Headquarters and Support Battalion
Marine Corps Base
Box 555031
Camp Pendleton, CA 92055-5031

ROUTING SHEET

X - Originator	C - Recommendation	F - Reply requested
A - Action	D - Information	
B - Signature	E - Return to: S-1	Due date: _____

Subj:						Date:
ROUTING ORDER	CODE	ADDRESSEE	DATE		CONCUR	NON CONCUR
			IN	OUT		
		COMMANDING OFFICER				
		EXECUTIVE OFFICER				
		SERGEANT MAJOR				
		ADJUTANT				
		LEGAL OFFICER				
		S-1 CHIEF/ADJ CHIEF				
		S-1 CLERK				
		S-3 OFFICER				
		SACO				
		S-4 OFFICER				
		SUPPLY CHIEF				
		ARMORY CHIEF				
		FAMILY READINESS OFFICER				
		H&S COMPANY COMMANDER				
		COMPANY B COMMANDER				
		COMPANY A COMMANDER				
		SECRETARY/SECURITY MANAGER				
		IPAC				
		CHAPLAIN				

☐ ROUTINE:

☐ URGENT:

REMARKS:

REFERENCES/POC (NAME, GRADE, PHONE):