his successor in command.

g. A reproduced copy or a yellow copy of all outgoing, unclassified correspondence signed by staff officers will be forwarded to the Adjutant (Central

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Files) for routing to the Commanding General and Chief of Staff and filing in the Command Central Files.

h. A yellow manifold copy of all outgoing, classified correspondence signed by a staff officer will be forwarded to the Depot's Message Center (CMCC) for compilation, routing to the Chief of Staff for review each Monday, and filing.

i. In accordance with the provisions of references (a) and (d), only the Chief of Staff or Chief of Staff, Acting, will sign for the Commanding General, all Directives (Depot Bulletins and Orders), except those required by law or regulation to be signed by the Commanding General.

(1) When signing correspondence and directives in accordance with this authorization, the Chief of Staff's functional title will be shown below his signature.

(2) The Chief of Staff is designated as the Acting Depot Commander for any period of time in excess of one work day that the Commanding General is away from MCRD, but carrying out duties in the WRR. As such, the Depot Commander exercises all authority normally exercised by the Commanding General, MCRD. This succession of command is effective unless specifically rescinded by the Commanding General.

(a) When the Commanding General is in the WRR and the material to be signed concerns the WRR, but is not related to military justice or administrative separations, the "From" block will read:

From: Commanding General, MCRD/WRR San Diego

the "signature" block will read:

Name  
Chief of Staff

(b) The phrase "Chief of Staff" will not be used when the Chief of Staff is acting in his capacity as General Court-Martial Convening Authority.

(c) When the Commanding General is in the WRR, but the material is not related to the WRR (and does not relate to military justice or administrative separations), the "From: block will read:

Depot Commander, MCRD San Diego

The "signature" block will read:

Name  
Acting

(d) When the Chief of Staff is acting in capacity as General Court-Martial Convening Authority, the word "Acting" in the "signature" block will be deleted.

(e) Whenever the Commanding General is on leave or outside the WRR on temporary additional duty and the material to be signed does not relate to military justice or administrative separations, the "From" block will read:

From: Commander, MCRD/WRR San Diego

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The "signature" block will read:

Name  
Acting

("Acting" will be deleted when the Chief of Staff is signing matters relating to military justice or administrative separations.)

(f) When the Commanding General is in the WRR, and the material to be signed relates to military justice or administrative separations for either MCRD or WRR personnel, the "From" block will read:

From: Depot Commander, MCRD San Diego

The "signature" block will read:

Name

(When the Chief of Staff is acting in the capacity as General Court-Martial Convening Authority, the word "Acting" is never in the signature block.)

j. Messages

(1) The Chief of Staff is authorized to release all messages except those that deal with, or purport to establish Command policy.

(a) Officer occupying the billets listed in subparagraph 9a are also authorized to release messages subject to the restrictions as addressed in that paragraph. Likewise, those staff officers may also authorize their principal assistants to release routine messages subject to the same guidelines as addressed in subparagraph 9d above.

(b) Officers filling the billets listed in subparagraph 9a will ensure that the Depot Message Center is immediately notified of all changes in authorizations to release messages.

(c) Delegation of authority to release messages contained in this Order notwithstanding, no message will be released without a valid authorization form of the releasing officer on file with the Message Center.

(2) During periods of MINIMIZE imposed by higher headquarters, delegation of authority to release messages to/from the MINIMIZE area(s), is suspended. During periods of MINIMIZE, authority to release message traffic destined to/from the MINIMIZE area(s) is limited to the following in amplification of reference (d):

(a) Commanding General;

(b) Chief of Staff;

(c) Depot Adjutant (limited to granting of leave extensions to be transmitted via commercial means and casualty reports);

(d) Depot Officer of the Day (DOOD) (only after working hours and limited to granting of leave extensions to be transmitted via commercial means, casualty reports upon concurrence of the Adjutant, and such other outgoing message traffic deemed necessary upon concurrence of the Chief of Staff).

k. Project Priority management Effort Authorization. In accordance with references (a), (d), (e), and (f), the Assistant Chief of Staff, Comptroller is hereby authorized to sign all Project PRIME financial reports.

