MARINE CORPS LOGISTICS COMMAND ROUTE SHEET

Reset Form

ACTION CODES:
X - ORIGINATOR OF OFFICE
A - APPROPRIATE ACTION
C - COMMENT
F - CONCURRENCE
D - DECISION
E - DISPOSITION
G - GUIDANCE
H - FORWARD TO _____
I - INFORMATION
N - INITIAL
R - RECOMMENDATION
L - RETENTION
S - SIGNATURE
O - OTHER
T - RETURN TO _____

ROUTING - USE NUMBERS TO SHOW ORDER OF ROUTING

DATE:

SUBJECT:

REFERENCE:

NATURE OF ACTION	ORIGINATOR:	DUE DATE:
ROUTINE		

RTG	ACTION	ADDRESSEES	IN	OUT	CONCUR (INT)
		COMMANDING GENERAL (L01)			
		EXECUTIVE DEPUTY (L02)			
		CHIEF OF STAFF (L03)			
		STAFF SECRETARY (L05)			
		SERGEANT MAJOR (L04)			
		PROTOCOL OFFICE (L06)			
		MANPOWER (S13)			
		CAREER RET SPECIALIST (L03)			
		ODO (S06)			
		COMMAND INSPECTOR/EEO (S04)			
		INSTALLATION, ENVMT SAFETY (S11)			
		SMALL BUSINESS OFFICE (S16)			
		C4 (S08)			
		PROGRAMS & RESOURCES (S07)			
		OFFICE OF COUNSEL (S05)			
		SJA			
		CONTRACTS DEPARTEMENT (S19)			
		OPERATIONS DIRECTORATE (P30)			
		LOG SERVICE MGMT CTR (P50)			
		LOGISTICS CAPABILITIES CTR (P40)			
		DISTRIBUTION MGMT CTR (P80)			
		WEAPONS SYSTEM MGMT CTR (P70)			
		MAINTENANCE MGMT CTR (P60)			
		CO, MARINE DEPOT MAINT CMD			
		XO, MARINE DEPOT MAINT CMD			
		SGTMAJ, MARINE DEPOT MAINT CMD			
		CO, LOGCOM HQ Co EAST (LHCE)			
		CO, LOGCOM HQ Co WEST (LHCW)			
		1STSGT, LOGCOM HQ Co EAST			
		BLOUNT ISLAND COMMAND (90)			
		SEA LOGCOM HQ Co WEST			
		MARCORSYSCOM			
		FAMILY READINESS OFFICER (FRO)			

REMARKS & SIGNATURE:

Please submit documents for the General or Chief of Staff's signature/information in a folder with a MARCORLOGCOM Route Sheet attached to the front of the folder. Ensure the route sheet is completed with subject, "reference held by", sender's initials, date prepared, due date, nature of action and point of contact's phone number. Specify the routing order and action required in the appropriate blocks. Complete the "Return to" portion of the sheet. Provide a synopsis of the enclosed document, and make a recommendation for approval or disapproval as appropriate. This synopsis should give details regarding the background of the document, and why you have made your recommendations for approval/disapproval. Staff work should be complete by the time it is submitted to the Adjutant Office for routing to the C/s and CG.