



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 5210.1G
B 013

MARINE CORPS BASE ORDER 5210.1G Ch 1

From: Commander

To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL
CORRESPONDENCE

Ref: (a) SECNAV M-5216.5
(b) CDCO 5216.2A

Encl: (1) Designator Codes for Marine Corps Base, Quantico
(MCBQ) Activities

1. Purpose. This order promulgates a list of MCBQ organization designator codes, and provides instructions for their use.

2. Cancellation. MCBO 5210.1F.

3. Summary of Revision. This order contains changes not previously published, and should be reviewed in its entirety.

4. Information. The use of designator codes on correspondence is the easiest method for an individual receiving the correspondence to identify the office originating a document.

a. Per reference (a), correspondence prepared in the name of the Commander, MCBQ (Comdr MCBQ) is to bear a Standard Subject Identification Code (SSIC) number, the originating office's designator code (as identified in the enclosures), and the date. Example:

5210	(SSIC)
B 013	(designator code)
2 Nov 95	(date)

b. All outgoing correspondence signed for Comdr MCBQ must also adhere to the policies established in reference (b).

c. When requesting a response to correspondence, activities are to use their designator code as follows:

5 Apr 12

"Submit responses to the Comdr MCBQ (C 11) by 2 April 2006."

5. Action

a. Activity Heads

(1) Ensure appropriate personnel are familiar with the codes listed in the enclosure, and their proper use.

(2) Prepare all correspondence for signature using the appropriate designator code.

b. Adjutant Branch. Assign designator codes to MCBQ staff activities as required.

R. L. ANDERSON

By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

MCBO 5210.1G
B 053
13 Jan 14

MARINE CORPS BASE ORDER 5210.1G Ch 1

From: Commander
To: Distribution List

Subj: ASSIGNMENT AND USE OF DESIGNATOR CODES IN OFFICIAL
CORRESPONDENCE

1. Purpose. To ensure changes are mad to the subject Order.
2. Action. Add "REA B64C" to page 2, enclosure (1) under Director, Comptroller Division.
3. Administration and Logistics. None.
4. Command and Signal.
 - a. Command. This Order is applicable to all military and civilian personnel attached to this command.
 - b. Signal. This Order is effective the date signed.

/s/
R. L. ANDERSON
By direction

DISTRIBUTION: A

5 Apr 12

DESIGNATOR CODES FOR MARINE CORPS BASE, QUANTICO (MCBQ)
ACTIVITIES

<u>ACTIVITY</u>	<u>CODE</u>
Commander, MCBQ Headquarters	B 10
Chief of Staff, MCBQ	B 101
SgtMaj	B 102
Counsel	B 02
 G-1 Division	 B 01
Adjutant Branch	B 013
Installation Personnel Administration Center	B 014
Command Security Branch	B 054
Civilian Manpower	B 015
G-1 Operations	B 016
Military Manpower	B 017
Career Planner	B 018
 G-3 Division	 B 03
Current Operations Branch	B 031
Range Management Branch	B 032
Mission Assurance Branch	B 033
Combat Visual Information Center	
Band Branch	B 035
Explosive Ordnance Disposal Section	B 036
 G-4 Division	 B 21
Materiel Readiness Branch	B 211
Ammunition Supply Point Branch	B 212
Distribution Management Branch	B 213
Food Service Branch	B 214
Transportation Branch	B 216
Bachelor Housing Branch	B 217
 G-5 Division	 B 04
Public Works Branch	B 042
Family Housing Branch	B 044
Natural Resources and Environmental Affairs Branch	B 046
 G-6 Division	 B 50
Material Logistics Branch	B 502
Technology Management Branch	B 503
Telephone Branch	B 507

ENCLOSURE (1)

G-7 Division	B 22
Commanding Officer, Marine Corps Embassy Security Group	B 23
Division Director, Marine Corps Community Services	B 37
Division Deputy Director, Marine Corps Community Services	B 370
Director, Business Operations Branch	B 371
Director, Facilities Branch	B 372
Director, Semper Fit Branch	B 373
Director, Marine and Family Programs Branch	B 374
Manager, Marketing	B 375
Director, Finance Branch	B 376
Director, NAF Human Resources Branch	B 377
Director, Management Information System Branch	B 378
Manager, Internal Review	B 379
Coordinator, Single Marine Program	B 380
Safety Division	B 51
Training Branch	B 51A
Inspections Branch	B 51B
Drivers Training Branch	B 51P
Director, Comptroller Division	B 64
Budget Branch	B 64A
Accounting Branch	B 64B
REA	B 64C
Business Performance Office	B 09
Command Chaplain	B 053
Command Inspector General Office	B 051

5 Apr 12

Equal Opportunity Advisor Office	B 105
Health Care Advisor	B 103
Marine Corps Marathon Office	B 52
Public Affairs Office	B 058
Reserve Support Unit	B 08
Sexual Assault Prevention and Response Office	B 19
Staff Judge Advocate	B 052
Military Justice Branch	B 0521
Legal Assistance Branch	B 0522
Administrative Support Branch	B 0523
Defense Branch	B 0524
Civil Law	B 0525
Regional Contracting Office-National Capital Region	B 20
Contracts Branch A	B 201
Contracts Branch B	B 202
Procurement Policy Quality Metrics Branch	B 203
Government Purchase Card Branch	B 204
Contracts Branch C	B 205
Regional Small Business	B 206
Human Resources Management	B 09
Commanding Officer, Headquarters and Service Battalion	B 07-1
Commanding Officer, Security Battalion	B 27
Criminal Investigative Division	B 270
Adjutant	B 271
Military Police Services	B 272
S-3	B 273
S-4	B 274
HqCo Company	B 275
Military Police Operations	B 277
Military Police Company	B 278
Fire Department	B 279