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l. "Facsimile" Authorization. In accordance with references (a), (d), (e), and (g), facsimile authorization will be granted to such officers as may be necessary to ensure the timely issue of travel orders. These authorizations will be provided by separate correspondence.

m. Use of Titles. All correspondence signed in accordance with the authorizations contained in this Order shall have the title of the Commanding General in the prescribed place at the head of the correspondence. Except as provided for in subparagraph 10a above, the words "By direction" will be shown below the authorized officers signature.

n. Familiarization. All officer authorized to sign correspondence and directives for the Commanding General shall familiarize themselves with the provisions of references (c), (d), and (e) prior to utilizing such authorization.

11. Action on Directives From Higher Authority. Action will be taken by individual commanding officer on directives received from the Commandant of the Marine Corps, Navy Department, or other higher authority, which affect routine administrative matters conducted on battalion or company level administration. Amplifying instructions may be issued by this Headquarters; however, action by individual commanding officers should not be withheld pending receipt of such instructions.

12. Personal Correspondence. No person attached to this Depot will transact, or attempt to transact, through personal correspondence, any official business relating to this Command.

13. Depot Guard Mail

a. Control. Operation control of the Depot Guard Mail System is the responsibility of the Depot Adjutant. The Depot Guard Mail section is collocated with Central files in Room 241, building 31.

b. Procedure. All official directives, orders, bulletins, publications, and other official correspondence to or between organizations/units of MCRD will be delivered to the Guard Mail Section for further distribution. Care should be taken to provide correct and complete addresses on all guard mail to ensure prompt delivery.

c. Limitation of Use

(1) Use of penalty stamped envelopes for transmission of material via Depot Guard Mail or messenger is prohibited.

(2) Transmittal of U. S. Mail and telegrams by Depot Guard Mail is prohibited.

14. Marine Corps Records Disposal

a. The Depot Adjutant shall be responsible for the proper maintenance of the records disposal system for the command files and records.

b. All Records keeping activities will ensure that the provisions of reference (g) are strictly and continuously complied with by personnel concerned.



H. W. PETERSON III  
Chief of Staff



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
1600 HENDERSON AVENUE SUITE 238  
SAN DIEGO, CALIFORNIA 92140-5001

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1A

10 AUG 1999

DEPOT ORDER 5000.8F Ch 1

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR GENERAL ADMINISTRATION

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. Delete "SAFETY BRANCH...4E" from page 1 of enclosure (1).

b. On page 2 of enclosure (1) add the following to the Assistant Chief of Staff, Quality Management Department, underneath Inspector Division:

SAFETY BRANCH

15B

c. On page 2 of enclosure (1) underneath Assistant Chief of Staff, Quality Management pen change 15B to read 15C.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

  
JOHN B. SOLLIS  
Chief of Staff

DISTRIBUTION: A

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## LIST OF CORRESPONDENCE CODES FOR MCRD, SAN DIEGO

<u>SECTION</u>	<u>CODE</u>
<u>COMMANDING GENERAL</u>	6
SERGEANT MAJOR	6A
<u>CHIEF OF STAFF</u>	5
STAFF SECRETARY	5A
MILITARY POLICE DIVISION	5C
PUBLIC AFFAIRS OFFICE	5D
COMMUNICATION INFORMATION SYSTEM DEPARTMENT	5E
PROGRAMMING AND PROCESSING DIVISION	5E1
TELECOMMUNICATIONS SUPPORT DIVISION	5E2
COMMUNICATIONS AND INFORMATION SYSTEMS SUPPORT DIVISION	5E3
<u>ASSISTANT CHIEF OF STAFF, G-1</u>	1
ADJUTANT DIVISION	1A
POST OFFICE	1A1
HUMAN RESOURCE OFFICE	1B
CAREER PLANNING DIVISION	1C
SUBSTANCE ABUSE CONTROL CENTER	1E
CONSOLIDATED PERSONNEL ADMINISTRATION CENTER	1F
<u>ASSISTANT CHIEF OF STAFF, G-2/3 (G-2 MATTERS)</u>	2
<u>ASSISTANT CHIEF OF STAFF, G-2/3 (G-3 MATTERS)</u>	3
TRAINING AND AUDIOVISUAL SUPPORT CENTER	3A
BAND DIVISION	3B
MUSEUM	3C
MECEP	3D
REPRODUCTION CENTER	3E
<u>ASSISTANT CHIEF OF STAFF, G-4</u>	4
FACILITIES DIVISION	4A
MAINTENANCE BRANCH	4A1
PUBLIC WORKS BRANCH	4A2
BILLETING/HOUSING BRANCH	4A3
MOTOR TRANSPORT DIVISION	4B
FOOD SERVICE DIVISION	4C
SERVICE AND SUPPLY DIVISION	4D
ORDNANCE BRANCH	4D1
PROPERTY CONTROL BRANCH	4D2
TRAFFIC MANAGEMENT BRANCH	4D3
CONTRACTING AND PURCHASING BRANCH	4D4
<del>SAFETY BRANCH</del>	<del>4E</del>
<u>ASSISTANT CHIEF OF STAFF, COMPTROLLER</u>	7
MANAGERIAL ACCOUNTING DIVISION	7A
BUDGET DIVISION	7B
RESOURCE EVALUATION AND ANALYSIS DIVISION	7C
FINANCE DIVISION	7D
<u>ASSISTANT CHIEF OF STAFF, RECRUITING</u>	8
<u>ASSISTANT CHIEF OF STAFF, STAFF JUDGE ADVOCATE</u>	9
ADMINISTRATIVE SUPPORT DIVISION	9A
ADMINISTRATIVE LAW/REVIEW DIVISION	9B
LEGAL ASSISTANCE DIVISION	9C
MILITARY JUSTICE/TRIAL DIVISION	9D
DEFENSE DIVISION	9E

