Print Form

MATERIAL ATTACHED IS

CONFIDENTIAL

(UNCLASSIFIED UPON REMOVAL OF ATTACHMENTS)

HEADQUARTERS MARINE CORPS ROUTING SHEET (5211)
NAVMC HQ 335I (EF) (REV. 5-00)

1. DATE

2. OPERATING CODE

X - ORIGINATOR OF OFFICE AFFIXING ROUTING SHEET
A - APPROPRIATE ACTION
B - GUIDANCE
C - SIGNATURE
D - COMMENT
E - RECOMMENDATION
F - CONCURRENCE
G - INFORMATION
H - RETURN TO: _____
I - INITIAL
J - DISPOSITION
K - DECISION
L - RETENTION
O - OTHER _____

ROUTING - Use numbers to show order of routing

3. UNCLASSIFIED SUBJECT (Paraphrase if necessary so routing sheet will not be classified)

4. RTG	5. OPR	6. ADDRESSEES		7. DATE IN	7. DATE OUT	8. INITIALS CONCUR	8. INITIALS NON-CONCUR
		COMMANDANT	CMC				
		MILITARY SECY					
		ASST COMMANDANT	ACMC				
		MILITARY ASST	MILASST				
		DIR MARCORSTAFF	DMCS				
		SEC GEN STAFF	SGS				
		DIR SPL PROJ	SPD				
		DC, M&RA	M&RA				
		DC, I&L	L				
		DC, PP&O	P				
		DC, AVN	A				
		DC, P&R	R				
		DIR, I	I				
		DIR, C4	C4				
		SJA TO CMC	JA				
		LEGIS ASST	OLA				
		DIR PA	PA				
		DIR AR	AR				
		DIR MCH&M	HD				
		IGMC	IG				
		COUNSEL FOR CMC	CL				
		DIR HEALTH SERV	HS				
		CHAPLAIN					
		MARCOR UNIF BD					
		SGTMAJMARCOR					
		CG MCCDC					
		CG MCB	MCB				
		CG MCRC	MCRC				
		COMMARCORMATCOM					
		CO HQBN	HQBN				
		CO MSGBN					
		DIR SAFETY	SD				
		DIR TQL	TQL				

9. NATURE OF ACTION REQUIRED	ORIGINATOR'S INITIALS	DUE DATE (if any)
ROUTINE		
URGENT		

10. REFERENCES HELD BY (Name, Grade, Office Code, Telephone ext.)

11. REMARKS AND SIGNATURE (if additional space is necessary, attach plain paper)

THIS SHEET IS FOR ROUTING PURPOSES ONLY. DO NOT PUT CLASSIFIED REMARKS ON IT.

See instructions contained in MCO 5216.20

DO NOT DETACH - THIS FORM IS A PERMANENT PART OF THE DOCUMENT TO WHICH IT IS ATTACHED UNTIL STAFFING IS COMPLETED

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