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ASSISTANT CHIEF OF STAFF, RELIGIOUS MINISTRIES/COMMAND CHAPLAIN 10

ASSISTANT CHIEF OF STAFF, MARINE CORPS COMMUNITY SERVICES (MCCS) 14  
MCCS FOOD/HOSPITALITY BRANCH 14A  
MCCS MCX BRANCH 14B  
MCCS RECREATION BRANCH 14C  
FAMILY SERVICE CENTER 14D

ASSISTANT CHIEF OF STAFF, QUALITY MANAGEMENT 15  
INSPECTOR DIVISION 15A  
TQL AND MANAGEMENT/PLANS DIVISION ~~15B~~ 15C

RECRUITER SCHOOL 11

DENTAL OFFICER 12

MEDICAL OFFICER 13

ch!

**DEPOT ROUTING SHEET**

MCRD 5216/5 EG (Rev. 02-99)

**OPERATION CODE**

- A - Appropriate Action
- B - Guidance
- C - Signature
- D - Comment

**X - Originator or Office Affixing Routing Sheet**

- E - Recommendation
- F - Concurrence
- G - Information
- H - Return to:

- I - Initial
- J - Disposition
- K - Decision
- L - Retention
- O - Other
- R - Review

Subject:

Rtg - Use numbers to show Order

						Due Date:
		CG				References held by (Grade, Name, Office Code, Phone)
		C/S				
		S/S				
		SGTMAJ				
		PAO				
		PMO				
		AC/S G-1				
		MANPOWER				
		DEPOT ADJUTANT				
		DIR CONTROL				
		CPAC				
		DEPOT CARPLAN				
		SACC				
		FAM SVC CENTER				
		HRO				
		AC/S G-2/3				
		TVISC				
		BAND				
		DEPOT REPRO				
		MUSEUM				
		AC/S G-4				
		FAC				
		MAINT				
		PWD				
		MT DIV				
		FOOD SERVICE				
		SERV & SUPPLY				
		DSSC				
		PCO				
		TMO				
		PURCHASING				
		ORDNANCE				
		SAFETY				
		AC/S SJA				
		AC/S RCTG				
		AC/S REL MIN				
		AC/S QMD				
		AC/S MCCS				
		AC/S COMPT				
		CISD				
		HQSVCBN				
		RTR				
		WFTBN				
		MEDICAL				
		DENTAL				

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POINT PAPER FORMAT

CLASSIFICATION

SSIC  
Code  
Date

POINT PAPER

Subj:

The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

1. (The salient points which relate to the subject are listed)
2. (These points are written as short concise statements)
3. (The points are arranged in logical sequence (time permitting))
4. ....
5. ....

SUMMARY

The salient points are followed by an even more concise summary. This summary may include any conclusion or position as appropriate.

(Page number)

CLASSIFICATION

ENCLOSURE (3)

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POSITION PAPER FORMAT

CLASSIFICATION

SSIC  
Code  
Date

POSITION PAPER

Subj:

The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

Ref: (a) References are listed as appropriate  
(b) If none are appropriate, enter the notation "NONE"

1. PROBLEM

The problem statement tells what the problem is for which the position paper is being developed. Usually stated "To develop a . . . position . . ."

2. WHY

- a. A position paper also states why the paper is required.
- b. Is it directed by higher headquarters?
- c. ....

3. BACKGROUND

- a. The background sets forth in concise terms what has happened before.
- b. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly occur requiring reexamination?
- c. ....

4. POSITION OF OTHER AGENCIES

The position of other agencies are addressed when appropriate, otherwise this part of the position paper has the caption "Not Applicable" inserted.

5. RECOMMENDED MARINE CORPS POSITION

The recommended position is stated in clear, concise terms. When it is to be promulgated, it is usually attached on a separate sheet.

6. RATIONALE

- a. The rationale includes concise statements which support the position taken.
- b. ....

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CLASSIFICATION

7. RECOMMENDATION

The recommendation is what you recommend be done; e.g., "Approve the attached statement, " or "reconsider . . . ". A decision block would also be included for the decision to be recorded by the approving authority. The attached statement of the position, referred to in paragraph 5 is usually prepared on a mat, ready to be reproduced. It can be approved by signing, at which time promulgation can be expeditiously made.

(Page number)

CLASSIFICATION

30 APR 1988

TALKING PAPER FORMAT

CLASSIFICATION

SSIC  
Code  
Date

TALKING PAPER

For use by (name or title of person of whose use the paper is prepared)

Subj:

The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

BACKGROUND

The background sets forth in concise terms what has happened before. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly create this requirement?

DISCUSSION

The discussion is a concise narrative of all the salient points related to the topic under discussion. References that are used as a source are cited in the discussion.

RECOMMENDATION

Recommendations are reduced to clear, concise statements permitting simple approval or disapproval by the approving authority.

APPROVED

An approval block is provided for authentication by the approving authority.

ACTION OFFICER

(The name of the action officer who prepared the paper should be included)

(Page number)

CLASSIFICATION

ENCLOSURE (5)

30 APR 1998

## DISTRIBUTION LIST

<u>SECTION ACTIVITY</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
CHIEF OF STAFF/STAFF SECRETARY	1	1	1	1	1	1	1
AC/S, G-1	10	1	1	0	0	50	0
AC/S, G-2/3	4	1	0	0	0	1	0
AC/S, G-4	6	1	0	5	1	1	0
AC/S, COMPROLLER	5	1	1	1	5	1	0
AC/S, RECRUITING	1	1	0	0	0	1	1
AC/S, RELIGIOUS MINISTRIES	1	1	0	0	0	1	0
AC/S, SJA	1	1	0	0	0	1	0
AC/S, MCCS	1	1	0	1	1	1	0
DEPOT INSPECTOR	1	1	0	0	0	1	1
PUBLIC AFFAIRS OFFICER	1	1	0	0	0	1	1
PROVOST MARSHALL OFFICE	1	1	0	0	0	1	0
COMMUNICATION INFORMATION SYS DEPT	3	1	0	0	0	1	0
RECRUITER SCHOOL	1	1	0	0	0	0	1
DENTAL OFFICER	1	1	0	0	0	1	0
MEDICAL OFFICER	1	1	0	0	0	1	0
CO, RTR	6	6	1	1	1	1	0
CO, HQSVCBN	3	3	1	1	1	1	0
CO, WFTBN	1	1	1	1	1	0	0
CO, 8TH MCD	0	1	0	0	0	0	1
CO, 9TH MCD	0	1	0	0	0	0	1
CO, 12TH MCD	1	1	0	0	0	1	1
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 G - MATERIAL PRIMARILY CONCERNED WITH RECRUITING MATTERS

30 APR 1996

<b>REQUISITION FOR LOCAL DUPLICATING SERVICE</b>			1. DATE OF REQUEST	2. DATE REQUIRED	3. JOB NUMBER
<b>PART A - REQUEST</b>					
4. REQUESTING OFFICE			5. DELIVERY INSTRUCTIONS		
a. ORGANIZATION	b. BUILDING	c. ROOM NO.	a. DELIVER TO		
d. FOR REFERENCE CONSULT: (1) Name		(2) Telephone Number	b. PERSON TO CALL IF TO BE PICKED UP (1) Name		(2) Telephone Number
6. DESCRIPTION OF JOB		a. APPROPRIATION CHARGEABLE			
b. TITLE, FORM NO., ETC.		c. CLASSIFICATION <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Other (Specify)		d. NO. OF ORIGINALS	e. NO. OF COPIES EACH
					f. DISPOSITION OF ORIGINALS <input type="checkbox"/> Return <input type="checkbox"/> Destroy
7. SPECIFICATIONS (X and complete all that apply)					
a. TYPE REPRODUCTION <input type="checkbox"/> Xerographic <input type="checkbox"/> Offset <input type="checkbox"/> Other (Specify)		b. PRINT <input type="checkbox"/> One Side <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot <input type="checkbox"/> Other (Specify)		c. FINISHED SIZE <input type="checkbox"/> 8-1/2 X 11 <input type="checkbox"/> Other (Specify)	d. PAPER <input type="checkbox"/> White <input type="checkbox"/> Other (Specify)
e. INK <input type="checkbox"/> Black <input type="checkbox"/> Other (Specify)		h. ADDITIONAL SPECIFICATIONS (including distribution, punching, padding, location of staples, etc.)			
i. COLLATE <input type="checkbox"/> Yes <input type="checkbox"/> No	g. STAPLE <input type="checkbox"/> Yes <input type="checkbox"/> No				
8. REQUESTER CERTIFICATION. I certify that this work is authorized by regulations and is necessary to the conduct of official business.					
a. PRINTED NAME OF REQUESTER		b. SIGNATURE OF REQUESTER		c. SIGNATURE OF PRINTING CONTROL OFFICIAL	
<b>PART B - APPROVAL (For reproduction unit use only)</b>					
9. DATE RECEIVED	10. PRIORITY	11. OPERATOR	12. DATE COMPLETED	13. NO. COPIES REPRODUCED	14. DATE RECEIVED BY REQUESTER
					15. JOB RECEIVED BY
					14. DATE REQUESTER NOTIFIED JOB IS COMPLETE

DD FORM 844, FEB 89 (EF)

Consolidates DD Form 283 and DD Form 844, which may be used until supply is exhausted.

30 APR 1960

# PROOFREADING MARKS

PROOFREADERS' MARK	DRAFT
 Delete space	art work
 Insert a space	# It was here.
 OR - Delete a word	numbers are <del>not</del> correct
 Insert a word	It <sup>is</sup> simple.
 Transpose	recommen <del>d</del>
 Move as shown	They are <del>not</del> here.
 OR  Insert a letter	refres <sup>h</sup> ments are provided
 OR  Delete a letter and close up	necess <del>ar</del> y items
 OR  Change a letter	a <sup>r</sup> effect <del>less</del> <sup>two</sup> more than one
 OR - Change a word	direct <sup>ly</sup> to you
 Add on to a word	pencils, pens, and paper
 Insert a comma	Mr. Frazer
 Insert a period	the auditors' records
 Insert an apostrophe	The <sup>cc</sup> easy jog was really a ten-mile run.
 Insert quotation marks	full-time job
= Insert a hyphen	She's here <sup>finally</sup>
-- Insert a dash or change a hyphen to a dash.	
 Spell out	 5 people
 Use lowercase letter	Finance Department
 Capitalize	Wilbury Avenue

PROOFREADERS' MARK	DRAFT
( ) Insert parentheses	arrives May 6 (tomorrow)
_ Insert underscore	a <u>very</u> heavy package
<del>///</del> Delete underscore	He's <del>always</del> on time.
 Start a new paragraph	 Provide quality service.
<del>no ¶</del> Remove paragraph break	<del>no ¶</del> This is true.
SS [ Single space	SS [ This is the most useful information.
ds [ Double space	ds [ Those are manufactured at our headquarters.
+1L# → Insert one line space	Cost: dependent upon quantity
-1L# → Delete one line space	The requirements are specified.
2] Indent two spaces	Computer technology
] Move to the right	\$4500 <input type="checkbox"/>
[ Move to the left	<input type="checkbox"/> Turn off the power.
✓ Raise above the line	4 x 10 <sup>6</sup>
^ Drop below the line	CO <sub>2</sub>
.... Stet (don't change)	He <u>already</u> left.
= Align horizontally	Re: <input type="checkbox"/> Cost Analysis
Align vertically	To: Mr. Smith From: Ms. James